

Comprehensive Wedding Checklists

INCLUDED:

PAGE:

• Getting Started Checklist	1
• Wedding Plans at a Glance	2
• Wedding Date & Time Checklist	4
• Determining Formality for Your Wedding	5
• Ceremony Music Checklist	6
• Responsibilities of Wedding Party	8
• Bridal Party Information Checklist	9
• Bridesmaid Responsibilities	10
• Choosing your Bridal Party	11
• Flower girl Responsibilities	12
• Groomsmen/Usher Responsibilities	13
• Ring & Train Bearer Responsibilities	14
• The Maid/Matron of Honor	16
• Wedding Timetable	17
• Bridal/Wedding Shower Checklist	19
• Wedding Budget Checklist	19
• Wedding Location & Season Considerations Checklist	21
• Wedding Cake Checklist	23
• Wedding Flowers Checklist	24
• Photographer Checklist	25
• Bride's Emergency Kit	28
• Wedding Day Hair Checklist	29
• Groom's Checklist	30
• Name Change Checklist	32

Getting Started Checklist

written by Tracy Orr

You've just gotten engaged and you're overwhelmed. The first thing you need to do is get a good sense of the type of wedding you and your future spouse wants. The following questions serve as a guideline for discussion. In addition to answering the questions, it's important to decide on the importance of each issue. This will help with the compromising that is sure to come later!

1. Do you want the traditional wedding/reception, or something different such as private ceremony and larger reception, or destination wedding and party afterwards?
2. Do you want the reception to be: indoor, outdoor, indoor/outdoor? If you want outdoor only, how will rain and bathrooms be handled?

3. Do you want an afternoon or evening wedding? Formal or informal?
4. Do you want traditional reception (i.e. receiving line, toasts, first dance, garter and bouquet throwing etc.) or just a party?
5. Do you want a wedding party or just one person to stand up with you? What is the maximum size of the party? Does the number of bridesmaids have to equal the number of groomsmen?
6. Do you have a maximum number of guests you will accept?
7. Do you want dancing?
8. Do you want live music or a DJ?
9. Do you want sit down dinner, buffet dinner, or just standing reception?
10. Do you want everyone in one room during the meal or can they be seated in several rooms?
11. Do you want kids at the wedding? How do you envision their participation – hanging out with their parents or separate entertainment provided for them?
12. What kind of setting do you want: mansion, gardens, hotel, on the water?
13. Who do you want to perform the ceremony?
14. Where do you want the ceremony, church or reception site?
15. How far from the reception to the wedding site will you accept?
16. If you live in a large city, how far from the city will you accept as the site?
17. What is the maximum you want to pay for the site rental?
18. What is the maximum you want to pay for the wedding?

Wedding Plans at a Glance

Written by Kas Winters, Bride's Do-It-Yourself Wedding Planner

Wedding Date:

Time:

Officiant:

Ceremony Location:

Reception Location:

Honeymoon Location(s):

Guests invited (Ceremony):
Guests invited (Reception):

Total Budget:
Style:
Formality:
Color Scheme:
Theme:

Bridal Party -
of Bridal Attendants:
of Grooms men:
of Ushers::
of Flower girls:
of Trainbearers:
of Ring bearers:

Events

Engagement Party

Date:
Time:
Location:
Notes:

Bridal Shower #1

Date:
Time:
Location:
Notes:

Bridal Shower #2

Date:
Time:
Location:
Notes:

Bridal Luncheon

Date:
Time:
Location:
Notes:

Bachelorette Party

Date:
Time:
Location:
Notes:

Bachelor Party

Date:
 Time:
 Location:
 Notes:

Wedding Rehearsal

Date:
 Time:
 Location:
 Notes:

Rehearsal Dinner

Date:
 Time:
 Location:
 Notes:

Other Event

Date:
 Time:
 Location:
 Notes:

Wedding Date & Time Checklist

Haven't chosen a wedding date yet? Follow these guidelines when choosing a wedding date!

- Both work schedules fit with date
- Any school schedules can be worked around the date
- There are no conflicts with personal commitments for you, your fiancé, or any children who may be involved
- The honeymoon schedule will work with your vacation time available
- Enough time is available for planning the type of wedding you desire
- Special days have to be considered
- A date-to-avoid has not been chosen
- Your honeymoon location prime time has been considered
- Family tie-ins have been checked out
- Close family members have consulted their schedules
- Potential bridal party members are available
- Weekend or weekday choices have been made with thought
- Out-of-town guests will have time to make arrangements for traveling
- Ceremony location will be available
- Reception location will be available
- Weather and seasonal climate have been considered
- Seasonal and holiday activities have been given thought
- Tourist and wedding seasons have been taken into account
- Supplier workloads have been given consideration
- Flower availability has been checked

Determining Formality for Your Wedding

Written by Kas Winters, Bride's Do-It-Yourself Wedding Planner

Very Formal

A very formal wedding would be more likely to take place in a church, synagogue or prestigious hotel than in a garden. This is usually for two hundred or more guests and can take place at noon, in the afternoon or after six o'clock p.m. for an evening wedding. Some characteristics of a very formal wedding would include: engraved invitations; semi-formal dress for guests with formal attire for the wedding party (including a long train and veil and full bouquet for the bride); a sit-down dinner or festive buffet; dancing to an orchestra; elaborate decorations including floral centerpieces; a large wedding party (four to twelve bridesmaids); and formal photography with set-up shots as well as candid. A very formal wedding is generally the most expensive option available to you.

Formal

The ceremony could be held in a church, synagogue, hotel, a home, garden, or one of the many sites suggested under site selection such as a historic building or clubhouse. Traditionally, a formal wedding is for one hundred guests or more. A formal wedding would include: formal invitations; a bridal gown but less formal attire for attendants; a meal (but perhaps a luncheon or simple buffet); dancing to a band; floral arrangements in a church or at the head table; a medium-sized wedding party (two to six bridesmaids); and professional photography.

Semi-Formal

Locations for semi-formal wedding can be more varied and a single location for ceremony and reception is more common for a semi-formal wedding. This style of wedding would include one hundred or fewer guests. Invitations can be simple, without inserts and return cards; dress is less formal, with the bride perhaps wearing a less elaborate dress (floor length or shorter); food may be in the form of a simple buffet; dancing to a DJ, simple decorations, a smaller wedding party (one or two bridesmaids) and mostly candid photography with a few setup shots.

