

# WEDDING

*planner and guide*

**PROVIDED BY**



for the wedding of

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to

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date

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time

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location

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# Calendar Checklist

The following checklist is an ideal timetable. Couples who do not have as much time as shown should plan their wedding in much the same order, using the checklist as a guide. Be sure to check things off as they are completed.

## immediately after the engagement:

- Discuss a budget and the size and style of the wedding with parents. Decide who pays for what.
- Choose a wedding date and time. You may want to check vendor availability prior to setting date.
- Create a binder to organize your thoughts, photos, worksheets, etc.
- If using a wedding consultant, enlist their services.
- Make initial contact with vendors and obtain references.
- Meet with clergy member; schedule pre-marital counseling.
- Reserve wedding and reception sites; make initial catering contacts.
- Register at local bridal registries.
- Hire photographer.
- Hire videographer.
- Make arrangements for the music at the wedding and reception.
- Make all transportation arrangements to and from the wedding and the reception. Consider hiring a limousine, party bus, trolley or horse-drawn carriage.

## six months or more before:

- Compile the guest list.
- Send out Save the Date cards.
- Reserve a block of hotel rooms for out-of-town guests.
- Choose wedding rings.
- Send engagement announcement to newspapers.
- Select and order wedding gown, leaving ample time for delivery and alterations.
- Look for alteration specialist (if someone other than bridal shop).
- Select the attendants (bridesmaids and groomsmen). Choose and order bridesmaids dresses.
- Purchase invitations.
- Select one usher for every 50 guests.
- Schedule wedding cake design appointment. Get estimates. Book the date.
- Implement diet and exercise program.
- Plan beauty preparations by checking with your salon for how far in advance they book wedding parties.
- Complete all honeymoon plans. If traveling outside the country, check on visas, passports and inoculations.
- Sign up for dance lessons. Talk to instructor about choreographing a special dance routine to "wow" guests.
- Book vendors, securing dates by putting down deposit.

## four months or more before:

- Confirm final details with the caterer.
- Order napkins and purchase any other items needed for the ceremony and reception. Check with the caterer to see what he/she includes.
- Order invitations (25 extra) and personal stationery or "Thank You" notes.
- Book engagement photo session with enough time to submit photos to local newspapers.
- Visit the photographer again to discuss specifics. Use the "Photography Worksheet."
- Get estimates and order flowers and floral arrangements for wedding and reception.
- Get estimates and order balloons, decorations and favors for wedding and reception.
- Book room for wedding night.

## three months or more before:

- Order wedding rings. Allow time for any final engraving.
- Order tuxedos for the groomsmen and fathers.

## two months or more before:

- Mail invitations (six weeks before the wedding; eight weeks to out-of-town guests).
- Buy a wedding gift for future spouse and gifts for attendants and helpers.
- Finalize arrangements of accommodations for out-of-town attendants and guests.

## one month or more before:

- Ready all accessories, shoes and lingerie for bridal gown.
- Have beauty consultant do a trial run with bride's hair and makeup. Schedule this appointment on the day the bridal portrait is taken and/or a party is planned or schedule on the day of your final dress fitting to see exactly how you will look on wedding day.
- Have final fitting for bridal gown and bridesmaids' dresses.
- Have bridal portrait taken.
- Have groomsmen registered and measured at the formal wear store.
- Check with the newspapers on wedding announcement requirements.
- Finalize plans for rehearsal dinner.
- Plan seating arrangements for the rehearsal dinner and reception.
- Review this checklist to be sure nothing has been missed.
- Complete change-of-address information for post-office.
- Keep current with "Thank You" notes for shower and early wedding gifts.

## two weeks before:

- Get the marriage license. Be sure to bring all needed documents.
- Inform or send rehearsal invitations including exact time and location to those who will attend the rehearsal and rehearsal dinner.
- Inquire about where bride, groom and attendants will dress for the ceremony.
- Review all details. Walk through the entire event considering things like parking, access for handicapped guests, etc.
- Confirm all transportation plans.
- Check in with caterer, photographer, videographer, musicians, DJ, florist, etc. to confirm all arrangements.
- "Break in" wedding shoes at home.

