

THE WEDDING TIMELINE

Organized advance planning will ensure you enjoy every minute of your special day. Start planning your wedding 12 months ahead of time if possible and use the following timeline as a guide through the process. Once the planning is complete, relax and get plenty of rest - the festivities are about to begin.

12 months ahead

- Select the date for your wedding (& alternate dates)
- Consult with your fiancé & all parents to determine the financial support available to you & set a budget for the wedding (including all activities related to your wedding)
- Determine, with your fiancé, the type of wedding you will have (formal or informal, large or small)
- Determine, with your fiancé, (& your families if appropriate) the number of guests you wish to invite
- Select & reserve the ceremony site
- Select an officiant for your ceremony
- Select & reserve the reception site
- Determine your need for wedding coordinator services & hire one to help you (with entire planning process; with certain aspects; or with wedding day only)

10-12 months ahead

- Arrange for families to meet (if they have not already done so)
- Begin shopping for gown & accessories (veil, gloves, lingerie, shoes)
- Order gown
- Determine the guest list (compiled by you two & your families)
- Choose your wedding party attendants (bridesmaids, groomsmen, etc.)
- Select & order attendants wedding attire (bridesmaid gowns & accessories, child attendants' attire)
- Research, review & select your photographer
- Research, review & select your videographer
- If you're marrying during a busy time (i.e., the holidays), have a lot of out-of-town guests, or are planning a destination wedding, send save-the-date cards
- Get your engagement photo taken

8-10 months ahead

- Select & reserve the caterer
- Select & reserve the decorator
- Select & reserve the florist
- Select & reserve party rental equipment (tents, tables, chairs, décor)
- Determine wedding cake design; select & reserve a baker or bakery
- Select & reserve musicians for the ceremony
- Select & reserve music/entertainment for the reception
- Select & reserve transportation for the wedding party (limousines, carriages, etc.)
- Plan the details of the reception
- Begin shopping for wedding rings
- Discuss honeymoon plans with fiancé & begin arrangements

6-8 months ahead

- Order invitations, announcements, informal stationery & thank you notes
- Register for wedding gifts at one to three stores
- Reserve accommodations for out-of-town guests
- Reserve transportation for out-of-town guests to travel to/from the ceremony & reception
- Finalize honeymoon plans with fiancé (finalize arrangements, check passports/visas, notify employers)

4-6 months ahead

- Select & order men's formalwear
- Reserve accommodations for wedding night (if different from honeymoon plan)
- Select stylist or salon for bridal party hair, nails & make-up
- Meet with florist to plan details
- Select & purchase wedding guest favors
- Select & hire calligrapher, if needed
- Begin dance lessons with fiancé
- Find & reserve your rehearsal dinner location
- Finalize guest list

2-4 months ahead

- Announce engagement in local newspapers
- Confirm delivery dates for bridal gown & bridesmaids' dresses
- Meet with caterer to discuss menu
- Meet with officiant to discuss ceremony
- Select ceremony music, readings & vows
- Schedule ceremony rehearsal & notify participants
- Buy & wrap gifts for wedding party
- Address wedding invitations
- Buy wedding rings & order engraving

continued...

THE WEDDING TIMELINE *continued*

1-2 months ahead

- Schedule final fittings on your gown
- Remind bridesmaids to schedule final fittings
- Call your county clerk's office for marriage license details (when, where, how much) & schedule a date with your fiancé to get your license
- Schedule blood test (only a few states still require this)
- Mail invitations
- Prepare printed program for ceremony
- Start seating plan & placecards for reception
- Plan pre-wedding party or luncheon for bridesmaids
- Confirm ceremony & reception details with wedding coordinator, ceremony officiant & reception site manager
- Assign wedding day tasks to friends (guest book & table attendants, assistance with corsages & boutonnieres & cake cutting)
- Confirm request lists with photographer, musicians/DJ & videographer
- Purchase wedding accessories (guest book & pen, toasting glasses, unity candle, kiddush cup, cake knife & server, & flower girl/ring bearer accessories)
- Pick up wedding rings & check engraving
- Begin arrangements for changing bride's name on documents (if applicable)
- Record gifts received & write thank you notes promptly
- Schedule pre-wedding manicure/pedicure, massage & spa treatments

2-4 weeks ahead

- Arrange for cleaning & preservation of wedding gown after wedding
- Arrange for bridal bouquet preservation after wedding
- Confirm honeymoon arrangements
- Confirm arrangements for attire & accessories of all wedding party members
- Assist fiancé with writing toasts for rehearsal dinner & wedding reception
- Follow up with guests who didn't respond to the invite & finish seating chart/placecards
- Confirm final guest count to caterer & reception facility
- Notify post office of change of address (if applicable)