Casual or Informal

Locations are unlimited. Guests can be limited to family members and very close friends. Invitations could be as simple as a phone call or personal invitation; dress is casual with the bride wearing a street length dress or suit; food might be limited to cake with punch or champagne or perhaps cocktails and hors d'oeuvres; entertainment is optional; decorations are optional; the wedding party may consist of a maid or matron of honor and best man only; and a personal friend may be responsible for capturing the event with a camera. An informal or casual wedding is probably the least expensive wedding option.

Check out the possibilities!

Make your wedding uniquely fit the two of you. If none of the above are just right, consider these ideas and keep on imagining until you are both happy with the plan. It's YOUR wedding, make it as special as the two of you. Guidelines to formality are not written in stone, and many wedding traditions are challenged regularly. On the other hand, if a strictly formal by-the-rules wedding is to your liking, the following chart will be a handy guide to keeping within the standard rules for etiquette.

	Very Formal	Formal	Semi-Formal	Casual or Informal
Location	Church, Synagogue, Temple or prestigious hotel	Church, hotel, home, garden or other possibilities	Church, home, many possibilities	Open
# Guests	200 or more	100 or more	100 or less	Family and close friends

Invitations	Engraved with insert cards, return cards	Formal invitations	Simple printed invitations	personal invitation or phone call
Bridal Gown	Floor length gown with long train	Floor length gown, long train okay	Floor length or shorter	Street-length dress or suit
Bridal Veil	Long veil	Veil	Short Veil	Short veil, or hat
Gloves	Long gloves with short sleeved or sleeveless gown	Short or medium length gloves	No gloves	No gloves
Bridesmaids	Floor length gowns, headpieces and gloves	Floor length or tea length dresses and gloves	Tea-length or street length dresses, no gloves or hats	Street length dresses or suits
Groom/men	Full dress tailcoat, cut-away coat for daytime	Tuxedo, dress shirt	Tuxedo or dinner jacket, dress shirt	Suit with dress shirt
Food	Full sit-down dinner, catered or elaborate buffet	Buffet, dinner or catered luncheon	Simple buffet	Cake and champagne, maybe hors d'oeuvres
Music	Orchestra	Dance band	DJ	Optional
Floral Decor	Elaborate for church and reception	Arrangements in church, at head table	Simple Decorations	Optional
Wedding Party	Large wedding party - many attendants, include flower girls, ring bearer, and train bearer	Medium-sized wedding party	Small wedding party, maybe one or two attendants plus maid of honor and best man	Maid of honor and best man
# of Bridesmaids	4 to 12	2 to 6	1 or 2	Maid/Matron of honor
Photography	Professional photographer with formal setup shots	Professional photographer - candid shots	Candid shots	No professional, a friend with a camera

Ceremony Music Checklist

What are the requirements of your church regarding appropriate music?

Must you use church musicians? What is the cost for church musicians?

May you use recorded music?

May secular love songs be used during the ceremony or must music be liturgical.

Can secular music be used during the gathering time prior to the beginning of the ceremony or after the recessional as people are leaving?

May soloists be used or are there some songs (such as *Our Father*) which must be sung by the community?

May outside musicians be brought in, and may they use existing sound equipment or must they bring their own equipment?

Does your church have a list of music that is acceptable for wedding?

Do you have a friend who would like to sing or perform at your ceremony?

Are there any cultural or ethnic songs that you would like to have included?

Will you be able to use a traditional wedding march or will you have to find professional music that is liturgical?

Do you prefer a soloist or small group?

What instruments do you want for your music?

RECEPTION MUSIC:

First Dance

Dad & Bride

Mother & Son

Family

Wedding Party

Cake cut

Tossing the Bouquet

Garter Throw

Last Song

CEREMONY MUSIC:

Prelude Selections

Procession of Wedding Party

Flower Girl

Ring Bearer

Procession of Bride

First Solo

Interlude**Unity Candle****Recessional of Bride & Groom****Recessional of Wedding Party****Postlude Selections**
-----**Responsibilities of Wedding Party****Maid of Honor/Personal Attendant:**

(Usually special friend or sister of the bride.)

Helps bride with shopping, invitations and other details as requested.

Attends all pre-wedding events

Pays for own wedding attire

Takes charge of groom's ring during ceremony

Witnesses, signs wedding certificate

Helps bride in arranging veil and dress at ceremony and reception

Returns bride's gown to designated place after wedding.

Bridesmaids:

Purchases and completes fittings of gowns

Performs tasks as assigned by bride

Attends rehearsal and rehearsal dinner

Best Man:

(Assists groom with all details of the wedding day.)

Pays for own attire

Transports groom to the church.

Supervises the grooms men, regarding their dress and duties at ceremony

Takes care of bride's ring until ceremony.

Presents the clergyperson with fee.

Signs and witnesses the marriage certificate

Offers the first toast to the bride and groom.

Dances with the bride after the groom and both fathers have danced with her

Prepares the honeymoon car, packs suitcases in car.

Holds for safe-keeping, any tickets, keys, etc. for the groom.

Returns groom's tuxedo to rental shop.

Groomsmen:

Pays for their own wedding attire

Attends rehearsal and rehearsal dinner

Attends bachelor dinner if there is one

Escort bridesmaids during the ceremony

Ushers:

- Pay for own wedding attire
- Make sure principles have flowers before being seated. (Unless this task is assigned to another)
- Distribute wedding programs. (Unless this task is assigned to another)
- Seat guests on appropriate side of church.
- Assist elderly guests to seats.
- After all guests are seated, unroll aisle carpet.
- Check church or synagogue for any items left behind.

Bridal Party Information Checklist

Maid/Matron of Honor

Name..... Phone Number.....
 Address..... Postal Code.....
 Dress Size..... Shoe Size.....

The Best Man

Name..... Phone Number.....
 Address..... Postal Code.....
 Tuxedo Size..... Shoe Size.....

Bridesmaids

Name..... Phone Number.....
 Address..... Postal Code.....
 Dress Size..... Shoe Size.....

Name..... Phone Number.....
 Address..... Postal Code.....
 Dress Size..... Shoe Size.....

Name..... Phone Number.....
 Address..... Postal Code.....
 Dress Size..... Shoe Size.....

Name..... Phone Number.....
 Address..... Postal Code.....
 Dress Size..... Shoe Size.....