## one week before:

- Appoint someone to act as an "organizer" to handle any last minute problems.
- Give a final guest count to the caterer.
- Review final details for those in the wedding party.
- Confirm honeymoon arrangements.
- Pack for the honeymoon.
- Enjoy a day with family and friends. Visit a day spa, have a massage, a facial and relax.

## one day before:

- Attend the rehearsal and rehearsal dinner and give gifts to attendants.
  - Give the rings and clergy's fee to the best man.
- Organize gown, accessories, etc. to go to ceremony.
  - Get a manicure and pedicure.

## on the wedding day:

- Mail wedding announcements.
- Get hair, makeup, etc. done.
  - Enjoy the day!

# Budget Expense Record

	estimated	actual
Bridal Gown (include Alterations)	_____	_____
Headpiece	_____	_____
Accessories	_____	_____
Hair/Make-up	_____	_____
Groom's Tuxedo	_____	_____
Bride's Rings	_____	_____
Groom's Ring	_____	_____
Stationery (Total from Worksheet)	_____	_____
Photography	_____	_____
Videography	_____	_____
Ceremony Musicians	_____	_____
Reception Entertainment	_____	_____
Wedding Cake	_____	_____
Flowers (Total from Worksheet)	_____	_____
Aisle Runner	_____	_____
Candles	_____	_____
Favors	_____	_____
Add'l Ceremony Decorations	_____	_____
Add'l Reception Decorations	_____	_____
Ceremony Officiant	_____	_____
Rental Equipment	_____	_____
Wedding License	_____	_____
Food/Beverage Catering	_____	_____
Rehearsal Dinner	_____	_____
Reception Hall Rental	_____	_____
Transportation	_____	_____
Bride's Attendants Gifts	_____	_____
Groom's Attendants Gifts	_____	_____
Bride's Gift	_____	_____
Groom's Gift	_____	_____
Honeymoon	_____	_____
TOTALS	_____	_____

# *The Bride's Trousseau*

## Bridal Gown

Store: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Consultant: \_\_\_\_\_

Gown Description (Color, Fabric, Lace, Style, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Date Promised: \_\_\_\_\_

Fitting Appointments:

\_\_\_\_\_

\_\_\_\_\_

(Be sure to bring proper undergarments and shoes to fittings)

## Bridal Accessories

Headpiece & Veil: \_\_\_\_\_ Price: \_\_\_\_\_

Bra / Bustier: \_\_\_\_\_ Price: \_\_\_\_\_

Teddy / Body Stocking: \_\_\_\_\_ Price: \_\_\_\_\_

Stockings / Pantyhose: \_\_\_\_\_ Price: \_\_\_\_\_

Garter: \_\_\_\_\_ Price: \_\_\_\_\_

Petticoat / Slip: \_\_\_\_\_ Price: \_\_\_\_\_

Shoes: \_\_\_\_\_ Price: \_\_\_\_\_

Jewelry: \_\_\_\_\_ Price: \_\_\_\_\_

Wrap / Cape: \_\_\_\_\_ Price: \_\_\_\_\_

Other: \_\_\_\_\_ Price: \_\_\_\_\_

Something Old: \_\_\_\_\_

Something New: \_\_\_\_\_

Something Borrowed: \_\_\_\_\_

Something Blue: \_\_\_\_\_

# The Attendants

## The Maids

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dress Store: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Consultant: \_\_\_\_\_

Gown Description (Color, Fabric, Lace, Style, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Date Promised: \_\_\_\_\_

(Remind attendants they will need to make an appointment for fittings.

Advise them to bring proper undergarments and shoes to all fittings.)