1 week ahead

- Make final contact with baker, caterer, florist, musicians/DJ, photographer & videographer
- Make final preparations for honeymoon (pack suitcases, prepare camera, purchase traveler's checks)
- Confirm wedding-day assignments with wedding coordinator, family & friends
- Confirm time/location for rehearsal, rehearsal dinner & wedding with wedding party participants
- Confirm pick-up times/locations with transportation providers
- Put fees due on the wedding day in envelopes, for the best man to distribute
- Host bridesmaids' luncheon

day of the wedding

- Rings & marriage license
- Bride's wedding attire
- Bride's emergency kit
- Groom's wedding attire
- Groom's emergency kit
- Ring bearer pillow/flower girl basket
- Wedding programs
- Cake knife & server, toasting flutes
- Favors
- Guestbook & pen
- Unity candle, kiddush cup
- Pay officiant & vendors
- Assign person to collect/transport gifts

after the wedding

- Return rental attire
- Have wedding gown cleaned & preserved
- Have bridal bouquet preserved
- Freeze the top layer of your cake to enjoy on your one-year anniversary
- Record gifts received & write thank you notes promptly (they should all be done within two months (one month after returning from your honeymoon))
- Develop photos from disposable cameras (twin prints are nice to include in thank you notes)

WEDDING DAY CHECKLIST

The smallest forgotten detail can often create the biggest headache. Two weeks before the wedding, as well as the day before, simply review this list to ensure that you have not overlooked any of these easy-to-forget items.

wedding attire

FOR HER:

- Gown - be sure it is pressed
- Headpiece & veil
- Lingerie (*bra, bustier, slip, petticoat*)
- Hosiery & garter
- Shoes
- Jewelry & accessories
- Wrap/Jacket
- Gloves

FOR HIM:

- Coat, shirt, vest & trousers
- Cummerbund
- Neckwear
- Cufflinks
- Socks & shoes

don't forget...

- Rings & marriage license
- Ring bearer pillow/flower girl basket
- Wedding programs
- Cake knife & server, toasting flutes
- Favors
- Guestbook & pen
- Unity candle, kiddush cup
- Pay officiant & vendors
- Assign person to collect/transport gifts

wedding day emergency kit

- Phone numbers for wedding party, wedding coordinator & vendors
- Sewing kit (*thread, needle, safety pins & scissors*)
- Personal emergency kit (*including Shout wipes, tampons & a small snack such as a granola bar*)
- Skin care (*cleansers, moisturizers & lotion*)
- Hair care (*hair dryer, curlers, brush, comb, hair spray, bobby pins*)
- Nail polish (*color for nails & clear to stop nylon runs*) & super glue

- Makeup
- 2-sided tape & scotch tape
- Extra earring backs
- Extra nylons
- Toothbrush, toothpaste, mouthwash
- Portable iron or steamer
- Hand mirror
- Disposable wipes & tissues
- Anti-cling spray
- Something old, new, borrowed & blue

- Deodorant
- Antacid, aspirin, allergy medication & bottled water
- Breath mints
- Cash (*coins & bills*)
- Disposable camera
- Plastic bags
- White tailor's chalk for gown fixes
- Toupee tape for fallen hems
- Spray-on spot remover

honeymoon checklist

- Airline tickets (note flight number & departure/arrival time)
- Cruise tickets (note cabin number(s) & departure/arrival time)
- Resort/Hotel phone & confirmation number
- Passports/Visas

- Camera & film
- Credit cards
- Traveler's checks
- Sewing kit
- Medicines/Prescriptions
- Extra contact lenses or glasses

- Toiletries
- Electrical plug adapters
- Travel iron
- Clock radio, travel size
- Hair dryer

updating your name

- Auto Registration
- Bank & credit card accounts
- Car insurance policy
- Credit reporting agencies
- Deeds/titles
- Driver's license

- Employee records
- Investment accounts
- Life insurance policy
- Medical/dental records
- Memberships
- Passport

- Post Office records
- Social Security records
- Stock certificates
- Tax agency records (state/federal)
- Voter registration records
- Wills/trusts

SHARING THE COST

It is no longer expected that wedding costs will be assigned according to tradition. The bride and groom should discuss their plan and budget for the wedding with their families to determine whether to follow a traditional division of financial responsibility for the wedding costs. If circumstances don't allow the families to follow tradition, the proper rationale in deciding who pays for what portion is basic: whoever is most willing and most able to pay for a wedding expense assumes responsibility for that expense.

bride

- Groom's wedding ring
- Wedding gift for groom
- Gifts for maid/matron of honor & bridesmaids
- Gift for parents (optional)
- Gowns for maid/matron of honor & bridesmaids (optional)
- Accommodations for out-of-town attendants (optional)
- Luncheon for bridal party
- Informal stationery

bride's family

- Engagement party
- Bride's wedding attire & trousseau
- Bride's parents' wedding attire
- Wedding gift for newlyweds
- Invitations, announcements, thank you notes, postage
- Engagement & wedding photographs
- Wedding ceremony site fee & decorations
- Wedding ceremony programs
- Wedding reception
- Flowers for ceremony & reception
- Bridal party bouquets & flowers for flower girl
- Transportation for wedding party to ceremony & reception
- Videographer
- Musicians/vocalists
- Security & insurance for gifts
- Welcome party for out-of-town guests (optional)

groom

- Bride's engagement & wedding rings
- Bride's bouquet & going-away corsage
- Boutonnieres for men in wedding party
- Mothers' corsages
- Wedding gift for bride
- Gifts for best man, groomsman & ushers
- Gift for parents (optional)
- Formal wear for best man & groomsmen (optional)
- Accommodations for out-of-town attendants (optional)
- Marriage license
- Honeymoon
- Fee for officiant

groom's family

- Engagement party (optional; following party by bride's parents)
- Groom's wedding attire
- Groom's parents' wedding attire
- Wedding gift for newlyweds
- Groom's informal stationery & thank you notes
- Rehearsal dinner
- Shipment of wedding gifts to couple's new home
- Welcome party for out-of-town guests (optional)

wedding party

- Bridal shower for bride
- Bachelor(ette) party
- Accommodations for self
- Wedding attire & shoes

THE WEDDING BUDGET

Know your overall budget *BEFORE* you start planning your wedding - it's one of the first issues you and your fiancé should discuss. Set your priorities based on what is most important to both of you and spend accordingly. For example, if the meal is the most important element of your wedding, you'll want to allocate a greater portion of your budget to it.