Groomsmen

Name..... Phone Number.....
 Address..... Postal Code.....
 Tuxedo Size..... Shoe Size.....

Name..... Phone Number.....
 Address..... Postal Code.....
 Tuxedo Size..... Shoe Size.....

Name..... Phone Number.....
 Address..... Postal Code.....
 Tuxedo Size..... Shoe Size.....

Name..... Phone Number.....
 Address..... Postal Code.....
 Dress Size..... Shoe Size.....

Bridesmaid Responsibilities

written by the Brides Do-It-Yourself Planner by Winmark

Selection

*Bridesmaids are usually close friends or family members. When inviting them, make them aware that there are costs involved as well as a time commitment. It is an honor to be asked, but may also be a financial burden. Make friends feel special when you invite them to be part of your wedding.

*The number of bridesmaids usually depends on the formality of your wedding, with a dozen being the maximum for any wedding. Girls between 8 and 16 are considered to be junior bridesmaids. Junior bridesmaids are not expected to help with details as much as bridesmaids.

Advance Help

*Bridesmaids help take care of details for the bride such as running errands, and making table decorations or favors.

*Bridesmaids usually join the maid of honor in hosting a bridal shower.

*Bridesmaids attend pre-wedding parties.

*Bridesmaids attend the rehearsal and the rehearsal dinner.

At the wedding

*Bridesmaids walk in the processional and recessional, either single file, two together or with an usher

- * They stand near the bride during the ceremony.
- *They are in formal photographs of the bridal party.

At the Reception

- *Bridesmaids pay for their own dresses and other attire..
- *If travel expenses are involved, they pay their own cost involved in getting to the wedding and staying in town during the celebration.
- *Although bridesmaids may attend several pre-wedding parties, only one shower gift and one wedding gift are to be expected.
- *Bridesmaids share the cost of the bridal shower with the maid of honor.

Choosing Your Bridal Party

written by the Brides Do-It-Yourself Planner by Winmark

Historically, during the times when the bride was kidnapped, the attendants protected her against her angry father. Today, your attendants can be a great help in preparing for the wedding and especially great support group on the day of your wedding itself.

Consideration and Possibilities

- * Decide how many attendants you want..
(The more formal the wedding, the more attendants are appropriate. A simpler wedding would have fewer attendants.) The range is anywhere from one to twelve, with most weddings having six or less bridal attendants. The number of ushers or groomsmen is usually determined by the number of guest. (One usher can comfortably seat approximately fifty guests.) It is not necessary to have the same number of groomsmen bridesmaids, but it is a common practice.
- * Have those you choose verify the calendar availability, and the availability to travel if necessary.
- *Consider the financial burden for those you choose (attendants usually purchase their own attire, pay for their own transportation and lodging if they come from a distance as well as a gift.)
- * Consider the financial burden for yourself, or whoever is covering wedding expenses.
- *Consider the financial burden for yourself, or whoever is covering wedding expenses. The more attendants you choose, the greater the cost for you as each needs a bouquets corsage or boutonniere as well as a gift.
- *If you are considering flower girls or ring or train bearer, think seriously about the age of children and whether or not they will be able to go through with being part of the wedding party. Children who are too young have been known to create challenges during the ceremony,

especially if it is a long one. They can be absolutely adorable (and scene stealers), but beware off the other side of the coin before asking children to a part of your special ceremony.

*Choose Bridal attendants and confirm.

*Have your fiancé choose his attendants and confirm.

Flower girl Responsibilities

written by the Brides Do-It-Yourself Planner by Winmark

Selection

*You may choose one or two little girls to be flower girls. The best age range is between four and eight. (Although younger ones are cute, they can create some real challenges during a processional or ceremony.) If you choose two girls, it looks nice if they are about the same size, but that may not be possible. It can be a special honor for a child to be chosen as part of you wedding.

Advance Help

*Flower girls attend the shower and some pre-wedding parties.

*They attend the rehearsal and may attend the rehearsal dinner with their families.

At the Wedding

*Flower girls walk directly in front of the bride in the processional and in front of the maid of honor in the recessional.

*As flower girls walk down the aisle, they may scatter flower or rose petals. If petals are not permitted, sometimes flower girls will hand out single flowers to guest as they walk, or they may just carry a bouquet, a ring of flowers or a pomander ball.

*During the ceremony, flower girls may stand near the bridesmaids or may sit with their families. Younger ones probably will do better sitting with their families.

*They are in the formal photographs of the bridal parties.

At the Reception

*Flower girls do not usually stand in the reception line.

* Flower girls usually sit at a table of honor with their families rather than at the head table.

*Flower girls may dance with family members, friends or other members of the wedding party if they choose to do so.

Expenses

* Families of flower girls are expected to pay for dresses and other attire.

*If travel expenses are involved, the girls' families pick up these costs.

*Flower girls are not expected to bring a gift to pre-wedding parties they may attend. If their parents attend, gift expectations would be the same as any other guest. If they attend more than one shower or party, only one shower gift is expected.

*Flower girls are not responsible for helping financially with bridal shower.

Groomsmen/Usher Responsibilities

written by the Brides Do-It-Yourself Planner by Winmark

Selection

*The number of ushers is usually determined by the size of the wedding. One usher can comfortably seat about fifty guests.

*Ushers are usually brothers, relatives or best friends of the groom. In inviting people to serve as ushers, make sure that they are aware of the expenses involved.

*While it is not necessary to have an equal number of ushers and bridesmaids, it does balance nicely if they walk in pairs in either the processional or recessional.

Advance Help

*Groomsmen usually help the best man plan the bachelor party for the groom.

*Groomsmen attend pre-wedding parties.

*Groomsmen attend the rehearsal and the rehearsal dinner.

At the Wedding

*The main job of the usher is to seat guests. They should arrive at the ceremony site at least one hour in advance and should have clear instructions on the seating plan. In Christian ceremonies, the bride's family and guests sit on the left and the groom's on the right. In Jewish services, the seating is opposite, with the bride's family on the right. Female guests are escorted by having the usher offer his right arm to her. Her date or spouse walks behind. Male guests are led to their seats. If there are pew cards being used or a special reserved section, ushers should pay special attention as they escort these guests to their seats.

*Ushers distribute any programs or ceremony handouts at the ceremony. Ushers direct those bringing gifts to the ceremony to a gift table.

*If there is a guest book at the ceremony, ushers direct guests to sign it.