## Attendants Accessories

Shoes: \_\_\_\_\_ Price: \_\_\_\_\_

Jewelry: \_\_\_\_\_ Price: \_\_\_\_\_

Undergarments: \_\_\_\_\_ Price: \_\_\_\_\_

Handbags: \_\_\_\_\_ Price: \_\_\_\_\_

Wrap: \_\_\_\_\_ Price: \_\_\_\_\_

Other: \_\_\_\_\_ Price: \_\_\_\_\_





# Pre-Wedding Details

## Engagement & Wedding Rings

Jeweler: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Description of Ring(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price: \_\_\_\_\_

## Invitations & Stationery

Stationer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Date Promised: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Style #: \_\_\_\_\_

Quantities and Prices (Be sure to order extra and order everything at once.)

	Quantity	Price
Save-the-date Cards	_____	_____
Wedding Invitations	_____	_____
Response Cards	_____	_____
Thank You Cards	_____	_____
Napkins/Matchbooks	_____	_____
Announcements	_____	_____
Programs	_____	_____
Other	_____	_____

Total Cost: \_\_\_\_\_



# Gift Registry

The gift registry is the perfect opportunity for the bride and groom to set-up their household. It is wise for the couple to do this "wish-list" shopping trip together to be sure they choose items and styles both desire. Of course, they should keep in mind they probably won't receive everything they want, but it is a good way to get started.

Traditionally when people think of registries, they think of items like fine china, flatware and crystal. While some couples may shy away from the idea, many couples are discovering the incredible array of choices available, everything from fancy to contemporary or everyday casual. Today long-standing manufacturers have included lines that are dishwasher and microwave safe making china an ideal choice for everyday use. The registry is also the perfect time to begin the couples china, flatware or crystal collection, since these items, though desired, are often not purchased by the newlyweds themselves.

Other items to consider registering for include general housewares, linens and even electronics or sporting goods, depending on the couples interests and activities.

The following worksheets can be used to provide ideas of items to register for and to organize plans for the gift list. Once completed, a call to set an appointment with the store's registry department is recommended. Then take these forms to the stores of choice and enjoy "shopping!"