<i>rings</i>		BUDGET	ACTUAL	<i>photography</i>		BUDGET	ACTUAL
	Engagement Ring	_____	_____		Photographer's Fee	_____	_____
	Bride's Wedding Ring	_____	_____		Engagement Portrait	_____	_____
	Groom's Wedding Ring	_____	_____	Formal Wedding Portrait	_____	_____	
<i>ceremony</i>		BUDGET	ACTUAL	Proofs	_____	_____	
	Ceremony Site Fee	_____	_____	Wedding Album	_____	_____	
	Officiant	_____	_____	Candids	_____	_____	
	Marriage License	_____	_____	Parents' Sets	_____	_____	
	Aisle Runner	_____	_____	Other	_____	_____	
	Candles/Candelabra	_____	_____				
	Other	_____	_____	<i>videography</i>		BUDGET	ACTUAL
<i>reception</i>		BUDGET	ACTUAL		Wedding VHS/DVD	_____	_____
	Reception Site Fee	_____	_____		Additional Copies	_____	_____
	Food, Service, Tax & Gratuity	_____	_____		Photo Montage Video w/Music	_____	_____
	Beverage/Bar Corkage Fee	_____	_____		Reception Entertainment:	_____	_____
	Cake/Cake Cutting Fee	_____	_____		Edited Highlights of Ceremony	_____	_____
	Rental Items	_____	_____	"Love Story" Production	_____	_____	
	Other	_____	_____	Projector Rental	_____	_____	
				Other	_____	_____	
<i>music</i>		BUDGET	ACTUAL	<i>flowers</i>		BUDGET	ACTUAL
	Ceremony	_____	_____		Bride's Bouquet	_____	_____
	Reception	_____	_____		Attendants' Bouquets	_____	_____
	Other	_____	_____		Groom's Boutonniere	_____	_____
<i>wedding attire</i>		BUDGET	ACTUAL		Attendants' Boutonnieres	_____	_____
	<u>BRIDE:</u>				Helper Corsages/Boutonnieres	_____	_____
	Bride's Gown	_____	_____	Ceremony Flowers	_____	_____	
	Alterations	_____	_____	Reception Flowers	_____	_____	
	Headpiece & Veil	_____	_____	Decorations/Balloons	_____	_____	
	Lingerie, Hosiery & Garter	_____	_____	Other	_____	_____	
	Shoes	_____	_____				
	Jewelry & Accessories	_____	_____	<i>stationery</i>		BUDGET	ACTUAL
	Wrap/Jacket	_____	_____		Save-the-Date Cards	_____	_____
	Hair, Makeup & Manicure	_____	_____		Invitations & Envelopes	_____	_____
	Other	_____	_____		Calligrapher	_____	_____
			Postage		_____	_____	
			Thank You Notes		_____	_____	
<u>GROOM:</u>			Informal Stationery	_____	_____		
Groom's Formalwear	_____	_____	Ceremony Programs	_____	_____		
Neckwear & Cufflinks	_____	_____	Placecards	_____	_____		
Accessories	_____	_____	Announcements	_____	_____		
Shoes	_____	_____	Other	_____	_____		
Other	_____	_____					

continued...

THE WEDDING BUDGET *continued*

<i>transportation</i>		BUDGET	ACTUAL	<i>totals</i>		BUDGET	ACTUAL
Wedding Party Transportation: Limousine, Carriage, etc.	_____	_____	_____	Rings	_____	_____	
Guest Transportation	_____	_____	_____	Ceremony	_____	_____	
Parking	_____	_____	_____	Reception	_____	_____	
Other	_____	_____	_____	Music	_____	_____	
Other	_____	_____	_____	Wedding Attire	_____	_____	
				Photography	_____	_____	
				Videography	_____	_____	
				Flowers	_____	_____	
				Stationery	_____	_____	
				Transportation	_____	_____	
				Favors & Accessories	_____	_____	
				Gifts	_____	_____	
				Optional Items	_____	_____	
				TOTAL	_____	_____	

<i>favors & accessories</i>		BUDGET	ACTUAL
Cake Knife & Server	_____	_____	_____
Cake Top	_____	_____	_____
Favors	_____	_____	_____
Flower Girl's Basket	_____	_____	_____
Guest Book & Pen	_____	_____	_____
Ring Bearer's Pillow	_____	_____	_____
Toasting Glasses	_____	_____	_____
Unity Candle, Kiddush Cup	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