*After all guests are seated, the ushers escort the groom's parents to the front row on the groom's side (Unless they are part of the processional.) Lastly, they escort the bride's mother to her seat, unless she is accompanying her husband in the processional.

*Once everyone is seated, the groomsmen unroll the aisle runner in readiness for the processional.

*The Groomsmen may be part of the processional or they may take positions in the front with the best man or groom.

*They stand near the groom during the ceremony.

*They are in formal Photographs of the bridal party.

*They Escort the bridesmaids from the ceremony in the recessional.

*One of the ushers should be responsible to roll the aisle runner back up after the ceremony and have it cleaned and returned.

*One of the ushers should collect any leftover handouts or programs and see that they get returned to the couple who may want to send them to family or friends who were unable to attend.

At the Reception

*Ushers may be part of the receiving lines in the very formal or formal weddings.

* Ushers may be seated at the head table or a table of honor at the reception.

*During the reception, groomsmen mingle with the guest.

*Groomsmen dance with the bridesmaids at the reception.

*They assist by encouraging single young men to participate in catching the garter.

Expenses

*Groomsmen or ushers pay for their own formalwear and accessories.

*If travel expenses are involved, they pay their own costs involved in getting to the wedding and staying in town during the celebration.

*Although groomsmen may attend several pre-wedding parties, only one shower gift and one wedding gift are to be expected.

*Groomsmen may share the cost of the bachelor party with the best man

Ring & Train Bearer Responsibilities

written by the Brides Do-It-Yourself Planner by Winmark

Selection

*Neither of these are required positions and may be boys or girls. Usually only one ring bearer is used, but two with one ring per pillow will work if you have an abundance of four- or five-year-

old children that you would like to have involved in the ceremony. Although the rings on the pillows are usually not the actual wedding rings, you could have two ring bearers if you are having a double ring ceremony, one for the bride and one for the groom. Train Bearers or pages usually walk in pairs but a single trainbearer can be used.

Advance Help

*If ring bearers and trainbearers are little boys they are not likely to be interested in any pre-wedding parties. If they are girls, they might want to attend the shower and some other parties.

*They attend the rehearsal and may attend the rehearsal dinner with their families.

At the Wedding

*The ring bearer(s) carries a pillow with a ring or rings sewn to it. (These are usually not the real wedding rings but symbolic ones for show only.)

*The ring bearer (s) walks either directly in front of or besides the flower girl (s) in the processional and the recessional.

*If real rings are tied to the pillow the ring bearer takes the pillow directly to the maid or honor and the best man who will remove the rings. The train bearers follow the bride in the processional and recessional, and carry the bridal train.

*During the ceremony, the ring and train bearers may stand near the ushers or sit with their families.

*They are in the formal Photographs of the bridal party.

At the Reception

*Ring and train Bearers do not usually stand in the reception line.

*Ring and trainbearers usually sit at a table of honor with their families.

Expenses

*Families of ring and train bearers are expected to pay for attire.

*If travel expenses are involved, the children's families pick up these costs.

*Ring and train bearers are not expected to bring gifts to any pre-wedding parties they may attend. If their parents attend gifts expectations would be the same as any other guest. If they attend more than one party, only one shower gift is expected.

The Maid/Matron of Honor

written by the Brides Do-It-Yourself Planner by Winmark

Selection

*The maid (single) or matron (married) of honor is usually a sister or very close friend. Choose some dependable. This individual signs as your legal witness and carries the groom's ring.

Advance Help

* The maid of Honor may plan your wedding and take care of details for you. If she lives nearby she might help address invitations, plan pre-wedding parties, make favors or table decorations, and keep track of gifts received and thank you cards sent.

*The maid of honor usually hosts a bridal shower. The bride can delegate care of bridesmaid's fitting and details.

*She attends pre-wedding parties.

*She attends the rehearsal and the rehearsal dinner.

At the Wedding

*The maid of honor helps the bride with dressing and assists with the, train, veil and holding the brides bouquet during the ceremony.

*The maid of honor wears the grooms ring on her thumb (or carries it in some other safe manner.) until it is time for the blessing and exchange of rings in the ceremony.

*She is responsible for having an emergency kit with miscellaneous items such as a needle and thread, extra nylons, a roll of tape etc.

*The maid of honor holds on to a duplicate list of desired shots for the photographer and videographer as well as a song list for ceremony musicians and a copy of any special prayers or readings to be used during the ceremony.

* She walks in front of the bride in the processional and with the best man in the recessional and stands near the bride at the altar.

*She makes sure that all of the bride's clothing, make-up and personal belongings are removed from the changing room at the ceremony site and taken back to the bride's home.

*She helps to line up bridesmaids for formal photographs.

At the Reception

* The maid of Honor stands next to the groom in very formal receiving lines.

*The maid of honor is seated at the head table or table of honor.

*During the reception, she mingles with guest.

*She dances with the best man at the reception.

*She helps the bride with her train, fastening it to floor length so it is out of the way for dancing, if necessary.

*A duplicate copy of the list of names and pronunciations for the bridal party announcements is kept by the maid of honor.

*She also keeps a duplicate song list for the reception musicians or disc jockey.

*If the bride needs assistance in tossing her bouquet or in gathering single women to catch it, the maid of honor can help out.

*If requested, she helps the bride dress for the honey moon and makes sure the bridal gown and other personal clothing items are returned to the bride's home after the reception. She takes the bridal bouquet for preserving and may take the gown for her looming while the bride is on her honeymoon.

Expenses

*The maid or matron of honor pays for her own dress and other attire.

*If travel expenses are involved, she pays for her own dress and other attire.

*Although she may attend several pre-wedding parties, only one shower gift and one wedding gift are to be expected.