## Stores Where Gifts are Registered

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Registrar: \_\_\_\_\_

Telephone: \_\_\_\_\_

Website: \_\_\_\_\_

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Registrar: \_\_\_\_\_

Telephone: \_\_\_\_\_

Website: \_\_\_\_\_

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Registrar: \_\_\_\_\_

Telephone: \_\_\_\_\_

Website: \_\_\_\_\_

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Registrar: \_\_\_\_\_

Telephone: \_\_\_\_\_

Website: \_\_\_\_\_

## Dining / Serving

Formal Color Scheme: \_\_\_\_\_

Formal Dinnerware Manufacturer/Pattern: \_\_\_\_\_

Formal Glassware Manufacturer/Pattern: \_\_\_\_\_

Formal Flatware Manufacturer/Pattern: \_\_\_\_\_

Casual Color Scheme: \_\_\_\_\_

Casual Dinnerware Manufacturer/Pattern: \_\_\_\_\_

Casual Glassware Manufacturer/Pattern: \_\_\_\_\_

Casual Flatware Manufacturer/Pattern: \_\_\_\_\_

Table Size: \_\_\_\_\_  Tablecloths  Placemats  Cloth Napkins

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Ice Bucket     | <input type="checkbox"/> Pitcher         | <input type="checkbox"/> Wine Rack            | <input type="checkbox"/> Decanter      |
| <input type="checkbox"/> Punch Bowl Set | <input type="checkbox"/> Coasters        | <input type="checkbox"/> Corkscrew/Opener     | <input type="checkbox"/> Quiche Dish   |
| <input type="checkbox"/> Serving Bowl   | <input type="checkbox"/> Serving Platter | <input type="checkbox"/> Covered Casserole    | <input type="checkbox"/> Soufflé Dish  |
| <input type="checkbox"/> Chafing Dish   | <input type="checkbox"/> Soup Tureen     | <input type="checkbox"/> Gravy/Sauce Boat     | <input type="checkbox"/> Bread Tray    |
| <input type="checkbox"/> Serving Tray   | <input type="checkbox"/> Tea Service     | <input type="checkbox"/> Coffee Service       | <input type="checkbox"/> Cream/Sugar   |
| <input type="checkbox"/> Cake Plate     | <input type="checkbox"/> Torte Plate     | <input type="checkbox"/> Dessert Dishes (set) | <input type="checkbox"/> Compote       |
| <input type="checkbox"/> Salt/Pepper    | <input type="checkbox"/> Trivet          | <input type="checkbox"/> Cheese Board         | <input type="checkbox"/> Candle Sticks |
| <input type="checkbox"/> Candle Snuffer | <input type="checkbox"/> Napkin Rings    | <input type="checkbox"/> Salad Bowl           | <input type="checkbox"/> Nut Dish      |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Other: _____    |   |  |

## In the Kitchen

Color Scheme: \_\_\_\_\_ Table Size: \_\_\_\_\_

- |   |                                       |   |   |
|---|---------------------------------------|---|---|
| <input type="checkbox"/> Toaster        | <input type="checkbox"/> Toaster Oven | <input type="checkbox"/> Coffee Maker     | <input type="checkbox"/> Coffee Grinder |
| <input type="checkbox"/> Food Processor | <input type="checkbox"/> Blender      | <input type="checkbox"/> Stand Mixer      | <input type="checkbox"/> Hand Mixer     |
| <input type="checkbox"/> Deep Fryer     | <input type="checkbox"/> Slow Cooker  | <input type="checkbox"/> Electric Skillet | <input type="checkbox"/> Steamer        |
| <input type="checkbox"/> Wok/Utensils   | <input type="checkbox"/> Can Opener   | <input type="checkbox"/> Juicer           | <input type="checkbox"/> Microwave Oven |
| <input type="checkbox"/> Skillet        | <input type="checkbox"/> Saucepan     | <input type="checkbox"/> Ice Cream Maker  | <input type="checkbox"/> Stock Pot      |
| <input type="checkbox"/> Tea Kettle     | <input type="checkbox"/> Dutch Oven   | <input type="checkbox"/> Roasting Pan     | <input type="checkbox"/> Bakeware       |
| <input type="checkbox"/> Bread Machine  | <input type="checkbox"/> Baking Dish  | <input type="checkbox"/> Mixing Bowls     | <input type="checkbox"/> Measuring Set  |
| <input type="checkbox"/> Cutlery Set    | <input type="checkbox"/> Utensil Set  | <input type="checkbox"/> Cookbook         | <input type="checkbox"/> Wire Racks     |
| <input type="checkbox"/> Oven Mitts     | <input type="checkbox"/> Dish Towels  | <input type="checkbox"/> Placemats        | <input type="checkbox"/> Tablecloths    |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Other: _____ |   |   |



# Showers

Shower No. 1

Host/Hostess: \_\_\_\_\_

Telephone: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Type of Shower: \_\_\_\_\_