<i>gifts</i>		BUDGET	ACTUAL
Maid/Matron of Honor	_____	_____	_____
Bridesmaids'	_____	_____	_____
Best Man	_____	_____	_____
Groomsmen	_____	_____	_____
Ushers	_____	_____	_____
Child Attendants	_____	_____	_____
Bride & Groom	_____	_____	_____
Bride's Parents	_____	_____	_____
Groom's Parents	_____	_____	_____
Hosts for Out-of-Town Guests	_____	_____	_____
Pre-Wedding Party Hosts	_____	_____	_____
Cake Cutting Attendant	_____	_____	_____
Gift Table Attendant	_____	_____	_____
Guest Book Attendant	_____	_____	_____
Soloists/Musicians <i>(who are friends)</i>	_____	_____	_____
Other	_____	_____	_____

<i>optional items</i>		BUDGET	ACTUAL
Wedding Coordinator	_____	_____	_____
Disposable Cameras	_____	_____	_____
Attendant Accommodations	_____	_____	_____
Bridesmaids' Dresses/Shoes	_____	_____	_____
Flower Girl's Dress	_____	_____	_____
Groomsmen's Formalwear	_____	_____	_____
Ring Bearer's Attire	_____	_____	_____
Bridesmaids' Luncheon	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

CAKES PLANNER

Your wedding cake is the edible centerpiece of your wedding reception. When meeting with your cake designer, bring photographs of cakes you love or fabric swatches of your color scheme to help them design the perfect cake for you. Many couples also order a groom's cake. This is often designed to reflect a particular hobby or personality trait of the groom, and can be a true work of edible art. If you're having a large reception, consider ordering additional sheet cakes. And finally, your baker should not only be accustomed to making wedding cakes, but also skilled at transporting and assembling them.

Ask the Right Questions

- Do you specialize in any certain styles or flavors?
- Do you recommend a certain type of cake for an outdoor or seasonal reception?
- Can you custom create a wedding or groom's cake from a photograph or idea?
- Can you match the cake colors to fabric swatches or flowers?
- Can you create individual cakes to be used as favors?
- Can you create specialized cakes for certain dietary needs?
- Do you offer a tasting?
- How much time do you need to prepare the cake at the reception?
- Do you offer instruction on how to cut the cake?
- Will you supply a proper container in which to freeze the top of the cake?
- Will you charge for any supports or bases on the cake?
- May I return the supports and bases for a refund? When?
- Are the cakes priced by the slice or by the cake? Do you have a price list?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

cake style

Type of cake: _____

Type & flavor of filling: _____

Type & flavor of icing: _____

Date to taste samples: _____

description

cake accessories

Cake topper: _____

Cake flowers: _____

Cake decorations: _____

Cake stands: _____

Cake boxes: _____

Cake knife & server: _____

setup details

Location: _____

How to decorate cake table: _____

Part to save for Bride & Groom: _____

Person to save & freeze the cake: _____

Person to store cake top, knife & server: _____

Person to return cake stand to bakery: _____

cake costs

Total cake cost: _____

Delivery charge: _____

Cake stand rental cost: _____

Cake knife & server rental cost: _____

Amount of deposit due & date due: _____

Balance due & date due: _____

groom's cake

Type of cake: _____

Type & flavor of filling: _____

Type & flavor of icing: _____

Description: _____

Total cake cost: _____

CATERING PLANNER

The success of your wedding will depend largely on the skill of your caterer. A full-service caterer will provide the food, experienced servers, linens, chair covers, china, glassware, silverware and serving dishes. Find a caterer who will guide you in your menu planning, listen to your ideas, and make innovative suggestions. Aided by your caterer's creativity and professionalism, you can host a truly delightful and memorable affair.

Ask the Right Questions

- What packages do you offer? What do they include?
- Have you worked at my reception site before?
- Will you be available to visit the reception site before the wedding? Can we go over a floor plan?
- When is the deadline for the final guest count?
- When will we need to finalize the menu?
- Can you provide any special or ethnic dishes?
- Can you provide entrées for my guests who have special dietary needs?
- Will you provide silverware, china, stemware, salt and pepper shakers, etc? May I see them?
- Do you supply or arrange tables, chairs, linens or placecards? May I see them?
- Who will keep the leftover food and beverage?
- Will the caterer provide servers? How many are appropriate for my wedding? How will they be dressed?
- Do you work with fresh or frozen food?
- Are you licensed? (Meaning: they've met health department standards and have liability insurance. If you are having a bar, be sure this license includes a liquor license.)
- Do you provide beverage service and/or bar service?
- Do you charge an opening fee per bottle?
- Do you provide alcohol or is the bar handled separately? If you provide this service, do you charge a corking fee?
- How will you arrange the food on the buffet table or on plates? Do you have photos of previous work displays?
- Do you have references I can contact from previous weddings? (Get at least two references that had a similar number of guests and a similar menu style.)
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

rental items

- RENTALS AVAILABLE**
- Tables
 - Chairs & chair covers
 - China, glassware, silverware & serving dishes
 - Linens