*She may share the cost of bridal shower

Wedding Timetable

SIXTEEN TO NINE MONTHS BEFORE WEDDING

- * Determine type of wedding (formal or information) and choose a date
- * Visit the clergy and review synagogue/church requirements
- * Determine size of the guest list
- * Determine your budget and division of expenses
- * Find a reception location and make reservations early
- * Select a wedding consultant
- * Select Wedding Gown

NINE TO SIX MONTHS BEFORE WEDDING

- * Choose your attendants
- * Choose a color theme
- * Choose attendant's dresses
- * Book your caterer
- * Book your photographer
- * Book your videographer
- * Plan ceremony and reception music
- * Compile names and addresses for guest list

SIX TO FOUR MONTHS BEFORE WEDDING

- * Select a florist
- * Book your DJ or band
- * Order invitations and party favors
- * Shop for bridal party tuxedos
- * Finalize arrangement for the church and ceremony
- * Make transportation arrangements
- * Plan honeymoon; visit travel agencies, make reservations
- * All deposits should be made and contracts signed
- * Put together ideas for bridal registry
- * Plan wedding decorations

THREE MONTHS BEFORE WEDDING

- * Choose gifts for attendants, parents, helpers
- * Buy wedding rings
- * Order the wedding cake
- * Buy cake knife, toasting glasses, guest book & garter

TWO MONTHS BEFORE WEDDING

- * Make plans & reservations for wedding rehearsal & dinner
 - * Reserve rooms for out-of-town guests
 - * Address invitations/announcements
- Invitations should be sent 4-6 weeks prior to wedding; announcements after wedding

ONE MONTH BEFORE WEDDING

- * Finalize details of every aspect of your wedding
- * Confirm honeymoon reservations
- * Have final fittings for you and your attendant's dresses
- * Get marriage license
- * Ask a friend or relative to take charge of guest book at reception
- * Pick up wedding rings
- * Purchase gift for fiancé (not mandatory!)

TWO WEEKS BEFORE WEDDING

- * Complete your trousseau
- * Prepare wedding announcement to send to newspapers
- * Contact guests who have not responded

ONE WEEK BEFORE WEDDING

- * Pick up your gown, attendants' dresses & accessories
- * Confirm details with all participants and inform them of any changes
- * Pack for honeymoon
- * Make sure you have all wedding attire, rings & marriage license
- * Have rehearsal and dinner
- * Have nails done
- * Give final guest count to reception facility or caterer
- * Get a massage

WEDDING DAY

- * Have hair & make-up done
- * Take marriage license and rings to ceremony site
- * Begin dressing two hours before ceremony is to begin
- * Mail wedding announcements

HAVE A WONDERFUL DAY! HAVE FUN AND ENJOY YOURSELF!

TOTAL	\$	\$
-------	----	----

Flowers

	<i>Estimated Cost</i>	<i>Actual Cost</i>
Reception	\$	\$
Ceremony	\$	\$
Attendants' bouquets	\$	\$
Mothers' Corsages	\$	\$
Buffet decorations	\$	\$
Table centerpieces	\$	\$
Cake table	\$	\$
Bandstand	\$	\$
Other _____	\$	\$
TOTAL	\$	\$

Photography

	<i>Estimated Cost</i>	<i>Actual Cost</i>
Formal Portraits	\$	\$
Candids	\$	\$
Extra Prints	\$	\$
Photo Albums	\$	\$
Other _____	\$	\$
TOTAL	\$	\$

Music

	<i>Estimated Cost</i>	<i>Actual Cost</i>
Wedding (organist, soloist)	\$	\$
Reception (band, D.J.)	\$	\$
TOTAL	\$	\$

Catering

	<i>Estimated Cost</i>	<i>Actual Cost</i>
Bridesmaids' party	\$	\$
Bachelor party	\$	\$
Rehearsal dinner	\$	\$
Reception	\$	\$
Food	\$	\$
Liquor	\$	\$
Wait staff, bartender, etc.	\$	\$
Wedding Cake	\$	\$
TOTAL	\$	\$

Bridal Outfit

	<i>Estimated Cost</i>	<i>Actual Cost</i>
Dress	\$	\$
Headpiece and veil	\$	\$

Shoes	\$	\$
Jewelry	\$	\$
Other _____	\$	\$
TOTAL	\$	\$

Miscellaneous Fees

	<i>Estimated Cost</i>	<i>Actual Cost</i>
Church donation	\$	\$
Coordinator	\$	\$
Ceremony assistants	\$	\$
Wedding rings	\$	\$
TOTAL	\$	\$

Gifts

	<i>Estimated Cost</i>	<i>Actual Cost</i>
Attendants	\$	\$
Bride and Groom	\$	\$
Parents	\$	\$
Favors	\$	\$
Other _____	\$	\$
TOTAL	\$	\$

Transportation

	<i>Estimated Cost</i>	<i>Actual Cost</i>
Limousines	\$	\$
Parking	\$	\$
Extras	\$	\$
Hotel Rooms (guests, attendants)	\$	\$
Other _____	\$	\$
TOTAL	\$	\$

	<i>Estimated Cost</i>	<i>Actual Cost</i>
Total Cost of the Wedding	\$	\$

Wedding Location & Season Considerations Checklist

If you would like a specific, hard-to-book location for your ceremony or reception, check your proposed date with that location before setting the date.

If you are planning a religious ceremony, there are certain times of the year or days of the week when weddings may not be performed. For example: many Christian churches discourage weddings during Lent, on Sundays, religious holydays or on days following major religious events when church staff is exhausted etc. Synagogues will usually not schedule weddings on Passover or High Holy Days. This will

vary with different churches and religions. So call your church, synagogue or temple and get the information you need.

If you are planning an outdoor wedding, consider the weather possibilities for the date you are choosing.

Consider the seasonal from a cost standpoint as well. If you will be having an outdoor wedding, you may need to budget for fans or space heaters or other weather protection.

Consider area activities for the location and the date you are planning. For example, if you are scheduling your wedding in a town that will be hosting a major event like the Olympic Games, Super Bowl or a large annual festival or convention at the same time, you will be challenged by transportation, suppliers, location and hotel room availability to say the least.

Find out what the peak season is for the location you desire. Off-season you will get better rates and availability. Off-season there will be fewer crowds. In-season you are likely to have better weather. If you are planning a destination wedding in a remote location you may have to weigh the better rates against the possibility of hurricanes, for instance, in making your decision.

What is the climate of the location at the time of year you are considering? Will guests have to travel and maneuver through blizzards for a Christmas wedding in New York state? Will you be able to wear the long-sleeved velvet dress of your dreams if it's over 110 in the summer in Phoenix?

Just as tourist seasons affect rates, wedding seasons can also control the fees you will be charged for services and the availability of locations Find out what the prime wedding season is in the area where you would like to have your wedding. June is popular in most places but there are other months that also rate high. December can be a busy month for weddings in some places and Valentine's Day is usually booked well in advance. If you are choosing a busy time, plan everything early. If you are having a wedding in a national park, consider when their heavy tourist season is and plan accordingly. (Reserving a year or more in advance may be necessary for some prime locations.)