Gift	Giver	Thank You
_____	_____	<input data-bbox="1030 645 1055 673" type="checkbox"/>
_____	_____	<input data-bbox="1030 690 1055 718" type="checkbox"/>
_____	_____	<input data-bbox="1030 736 1055 763" type="checkbox"/>
_____	_____	<input data-bbox="1030 781 1055 808" type="checkbox"/>
_____	_____	<input data-bbox="1030 826 1055 854" type="checkbox"/>
_____	_____	<input data-bbox="1030 871 1055 899" type="checkbox"/>
_____	_____	<input data-bbox="1030 916 1055 944" type="checkbox"/>
_____	_____	<input data-bbox="1030 961 1055 989" type="checkbox"/>
_____	_____	<input data-bbox="1030 1006 1055 1034" type="checkbox"/>
_____	_____	<input data-bbox="1030 1052 1055 1079" type="checkbox"/>
_____	_____	<input data-bbox="1030 1097 1055 1124" type="checkbox"/>
_____	_____	<input data-bbox="1030 1142 1055 1170" type="checkbox"/>
_____	_____	<input data-bbox="1030 1187 1055 1215" type="checkbox"/>
_____	_____	<input data-bbox="1030 1232 1055 1260" type="checkbox"/>
_____	_____	<input data-bbox="1030 1277 1055 1305" type="checkbox"/>
_____	_____	<input data-bbox="1030 1322 1055 1350" type="checkbox"/>
_____	_____	<input data-bbox="1030 1367 1055 1395" type="checkbox"/>
_____	_____	<input data-bbox="1030 1413 1055 1440" type="checkbox"/>
_____	_____	<input data-bbox="1030 1458 1055 1486" type="checkbox"/>
_____	_____	<input data-bbox="1030 1503 1055 1531" type="checkbox"/>
_____	_____	<input data-bbox="1030 1548 1055 1576" type="checkbox"/>







# Wedding Day Details

## Beauty

Salon: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Stylist: \_\_\_\_\_

Appointments: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

## The Cake

Bakery: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Date/Time Promised: \_\_\_\_\_

Price: \_\_\_\_\_

Delivery Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Transportation

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Type/Description (Carriage, Limo, etc.): \_\_\_\_\_

Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Length of Rental Time: \_\_\_\_\_ Capacity: \_\_\_\_\_

Cost: \_\_\_\_\_

Additional Time Charge: \_\_\_\_\_

### Transportation Tips

Make sure the company you use is reputable, reliable and properly licensed and insured.

Do they have more than one vehicle in case of a breakdown?

Most transportation companies charge by the hour. You may need to provide an itinerary or at least have one in mind.

Think carefully about your scheduling time, you don't want to pay for a vehicle to sit idle while your pictures are being taken.

Don't forget to tip your driver.

## Music

Ceremony Musicians: 1) \_\_\_\_\_

Telephone: \_\_\_\_\_ Price: \_\_\_\_\_

Ceremony Musicians: 2) \_\_\_\_\_

Telephone: \_\_\_\_\_ Price: \_\_\_\_\_

Musical Selections:

Processional: \_\_\_\_\_

\_\_\_\_\_

Ceremony: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recessional: \_\_\_\_\_

\_\_\_\_\_

Reception Entertainers: 1) \_\_\_\_\_

Telephone: \_\_\_\_\_ Price: \_\_\_\_\_

Reception Entertainers: 2) \_\_\_\_\_

Telephone: \_\_\_\_\_ Price: \_\_\_\_\_

Musical Selections:

Bride & Groom's First Dance: \_\_\_\_\_

Wedding Party Dance: \_\_\_\_\_

Couple / Parent's Dance: \_\_\_\_\_

Other Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Photography

Studio Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Photographer's Name: \_\_\_\_\_

Price: \_\_\_\_\_

After marking your selections from the list below, make a copy of this checklist and take it to the photographer to discuss the photography plans. Be sure to specify which shots are posed, candid, in color or black & white.

### before the ceremony

- |  |   |
|--|---|
| <input type="checkbox"/> Bride alone (in wedding gown)   | <input type="checkbox"/> Groom alone (in tuxedo)        |
| <input type="checkbox"/> Bride with her mother           | <input type="checkbox"/> Groom with his mother          |
| <input type="checkbox"/> Bride with her father           | <input type="checkbox"/> Groom with his father          |
| <input type="checkbox"/> Bride with both parents         | <input type="checkbox"/> Groom with both parents        |
| <input type="checkbox"/> Bride with maid/matron of honor | <input type="checkbox"/> Groom with best man            |
| <input type="checkbox"/> Bride with bridesmaids          | <input type="checkbox"/> Groom with groomsmen           |
| <input type="checkbox"/> Bride fixing make-up/hair       | <input type="checkbox"/> Groomsmen getting boutonnières |
| <input type="checkbox"/> Attendants receiving flowers    | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Parents receiving flowers       | <input type="checkbox"/> Other _____                    |