Ratio of guests to servers: _____

type of meal

- Breakfast/Brunch
- Tea
- Lunch
- Cocktails
- Dinner
- Dessert

service

- Cocktails
- Passed hors d'oeuvres
- Hors d'oeuvres tables
- Seated meal (Family style, American, French, Russian, white glove)
- Buffet (formal staff-served, casual self-serve)

flavor

- Regional
- Seasonal
- Exotic
- Ethnic
- Thematic

special requirements

- Vegetarian
- Kosher
- Halal
- Other

courses

- Hors d'oeuvres
- Appetizer
- Soup
- Salad
- Entrée
- Dessert

entrées

- Beef
- Chicken
- Vegetarian
- Pork
- Seafood
- Lamb
- Pasta

dessert

- Regional
- Seasonal
- Exotic
- Ethnic
- Thematic

alcohol

- Full Bar
- Beer & wine only
- Wine with dinner
- Champagne toast
- Specialty cocktail

FLOWERS PLANNER

Flowers express the life and love you celebrate on your wedding day. If you are petite, don't overwhelm yourself with a large bouquet. You can also wear delicate flowers in your hair. Your attendants' bouquets should be identical, with slight variance for your maid/matron of honor. The men should wear a boutonniere.

Ask the Right Questions

- May I see samples of your work?
- What packages do you offer? What do they include?
- How do you suggest we make the most of our floral budget?
- Do you deliver the flowers? Is there a delivery charge?
- Do you provide any other kinds of decorating?
- Do you set up at the ceremony and reception locations?
- Will you label each piece for its intended party member?
- Do you rent or provide decorations and props such as columns, arches or trellises?
- Will you come to the ceremony and reception site to plan out the decor?
- Can you provide fresh flowers for the cake? Will you put them on the cake?
- Will the flowers be moved from ceremony to reception if needed?
If so, will you provide staff to move them?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

Floral Preservation

- May I see samples of your work?
- How quickly after the wedding should I send you the bouquet?
- When can I expect the preserved bouquet?
- What creative ways do you offer to display the preserved flowers?

terminology

- Boutonniere . . . Single flower for men worn on lapel
- Corsage Single flower for women worn on wrist or pinned to breast
- Cascade Blossoms & greenery in teardrop shape
- Hand tied Cut flowers tied with ribbon or fabric, carried
- Nosegay Single flower or small bouquet, carried
- Pomander Round bouquet on a cord usually for flower girls
- Spray Small bunch of gathered flowers, carried
- Toss Bouquet . . . Bouquet or flower thrown to the bridesmaids & bachelorettes

flowers by season

SPRING	SUMMER	FALL	WINTER	YEAR 'ROUND
Cherry blossom	Anemone	Autumn Leaves	Amaryllis	Baby's breath
Daffodil	Asilbe	Celosia (cockscomb)	Anemone	Calla Lily
Dogwood	Azalea	Chinese Lantern	Casablanca Lily	Carnation
Forsythia	Calla Lily	Chrysanthemum	Evergreen	Cattleman
Hellebore	Camellia	Crosnia	Forced Bulbs	Chrysanthemum
Hyacinth	Cosmos	Dahlia	Freesia	Daisy
Lilac	Daffodil	Hydrangea	Gerber Daisy	Freesia
Lily of the Valley	Dahlia	Seasonal Berries	Heather	Gardenia
Muscari	Daisy	Static	Narcissus	Gerber daisy
Peony	Delphinium	Sunflower	Holly (ilex)	Gladiolus
Quince	French Tulip	Yarrow	Paper-white	
Rose	Hollyhock		Poinsettia	
Sweet pea	Hyacinth		Rose	
Tulip	Hydrangea		Stephanotis	
Viburnum	Jasmine			
	Lady's Mantle			

In California, most summer flowers are also available in the fall.

FLOWERS *continued*

<i>wedding party</i>	<i>description</i>
Bride's Bouquet	
Bride's Toss Bouquet	
Bride's Going-Away Corsage	
Maid/Matron of Honor's Bouquet	
Bridesmaids' Bouquets	
Flower Girl's Bouquet or Basket	
Groom's Boutonniere	
Best Man's Boutonniere	
Groomsmen's Boutonnieres	
Ushers' Boutonnieres	
Ring Bearer's Pillow	
Ring Bearer's Boutonniere	
Mothers' & Grandmothers' Corsages	
Fathers' & Grandfathers' Boutonnieres	
Other	

<i>helpers</i>	<i>description</i>
Wedding Coordinator	
Cake Cutting Attendant	
Gift Table Attendant	
Guest Book Attendant	
Officiant	
Soloists	
Musicians	
Other	

<i>ceremony</i>	<i>description</i>
Altar/Chuppah	
Candles & Holders	
Pew/Aisle Markers	

<i>reception</i>	<i>description</i>
Entryway	
Head Table Centerpiece	
Parents' Table Centerpieces	
Guest Table Centerpieces	
Reception Room Flowers	
Cake & Cake Table	
Champagne/Punch Table	
Gift Table	
Guest Book Table	
Restroom	

MUSIC & ENTERTAINMENT PLANNER

Weddings are sacred ceremonies. They are also celebrations. You and your guests will want to have a lively time on the dance floor to express the joy of your wedding day. A good band or versatile DJ will reach out to all ages and musical tastes, with showmanship and energy to keep the party in high gear.