- Will weather affect your mode of transportation. If you plan to make a grand exit by hot air balloon you won't get off the ground if it's a hot summer day in Albuquerque. If you look forward to a horse-drawn sleigh, the snow sleigh bells should be at least a possibility for inclusion.
- In choosing a day, consider the holiday work-load of various suppliers which can affect both their availability and effectiveness. Mothers Day and Valentines Day are overwhelming for florists. The Christmas season and June are busy for musicians who are playing for holiday parties, proms, and graduation parties as well as weddings. If this is your choice, make arrangements in advance and work with your suppliers to help make things flow easily during their busy time.
- In considering the season, you might also give thought to seasonal flowers. If you have your heart set on particular flowers, find out when they are available in your area. Keep in mind that it may be difficult to get flowers out-of-season and the cost to do so may be exorbitant.
- Do you want a particular officiant and does the date work well with the officiant's schedule? Often a relative or special friend will be a member of the clergy or wedding officiant and you may want them to be a special part of your ceremony.
- The bottom line is: Choose the date you want, but plan well in advance if it is a busy season and budget extra to cover costs. If the advantage of discounts available in off season times. Either way, you can avoid surprises by making an informed decision.

Wedding Cake Checklist

Cake Budget
\$ _____

_____ Number of Guests
_____ Number of Slices

Style of Cake

- Contemporary
- Dramatic
- Ornate
- Regal
- Round
- Simple
- Square
- Traditional
- Unique

Shape & Structure

- Cupcakes
- Heart
- Other
- Rectangular
- Round
- Sheet cake
- Tiered, separated (with columns)
- Tiered, stacked

Decorations and Embellishments

- Chocolate shavings
- Fresh flowers
- Gold or silver leaf
- Pearls
- Sugar flowers
- CakeTop

Flavors & Fillings

- Angel food
- Berries and whipped cream
- Carrot (spice)
- Chocolate
- Golden
- Lemon
- Liqueurs
- Mocha

- ___ Mousse
- ___ Orange
- ___ Raspberry
- ___ Truffle
- ___ White chocolate

Colors

- ___ White
- ___ Ivory
- ___ Yellow
- ___ Peach
- ___ Tan
- ___ Red
- ___ Pink
- ___ Lavender
- ___ Others

Will you be having a Groom's Cake? If so, be sure to determine all of the above as well as theme and style.

Wedding Flowers Checklist

Bouquets:

- * Bride
- * Maid(Matron) of Honor
- * Bridesmaids
- * Flower girls
- * Bride's toss bouquet (separate bouquet for toss)

Hair Ornaments:

- * Bride
- * Maid(Matron) of Honor
- * Bridesmaids
- * Flower girls
- * Junior Bridesmaids

Boutonnieres:

- * Groom
- * Best Man
- * User
- * Father of bride
- * Father of Groom

Mothers:

- * Corsage (lapel or wrist)
- * Purse decoration flowers
- * Arm Bouquet

Ceremony:

- * Altar
- * Chuppah
- * Pews
- * Main Entrance
- * Runner

Reception:

- * Centerpieces
- * Head table
- * Staircase railing
- * Buffet Tables
- * Cake Table
- * Place-card table
- * Wedding Cake Top

Photographer Checklist

Photographer/Studio _____

Name of Contact _____

Address _____

Phone Number _____

Days/Hours To Call _____

Reference: 1 _____

Reference: 2 _____

Reference: 3 _____

Attending Rehearsal _____

Number of Proofs _____

Has Time Limit _____ Yes _____ No

Proofs Ready By _____

Arrival Time _____

Has Assistant(s) _____ Yes _____ No

WEDDING PORTRAIT & ALBUM PACKAGE:

16x20 Portrait _____

8x8 _____

Proofs _____

8x10 _____

3x5 _____

11x14 _____

5x7 _____
ALBUM PACKAGE COST _____

Other _____

ADDITIONAL PRINTS:

16x20 Portrait _____

8x8 _____

Wallet _____

8x10 _____

3x5 _____

11x14 _____

5x7 _____

Other _____

ADDITIONAL PRINTS COST _____

<http://www.theknot.com> now!

Your Wedding Budget: Where to Begin

 Forget the archaic rule that certain people have to pay for certain things. The bride's parents need not take out a third mortgage on their house to pay for the wedding, and the groom's parents are not let off the hook with only rehearsal dinner and boutonnieres to worry about. Besides, the two of you might even be covering a good chunk of the expenses yourselves. Your budget will determine the type of wedding you will have -- place, style, everything -- so it must be established first. Keep in mind that informal weddings are usually smaller (and therefore cheaper), and formal weddings tend to be larger (and therefore more expensive). The best way to work it out? Sit down with pencil, paper, and calculator and figure out what you really want and can afford.

Traditionally, here's who's supposed to pay for what -- not that we necessarily agree, but guidelines are helpful:

CEREMONY

Bride and family pay for church, synagogue, sexton, organist, etc.

Groom and family pay for marriage license and officiant's fee.

CLOTHES

Bride and family pay for bride's dress, veil, accessories, and trousseau (read: lingerie and honeymoon clothes).

Groom and family pay for groom's outfit.

All attendants pay for their own clothing (including shoes).

FLOWERS

Bride and family pay for arrangements for church (including huppah if a Jewish ceremony) and reception, plus bouquets and corsages for bridesmaids and flower girls.

Groom and family pay for bride's bouquet and going-away corsage, boutonnieres for men, and corsages for mothers and grandmothers.

HONEYMOON

Groom and family pay for complete honeymoon.

PHOTOGRAPHY

Bride and family pay for all wedding photos and video.

PREWEDDING PARTIES

Bride or groom's family plans and hosts engagement party; if there is more than one, bride's family hosts the first one.

Groom's family plans and hosts the rehearsal dinner.

Bride plans and hosts bridesmaids' luncheon.

Groom hosts and plans bachelors' dinner.

Maid of honor and bridesmaids host shower.

Best man and ushers host bachelor party.

Friends may throw additional engagement parties or showers.

RECEPTION

Bride and family pay for all professional services, including food, drink, decorations, and music.

RINGS

Bride and/or her family pay for groom's ring.

Groom and/or his family pay for both of the bride's rings.