### at the ceremony

- |   |   |
|---|---|
| <input type="checkbox"/> Guests outside of church           | <input type="checkbox"/> Bride and groom saying vows      |
| <input type="checkbox"/> Ushers escorting guests to seats   | <input type="checkbox"/> Ring ceremony                    |
| <input type="checkbox"/> Bride's mother being seated        | <input type="checkbox"/> Flower girl and ringbearer       |
| <input type="checkbox"/> Groom's family being seated        | <input type="checkbox"/> The kiss                         |
| <input type="checkbox"/> Bride and father entering church   | <input type="checkbox"/> Bride and groom coming up aisle  |
| <input type="checkbox"/> Groom and groomsmen at altar       | <input type="checkbox"/> Bride and groom leaving church   |
| <input type="checkbox"/> Attendants coming down aisle       | <input type="checkbox"/> Bride and groom getting into car |
| <input type="checkbox"/> Bride and father coming down aisle | <input type="checkbox"/> Bride and groom in decorated car |
| <input type="checkbox"/> Giving-away ceremony               | <input type="checkbox"/> Other _____                      |
| <input type="checkbox"/> Altar during ceremony              | <input type="checkbox"/> Other _____                      |

### before the reception

- |  |  |
|--|--|
| <input type="checkbox"/> Bride and groom's hands               | <input type="checkbox"/> Bride and groom with wedding party    |
| <input type="checkbox"/> Bridesmaids looking at bride's ring   | <input type="checkbox"/> Bride and groom with all parents      |
| <input type="checkbox"/> Bride and groom                       | <input type="checkbox"/> Bride and groom with bride's family   |
| <input type="checkbox"/> Bride with her parents                | <input type="checkbox"/> Bride and groom with groom's family   |
| <input type="checkbox"/> Bride and groom with honor attendants | <input type="checkbox"/> Bride and groom looking at each other |
| <input type="checkbox"/> Bride with bridesmaids                | <input type="checkbox"/> Other _____                           |
| <input type="checkbox"/> Groom with groomsmen                  | <input type="checkbox"/> Other _____                           |



## Videography

Studio Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Videographer's Name: \_\_\_\_\_

Price: \_\_\_\_\_

Rehearsal

Pre-Ceremony

Ceremony

Reception

Videotape these Moments (ie., Bride & Groom's Dance, Cake Cutting, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Reception Restroom Basket

Pamper the guests with simple comforts by placing a decorative basket filled with items listed below in the restrooms at the reception. This thoughtful basket will not only add a decorative touch but also may come in very handy for guests suffering from a variety of little troubles that may keep them from enjoying the celebration.

#### Ladies Room

Tissues	Aspirin	Tampons
Bobby Pins	Rolaids	Hand Lotion
Emergency Mini	Breath Mints	Clear Nail Polish
Sewing Kit (needle, thread, scissors)	Band-Aids	Hair Spray
	Sanitary Napkins/	Body Spray

#### Men's Room

Tissues	Aspirin
Emergency	Rolaids
Mini Sewing Kit (needle, thread, scissors)	Breath Mints
	Band-Aids

# The Decor

## Flowers

Florist: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Salesperson: \_\_\_\_\_ Date: \_\_\_\_\_

Delivery Date / Time / Place: \_\_\_\_\_

Description (Bouquet Style, Colors, Flower Types): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

	quantity	unit cost	total price
Bridal Bouquet	_____	_____	_____
Floral Headpiece	_____	_____	_____
Honor Attendant Bouquet	_____	_____	_____
Bridesmaid Bouquet	_____	_____	_____
Flower Girl Bouquet	_____	_____	_____
Floral Headpieces	_____	_____	_____
Boutonnieres	_____	_____	_____
Corsages	_____	_____	_____
Altar Pieces	_____	_____	_____
Aisle & Pew Decorations	_____	_____	_____
Foliage	_____	_____	_____
Rentals	_____	_____	_____
Cake Top	_____	_____	_____
Cake Table	_____	_____	_____
Reception Centerpiece(s)	_____	_____	_____
Rehearsal Dinner Centerpiece(s)	_____	_____	_____
Other	_____	_____	_____
Total Cost	_____	_____	_____