Ask the Right Questions

- What packages do you offer? What do they include?
- May I see your references and a demo CD?
- May I see you perform at an event or bridal show?
- Is a variety of music offered for selection?
- If I provide you with a list of songs, will you play them? Are you able to get sheet music for any pieces I want played?
- Can we control the volume of the music?
- How will you and other musicians be dressed?
- How long do you play and how many breaks do you take?
- How long will you need to prepare or set up?
- Will you be able to act as master of ceremonies?
- When do you begin charging overtime?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

Make song choices before your wedding day. Give a copy of these choices to your musicians and DJs so they can plan accordingly. Include those songs that you do not want to hear that day. Also think about who you want to emcee the event; inform the DJ of these assignments as well.

ceremony		song	performed by	start time
	Prelude			
	Processional			
	Service			
	Recessional			
	Postlude			

reception		song	performed by	start time
	Cocktail Hour			
	Arrival of Newlyweds			
	Couple's First Dance			
	Bride & Father Dance			
	Groom & Mother Dance			
	Guests' First Dance			
	Dinner			
	Cake Cutting			
	Tossing the Bouquet			
	Throwing the Garter			
	Last Dance			
	Other			
	Other			

PHOTOGRAPHY PLANNER

Your photographer's personality is as important as their skill. Meet with them to make sure your ideas mesh and find out exactly what photos they'll be taking. Discuss any restrictions your church or synagogue may impose. Determine what you'll need to do to get reprints and extra albums later on.

Ask the Right Questions

- Are you the photographer who will be taking the pictures? If not, can I meet with that photographer?
- How long have you been a professional wedding photographer? May I see samples of your work?
- What packages do you offer? What do they include?
- Do you allow couples to purchase the negatives?
- Do you include reprints or albums in your pricing?
- What is the reorder price, if I decide to order additional prints later?
- What type of photography do you specialize in? (*candid, portraits, photojournalistic, black and white or a combination?*)
- Do you shoot digitally?
- Have you photographed at my ceremony and reception site before? Are you familiar with the lighting/layout there?
- How many other weddings do you have that night? Are there any time limits as to how long you can stay?
- When will my proofs be ready? How long can I keep them?
- Can I view my photos online? Do you offer online ordering for my guests?
- What happens if you are sick or have an emergency on my wedding day?
- In the event of equipment failure, can you guarantee that a backup camera will be on hand?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

portraits

BRIDE & GROOM:

- Bride & groom together
- Bride & groom with each set of parents
- Bride & groom with entire wedding party
- Close-up of couple's hands displaying rings
- Signing the marriage certificate

BRIDE'S PHOTOS:

- Bride, full-length
- Bride, back of dress

- Bride's bouquet
- Bride with both parents
- Bride with mother & father separately
- Bride with grandparents
- Bride with siblings
- Bride with maid/matron-of-honor
- Bride with each bridesmaid
- Bride with all her attendants
- Bride with groomsmen
- Bride with ring bearer, flower girl

GROOM'S PHOTOS:

- Groom, full-length
- Groom with parents
- Groom with mother & father separately
- Groom with grandparents
- Groom with siblings
- Groom with best man
- Groom with each groomsman
- Groom with all his attendants
- Groom with bridesmaids

pre-wedding

- Bride getting ready
- Bride putting on veil
- Candid shots of bride preparing & relaxing
- Bride's attendants getting ready
- Groom getting ready
- Groom's attendants getting ready
- Front of ceremony location
- Guests arriving & being seated

ceremony

- Musicians
- Attendants walking to enter ceremony
- Parents being seated
- Candids of parents' expressions
- Attendants walking down the aisle
- Child attendants walking down the aisle
- Groom coming down the aisle
- Clergy, groom & best man at altar
- Bride & father walking down aisle
- Father giving bride's hand to groom

- Guests watching the ceremony
- Vow exchange
- Ring ceremony
- Candids of bride's/groom's face
- Unity candle ceremony, kiddush cup ceremony, etc.
- Signing of wedding certificate
- Groom kissing the bride
- Recessional
- Guests throwing rice, flower petals, etc.

reception

- Guests at cocktail party
- Guests signing guest book
- Placecards
- Centerpieces, place settings & plated meals
- Favors
- Toasts
- Bride & Groom listening to toasts

- Group pictures & candids throughout reception
- Musicians
- Bride & Groom's first dance
- Bride & Father, Groom & Mother dance
- Guests dancing
- Cake, cake table & cake cutting
- Couple feeding each other cake

- Bouquet toss
- Garter removal & toss
- Sweetheart dance
- Going-away vehicle (especially if decorated)
- Bride & groom in going away clothes
- Newlyweds departing & guests' farewell

RECEPTION PLANNER

The location, food, drinks, decor and entertainment all play important roles in creating the perfect ambiance and will have to be arranged carefully. Choosing a location will determine many things about your wedding day, such as what the style and formality of the attire will be, and whether or not you will hire a separate food and beverage caterer.