STATIONERY

Bride and family pay for invitations, announcements, and wedding programs.

TRANSPORTATION

Bride and family pay for transportation of bridal party to and from ceremony and reception.

That said, here are alternative ways to budget your big day.

WAYS TO SAVE

It's easy to sink \$10,000 into a wedding. It's an art to do it for \$2,000. Unless you're a die-hard traditionalist, you can save hundreds by cutting the cost of showy formalities like bridesmaid dresses (your friends will thank you) and even corsages. A backyard reception can be just as fun -- and more intimate -- than one in a restaurant or banquet hall, where the space will cost you.

You might want to try balancing the kind of wedding you envision with the kind of honeymoon you want (i.e., a backyard wedding may equal a lavish honeymoon; a weekend in a bed-and-breakfast will make a larger wedding possible). And if you're saving up for a house, the honeymoon can always wait a year.

To avoid post marital bankruptcy, check out the following list of suggestions for keeping costs down. Then decide what's crucial, what's tempting, and what's extraneous. Make phone calls and get estimates.

Invitations: Find a good printer. The invitation is the first thing guests see that's connected to your wedding, so they should look nice, but this isn't the place to go overboard. People will remember the event, not the invitation.

Reception venue: Saturday night is the most sought-after time. If you can swing a Friday night, Saturday morning/afternoon, or Sunday reception, you'll not only save money, you may have more choice of dates.

Transportation: A good place to save. Leased Bentleys and horse-drawn carriages are kind of corny, anyway (unless you're a debutante or Cinderella, of course). Consider finding a friend with a nice car and hitching a ride.

Flowers: If there's time, have a trusted friend get them at the local greenmarket on wedding morning and set them up at the ceremony/reception sites.

Caterer: Along with the menu (buffet is less than seated), discuss the cost of service (and tipping), liquor, the wedding cake, overtime, and insurance when you meet with prospective vendors. Consider too that a brunch, luncheon, or hors d'oeuvres reception costs less than a dinner.

Music: DJs tend to be hired out at a less expensive rate than live bands.

Photographer and/or videographer: Don't skimp on photographs, or you'll regret it forever. Your wedding video is another important keepsake you won't want to pass up -- taping the ceremony only will save you some cash.

BRIDE'S EMERGENCY KIT:

This actual kit can take many forms: overnight bag, paper bag, basket, or a really big purse. In general, the kit is left in the bride's dressing/changing room for easy access at the wedding site and is assigned to a mother, bridesmaid, or guest to bring to the reception.

HEALTH

antacid
 antihistamine, cold remedy, any prescription medications
 aspirin, Tylenol, or Advil
 Band-Aids
 hard candy (better than medicinal scent of cough-drops)
 Pepto-Bismol or other antacid/upset stomach aid
 smelling salts
 tampons, pads

BEAUTY/GROOMING

dusting powder for before pictures are taken
 hand lotion, handi-wipes
 Kleenex
 bobby pins
 makeup
 baby powder (also works great for spills on your white dress--just dab with water and then baby powder)
 makeup remover for face and for clothes
 lint remover (someone said it even takes makeup off of tuxes!)
 deodorant
 perfume
 makeup kit with extras for 'maids with different coloring/complexions
 nail polish in shade worn, & remover
 nail file
 small hand towel (put them around the neck when doing makeup to avoid stains)
 hairdryer (not just for hair, also dries dresses from stain removal) gel, hairspray (good for runs in hose too), brush, water mister, barrettes
 and/or bobby pins
 toothbrush and toothpaste

ATTIRE

'throwaway' garter
 clear nail polish for runs in hose
 earring backs
 emergency buttons
 flat shoes or ballet slippers (if necessary)
 iron
 pantyhose (extras in case anything happened)
 safety pins and a sewing kit with thread the color of bridesmaids' dresses, as well as white
 masking tape or sewing tape (last-minute ripped hems)
 small sewing kit, thread for all dresses of wedding party
 small scissors (for thread)

MISCELLANEOUS

directions to reception - extra copies
 phone numbers of all service folks
 small flashlight
 spare hat pins (in case florist forgets them for corsages)
 spare change for phone
 cooler with juice and sodas (include club soda for stain removal)
 oranges, crackers duct tape (works on falling hems, broken bouquet handles, wobbly unity
 candles) champagne - and glasses
 a list of outstanding to-do's that can be turned over to someone else. (e.g. call ahead to the
 reception site to tell them that we are on our way; pay clergy and organist; etc.)

Wedding Day Hair Checklist

written by [Gretchen Maurer](http://weddinghair.com), weddinghair.com

Here are some suggestions that will help you make your wedding morning stress free and beautiful.

Doing your own hair? Practice, practice, practice.

1. Time your practice session and make a list of all of the tools and products you will need.
2. Put everything in a basket and hide it away to bring out fresh and ready for your special day.
3. Schedule times for showers if you will be having relatives stay over.
4. If you are not dressing at home make sure there is a mirror and a counter or table to work from.
5. Make sure there are proper outlets, if not bring an extension cord.
6. Put on all of your pretty under things and cover up with a button down shirt or robe. This way after hair and makeup are done just slip into your gown!

Is a stylist traveling to you?

1. Give exact, adequate directions and phone numbers. Many time brides give the directions they follow and forget the stylist may be coming from the opposite side of the highway.
2. Make sure you have a place set up for the stylist to work. (One bride assumed I would be working from the bathroom and one set me up in her dark bedroom until her father-in-law kicked my out so he could get dressed. Personally, I like to work from a large well lit dining room or kitchen table.)
3. Don't assume the stylist can do extra people last minute. Make sure everyone who is having their hair done is mentioned ahead of time and arrives promptly.
4. Be ready yourself and prepare extra time for interruptions.

Are you going to a salon?

1. Schedule your wedding day hair appointment at least eight weeks ahead.
2. Have a practice session at least a month ahead and bring a picture of your dress and your headpiece with you to the salon.
3. Record your travel time from the salon to where you are getting dressed.
4. Add on extra time for getting dressed and make-up if the salon is not applying it.
5. Bring a Polaroid camera to your hair appointment and take pictures of the front, side, and back.
6. Ask for more than one stylist to help with the wedding party. Three stylists for a party of six is the best bet for staying on schedule.
7. Schedule all nail appointments for the day before, this also saves time.
8. Don't expect to get your favorite stylist to do your wedding hair if you desire an intricate Updo. This is a specialty service and best left for the resident expert.

