

What to decide

- ## What to reserve

- ### 3 - 6 Months ahead

What to decide

- ☐ How much wine and beer will be needed, and where to purchase it
- ☐ Whether to serve drinks and/or hors d'oeuvres during the wedding party receiving line
- ☐ Type of cake and how it will be served
- ☐ What kind, if any, gifts for guests
- ☐ Type of music during dinner

What to order

- ☐ Bonbonnières for guests
- ☐ Gifts for bridal party attendants
- ☐ Liquor
- ☐ Wine and beer
- ☐ Stationery: matchboxes, menus, printed napkins, cake boxes or other special paper accessories
- if opting for an outdoor reception-
- ☐ Dance floor
- ☐ Lighting
- ☐ Tables, chairs, tents and/or canopies
- ☐ BBQs or grills (if the caterer does not provide this essential equipment)
- ☐ Other decorations (such as balloon bouquets, potted plants, arches, etc)

1 Month ahead

What to decide

- ☐ Finalize schedule for photographer to follow during reception; list shots desired
- ☐ Finalize schedule for videographer
- ☐ Seating plan for the head table
- ☐ Seating plan for your parents' table(s)
- ☐ Seating plans for guests (optional)

- ☐ Speak to band or DJ regarding song list and first dance choice
- ☐ Decide which friends or relatives will help pass the guest book, keep an eye on the wedding gifts and deliver gifts at the end of the evening to a designated location

Schedule for reception

- ☐ When and where the receiving line should form; when and where refreshments should be served
- ☐ When head table should be seated

- ☐ When 1st course is served
- ☐ When wine or champagne, if any, should be poured in glasses and/or bottles placed on tables
- ☐ When bar should open and close for service
- ☐ When toasts and head table introductions begin
- ☐ Who will speak
- ☐ Order of speakers
- ☐ When band or DJ should start the first dance
- ☐ List of songs you would like played, especially the first and last dances (plus "don't play" list)
- ☐ Who will join you on the dance floor after your first dance as a couple
- ☐ In what order the wedding party dances
- ☐ When traditional dances reflecting your heritage, such as the Mizinke (a Jewish tribute to the mother and father who have given their last child in marriage), will commence
- ☐ When to throw the bouquet
- ☐ When to throw the garter (optional)
- ☐ When to offer the dessert table (optional)
- ☐ When to change into going-away outfits (optional)

NOTES

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