Ask the Right Questions

- May I tour your site?
- May I see photographs or other receptions held here?
- What areas and rooms will we have access to? Are there any restrictions?
- Are there convenient and adequate restrooms? Are they handicap accessible?
- Are there adequate electrical outlets for the entertainer?
- Do you provide any equipment such as a sound system, AV or PA system?
- Are there any restrictions on decor, photography, videography, smoking or bar service?
- Will you provide valet, coat check, restroom, bar and door attendants?
- Is there ample parking for guests?
- Is there an onsite caterer? Are we required to use your caterer? Are offsite caterers allowed?
- Do you have any other events scheduled the day of my wedding? How many events do you allow to be scheduled per day?
- Is there a certain time when we must leave?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

location	DATES AVAILABLE	LOCATION	SIZE	USED FOR
	_____	<input type="checkbox"/> Indoor	<input type="checkbox"/> Small (<100)	<input type="checkbox"/> Ceremony
	_____	<input type="checkbox"/> Outdoor	<input type="checkbox"/> Medium (100-250)	<input type="checkbox"/> Reception
	_____	<input type="checkbox"/> Same site as ceremony	<input type="checkbox"/> Large (250+)	<input type="checkbox"/> Dressing
	_____	<input type="checkbox"/> Walking distance from ceremony		<input type="checkbox"/> Overnight rooms
		Within _____ miles of ceremony site		

site services	SERVICES PROVIDED	RENTALS AVAILABLE	decorations	PROVIDED
	<input type="checkbox"/> Rooms	<input type="checkbox"/> Tables		<input type="checkbox"/> Head table
	<input type="checkbox"/> Food	<input type="checkbox"/> Chairs & chair covers		<input type="checkbox"/> Guest tables
	<input type="checkbox"/> Beverage/Alcohol	<input type="checkbox"/> China, glassware, silverware & serving dishes		<input type="checkbox"/> Cake table
	<input type="checkbox"/> Disabled access	<input type="checkbox"/> Linens		<input type="checkbox"/> Guest book table
<input type="checkbox"/> Adequate parking	Ratio of guests to servers: _____		BRINGING OWN DECORATIONS	
<input type="checkbox"/> Valet			What are decorating restrictions?	
<input type="checkbox"/> Coat check			_____	
<input type="checkbox"/> On-site wedding coordinator			When can decorations/favors come in?	
<input type="checkbox"/> Staff to cut the cake			_____	
<input type="checkbox"/> More than one event at a time			_____	

style	RECEPTION	SITE FEATURES	COLOR SCHEME
	<input type="checkbox"/> Old-world, ornate	<input type="checkbox"/> Great entrance	<input type="checkbox"/> Pastels
	<input type="checkbox"/> Modern	<input type="checkbox"/> Chandeliers	<input type="checkbox"/> Jewel tones
	<input type="checkbox"/> Formal	<input type="checkbox"/> Marble	<input type="checkbox"/> Neutral tones
	<input type="checkbox"/> Rustic	<input type="checkbox"/> Piano	<input type="checkbox"/> Bold/bright
	<input type="checkbox"/> Fun, funky	<input type="checkbox"/> Balcony	
	<input type="checkbox"/> Casual	<input type="checkbox"/> Fabulous staircase	
	<input type="checkbox"/> Intimate	<input type="checkbox"/> Fireplace	
		<input type="checkbox"/> Hardwood floors	
		<input type="checkbox"/> Great view	
	<input type="checkbox"/> Stunning windows/window treatment		
	<input type="checkbox"/> Nice changing area/restrooms		
	<input type="checkbox"/> Dance floor meets my size requirements		

VIDEOGRAPHY PLANNER

Nothing quite captures the real essence of your wedding day – the sights, sounds and energy – better than a well-done, high quality video. You'll be able to revisit this important day in your life long after it's over, and share it with children, grandchildren or other special people in the future. The most important element when searching for a videographer is a comprehensive sample of their wedding work. Ask to see a recent, completed video from a wedding – not just a highlights tape – so that you know exactly what you would receive from them, should you hire them. Consider the quality of the picture, the sound and the editing. A bad, poor quality video is a waste of money, but a good, high quality video is priceless.

Ask the Right Questions

- Can I see samples of your work?
- How long have you been a professional wedding videographer? How many weddings have you done?
- What packages do you offer? What do they include?
- Are you able to accommodate any restrictions with lights and tripods at the ceremony location?
- Can I keep the raw, unedited footage as well as the finished product? Is there an added fee for this?
- Do you offer DVDs?
- What is the charge per extra copy made?
- Will you be able to film while a photographer is present?
- Will you be the one who will be shooting my wedding? If not, can I speak with that person?
- What types of cameras and microphones will you use? How new is the equipment? Where will they be placed?
- Do you attend the wedding rehearsal?
- How long will it take to receive our completed video after the wedding?
- Will a backup camera be on hand for the event?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

photos for slideshow

- Bride as baby
- Groom as baby
- Bride's childhood
- Groom's childhood
- Wedding photo of bride's parent's
- Wedding photo of groom's parent's
- Early days as a couple
- Bachelor/Bachelorette parties
- Other: _____

bride dressing at home

Date: _____ Time: _____

Location: _____

Special Requests: _____

ceremony

Date: _____ Time: _____

Location: _____

- Guests arriving
- Wedding party preparing
- Ceremony
- Guests leaving

Special Requests: _____

reception

Date: _____ Time: _____

Location: _____

- Guests arriving
- Announcing newlyweds & wedding party
- Toasts
- First dance
- Cake cutting ceremony
- Bouquet & garter ceremonies
- Wedding wishes from individual guests
- Guests dancing
- Guests dining tables
- Bride & Groom saying good-byes & leaving

Special Requests: _____

WEDDING ATTIRE FOR THE BRIDE

Your wedding day attire will be the most special outfit you'll ever own, be it an elaborate gown, a simple sophisticated dress or an elegant suit. Before picking out a gown, consider all your options. Will you buy one of the fabulous creations of a well-known designer from a full service bridal salon, wear a family heirloom that could use some redesign, or have your gown custom designed to reflect your personality?