## Balloons/Decorations

Decorator: \_\_\_\_\_

Salesperson: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Delivery Date / Time / Place: \_\_\_\_\_

Description (Colors, Style, Shape): \_\_\_\_\_

\_\_\_\_\_

Price: \_\_\_\_\_

## Rentals

Store: 1) \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Salesperson: \_\_\_\_\_

Items to Reserve for Ceremony / Reception: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pickup/Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Deposit: \_\_\_\_\_ Cost: \_\_\_\_\_

Store: 2) \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Salesperson: \_\_\_\_\_

Items to Reserve for Ceremony / Reception: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pickup/Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Deposit: \_\_\_\_\_ Cost: \_\_\_\_\_

# The Wedding Day

## Ceremony Site

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Officiant: \_\_\_\_\_

Date: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Premarital Counseling Dates & Times: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Items to remember to bring to the ceremony site:

All clothing (if getting dressed on site) - gown, hosiery, shoes, veil etc.

All jewelry (bridal accessories, bridesmaids accessories, wedding rings)

Unity candle (and lighter if necessary)

Guest book and pen

Programs or bulletins

Flowers (if not delivered by florist) including corsages, boutonnieres, decorations, bouquets, etc.

Ceremony decorations

Send-off items (birdseed favors, bubbles, doves, butterflies or balloons)

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## The Reception

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Price: \_\_\_\_\_

Caterer: \_\_\_\_\_

Menu: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beverages: \_\_\_\_\_

\_\_\_\_\_

Caterer will also provide: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price: \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

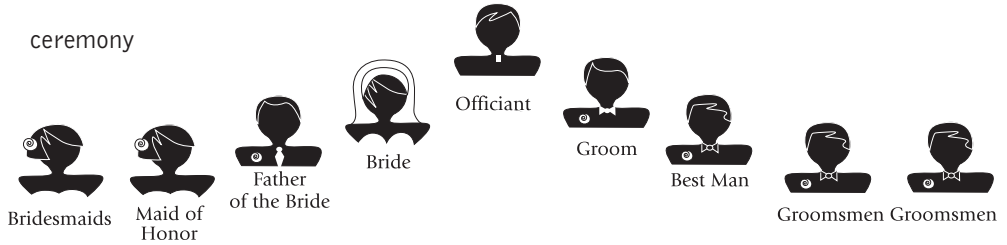
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### Catering Tips

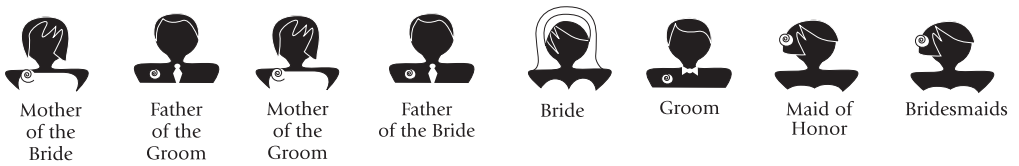
- Sample the food that will be served at your event.
- What's included? Utensils, plates, napkins, serving pieces, delivery and service etc.
- Who will serve the food? Who will clean up?
- Be sure there is enough serving space, electrical outlets and tables available at your location.
- Do you need to rent serving pieces or provide them? What items will need to be returned?
- If you pick up the food, is there refrigerator storage available at your location?
- Will the food be available for the entire reception?
- What will be done with any remaining food?
- Ask someone to oversee the caterers and bring storage containers for any extra food you may want to keep.

# Traditional Line-ups

## ceremony



## receiving line



## head table (reception)



## parents table (reception)