Groom's Checklist

Written by the editors of [unGroom'd](#)

Sorry to tell you, but even if you're feeling relieved because she said "yes," you're not out of the woods yet. Sure she is going to do the majority of work for the wedding, but rest assured, there is a lot of stuff that can go into the Big Day-and that includes details that are the groom's responsibility. Our advice is that you rent a convertible and head strait to Vegas. That way, you don't have to deal with all the wedding crap. If this isn't an option, however, and there's no getting out of throwing the "shindig" for all those relatives you've never seen before, we give you the unGROOM'd Groom's Check List.

6 - 12 Months Before The Big Day...You've Got Plenty Of Time On The Clock

- Buy the ring. Promise rings don't work, and stay away from the Home Shopping Network.

- Discuss with fiancée the date and type of wedding you want. Make sure it doesn't conflict with your sales meetings, important playoff games, etc.
- Choose best man and who will be in your wedding party. This is your starting lineup.
- Start on your guest list. Think about who will give you large amounts of money.
- Discuss and finalize a budget. Very important, fellas. Ever go into a strip joint with unlimited funds? It's the same idea with women and weddings, so get control quickly.
- Limit asking yourself if she's the one to 16 times a day-that's once every waking hour.

3 -5 Months...Second Half Of The Game Has Started

- Shop with fiancée for wedding rings-the band that goes with her diamond ring and your ring. In other words, keep forking out the cashola.
- Complete guest list and include names, addresses and phone numbers. A major pain in the ass, to say the least.
- Select tuxedo with fiancée. It needs to be color-coordinated with the bridesmaids' Try to go on a Tuesday, Wednesday or Thursday, because tux shops are less busy on these days.
- Get tux measurements of all attendants in your party.
- Discuss the honeymoon, and begin working with a travel agent. This is an area you can pretend to be interested in.
- Choose music, figure out band or DJ. Again, an area you have some interest in.
- Discuss moving in together or buying a new home. Hats off to you if you can afford one after the wedding.
- Budget check time. You are the Chief Financial Officer in this case. Ask your fiancée for a recap. Warning: don't wait until you're 60 days away from the wedding or count on her being over budget.
- Notify your business associates of the dates of your wedding and honeymoon.
- Stops thinking about one last fling-well, you can think about it, just don't do it!

2 Months...Better Start Making Some First Downs

- Meet with officiant to finalize ceremony details. Be prepared to answer how you fell in love, what you both do to resolve conflict and your religious backgrounds. Your goal here is to be politically correct. Just score brownie points with your wife-to-be. This will get you out of the doghouse because by now you've screwed something up in the whole wedding planning process!
- Discuss with your best man his responsibilities. He's the team captain, so make sure he takes his role seriously. You will need the help.
- Plan your rite of passage - yup, it's your bachelor party, with booze, cards, porno videos and strippers. Don't go out to a NICE dinner with the guys because she says so.
- Arrange accommodations for out-of-town guests. Get this off your plate and give the responsibility to your fiancée.
- Stay out of any family disagreements. It's a no-win battle. Might as well start practicing this now.
- Figure out seating chart with your fiancée. Your fiancée doesn't know Auntie B hates Uncle Bob unless you tell her.
- Start jogging a couple of times a week. It's a good stress reliever, and if you can't take the pressure anymore, just keep running, running, running...

1 Month...The Blitz Is On!

- Purchase gifts for the guys in your wedding party.
- If you both agreed to a prenuptial agreement, have it drawn up and signed.
- If gifts are being exchanged, buy the present for your fiancée. Spend, spend, and spend! Hey, it doesn't get any better when you're married. Again, might as well get used to it!
- Make sure all of your guests have RSVP'd, wedding rings are in hand and tux details are complete.
- If moving, give change of address card to post office, contact utilities companies, etc.
- Buy Tagamet and/or Zantac for your stomach. You can purchase it over the counter now, and don't worry-it's not a tumor, just nausea.

2 Weeks...Out Of Time-outs

- With your fiancée, gather necessary documents and get your marriage license-it's now for real. Eat toast in the morning, no eggs...keep it bland.
- Arrange wedding-day transportation.
- Have your hair cut. Don't wait 'til the day before. Allow your hair to grow in. You don't want that new haircut look in your wedding photos.
- Now you can offer to assist your fiancée if needed, because by now everything should be taken care of anyway.
- Reconfirm all honeymoon details.
- Finalize all business responsibilities and prepare to be gone for a couple of weeks.
- Have your bachelor party, because it's your day! Remember no pictures.
- Use the air conditioning a lot. It helps keep the clamminess away.
- Buy six sessions at the tanning salon. You really are looking pale at this stage.

1 Week...4th Down, No Time-outs

- Pick up tuxedos.
- Take off a few days from work. You will have a lot to do this week.
- Notify your wedding party of the time of the wedding rehearsal and dinner.
- Do you have an eating disorder? Don't worry-it's just the dry heaves.
- Throw out your little black book. What part of "it's all over" don't you understand?

The Night Before...Throw the Hail Mary Bomb & Hope.

- Stay calm because chances are there will be problems that will arise. Anytime your mom and mother in-law are together, there are bound to be problems.
- Have a brew and rent a video. We recommend Dead Man Walking with Sean Penn.
- Congratulations! You're Ready For A Wonderful Wedding Day.

Name Change Checklist

You will need a certified copy of your marriage license for many of these - be sure to have it handy!

- [] Department of Motor Vehicles
- [] [Social Security](#)
- [] [Internal Revenue Service](#) (change of address form)

- [] Loans (bank, car, student, etc)
- [] Insurance Companies (dental, car, medical, etc)
- [] Credit Cards
- [] Phone Company
- [] Electric Company
- [] Water Company
- [] Mortgage Company
- [] Cable Company
- [] Your Work
- [] Car Title
- [] Business Cards
- [] [Passport](#)
- [] Medical Records
- [] Club/Organization memberships
- [] 401K accounts
- [] Stocks, Bonds, IRAs, etc
- [] Subscriptions (magazines, newspaper, etc)
- [] Voter registration
- [] Property Titles
- [] Discount Cards
- [] Automobile Club
- [] Any other Utilities or Monthly Fees
- [] School or Alumni Associations
- [] Order New Checks
- [] [Post Office](#) (change of address)