Ask the Right Questions

- Which designers do you carry?
- Do you have the dress that I want on hand or must I order it?
- Do you offer accessories and shoes as well?
- Can you dye the shoes?
- Do you offer pressing, alterations or bridal slips?
- Can you guarantee a delivery date for my dress?
- When can you offer alterations or fittings for my bridal party?
- Do my bridal attendants have to be here or can they give their measurements by phone?
- Can you make last-minute alterations?
- How far in advance must I order my gown?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

	<i>description</i>	<i>size</i>
<i>bride</i>	Gown	
	Headpiece	
	Veil	
	Lingerie (bra, bustier, slip, petticoat)	
	Hosiery	
	Garter	
	Shoes	
	Jewelry & Accessories	
	Wrap, Jacket or Gloves	
	Other	

	<i>description</i>	<i>size</i>	<i>size</i>	<i>size</i>	<i>size</i>
<i>bride's attendants</i>	Gown				
	Lingerie (bra, bustier, slip, petticoat)				
	Hosiery				
	Shoes				
	Jewelry & Accessories				
	Other				

name

name

name

name

WEDDING ATTIRE FOR THE GROOM

The groom, his attendants and the fathers may not choose to dress identically, but their attire should complement the bride's, and reflect the wedding's formality. Flatter the groom's build. Add cohesion with ties, cummerbunds or suspenders in the same color as the bridesmaids' dresses. If all the men are dressing identically, have the groom wear a special boutonniere or distinguishing neckwear.

Ask the Right Questions

- What formalwear is best with the time and style of my wedding?
- What packages do you offer? What do they include?
- Do you provide alterations as part of the rental fee?
- Are shoes, studs, cummerbund and cufflinks included?
- When should fitting appointments be made?
- Can tuxedos be tried on when they are picked up?
- When can the formal wear be returned?
- How can out-of-town guests communicate measurements?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

	<i>description</i>	<i>size</i>
<i>groom</i>	Coat	
	Shirt	
	Vest	
	Trousers	
	Cummerbund	
	Neckwear	
	Cufflinks	
	Socks & Shoes	
	Other	

	<i>description</i>	<i>size</i>	<i>size</i>	<i>size</i>	<i>size</i>
<i>groom's attendants</i>	Coat				
	Shirt				
	Vest				
	Trousers				
	Cummerbund				
	Neckwear				
	Cufflinks				
	Socks & Shoes				
	Other				
			<i>name</i>	<i>name</i>	<i>name</i>

KEEPING TRACK

So many things to consider and organize. Just a planner to help you keep everything straight during this hectic time in your life.

vendors

	<i>Contact Name</i>	<i>Phone Number</i>	<i>Payment Information</i>		
			<i>Date</i>	<i>Amount</i>	<i>Bal. Due</i>
Cake					
Catering					
Ceremony Site					
Flowers					
Formalwear					
Gown					
Hair/Makeup					
Music - Ceremony					
Music - Reception					
Officiant					
Photographer					
Reception Site					
Rental					
Transportation					
Videographer					
Wedding Coordinator					

wedding party

	<i>Name</i>	<i>Address</i>	<i>Phone</i>
Bridesmaids			
Groomsmen			
Ushers			

2006

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY

29th Memorial Day

JULY

4th Independence Day

June

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER

4th Labor Day
23rd 1st Day of Rosh Hashanah

OCTOBER

2nd Yom Kippur
9th Columbus Day
31st Halloween

July

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

23rd Thanksgiving Day

DECEMBER

16th 1st Day of Hanukkah
25th Christmas Day

August

S	M	T	W	T	F	S
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September

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October

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29	30	31				

November

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December

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24	25	26	27	28	29	30
31						

January

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21	22	23	24	25	26	27
28	29	30	31			

February

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25	26	27	28			

March

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April

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May

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June

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July

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August

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September

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October

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28	29	30	31			

November

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18	19	20	21	22	23	24
25	26	27	28	29	30	

December

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16	17	18	19	20	21	22
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30	31					

JANUARY

1st New Year's Day
15th Martin Luther King, Jr. Day

FEBRUARY

14th Valentine's Day
19th President's Day

APRIL

8th Easter

MAY

28th Memorial Day

JULY

4th Independence Day

SEPTEMBER

3rd Labor Day
13th 1st Day of Rosh Hashanah
22nd Yom Kippur

OCTOBER

8th Columbus Day
31st Halloween

NOVEMBER

22nd Thanksgiving Day

DECEMBER

5th 1st Day of Hanukkah
25th Christmas Day

January

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

February

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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28		

March

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JANUARY

1st New Year's Day
21st Martin Luther King, Jr. Day

FEBRUARY

14th Valentine's Day
18th President's Day

MARCH

23rd Easter

2007

2008