

# 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

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# 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
- ☐ Cumberbund
- ☐ 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.*

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

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# THE WEDDING BUDGET CONTINUED

TRANSPORTATION		BUDGET	ACTUAL	TOTALS		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			
				GRAND TOTAL			

  

FAVORS & ACCESSORIES		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			

  

GIFTS		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			

  

OPTIONAL ITEMS		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			

# 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: \_\_\_\_\_

### CAKE ACCESSORIES

Cake topper: \_\_\_\_\_

Cake flowers: \_\_\_\_\_

Cake decorations: \_\_\_\_\_

Cake stands: \_\_\_\_\_

Cake boxes: \_\_\_\_\_

Cake knife & server: \_\_\_\_\_

### 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: \_\_\_\_\_

### DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 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: \_\_\_\_\_

### 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?

		<b>RENTALS AVAILABLE</b> <input type="checkbox"/> Tables <input type="checkbox"/> Chairs & chair covers <input type="checkbox"/> China, glassware, silverware & serving dishes <input type="checkbox"/> Linens Ratio of guests to servers: _____	
<b>TYPE OF MEAL</b> <input type="checkbox"/> Breakfast/Brunch <input type="checkbox"/> Tea <input type="checkbox"/> Lunch <input type="checkbox"/> Cocktails <input type="checkbox"/> Dinner <input type="checkbox"/> Dessert	<b>SERVICE</b> <input type="checkbox"/> Cocktails <input type="checkbox"/> Passed hors d'oeuvres <input type="checkbox"/> Hors d'oeuvres tables <input type="checkbox"/> Seated meal (Family style, American, French, Russian, white glove) <input type="checkbox"/> Buffet (formal staff-served, casual self-serve)	<b>FLAVOR</b> <input type="checkbox"/> Regional <input type="checkbox"/> Seasonal <input type="checkbox"/> Exotic <input type="checkbox"/> Ethnic <input type="checkbox"/> Thematic	<b>SPECIAL REQUIREMENTS</b> <input type="checkbox"/> Vegetarian <input type="checkbox"/> Kosher <input type="checkbox"/> Halal <input type="checkbox"/> Other
<b>COURSES</b> <input type="checkbox"/> Hors d'oeuvres <input type="checkbox"/> Appetizer <input type="checkbox"/> Soup <input type="checkbox"/> Salad <input type="checkbox"/> Entrée <input type="checkbox"/> Dessert	<b>ENTRÉES</b> <input type="checkbox"/> Beef <input type="checkbox"/> Chicken <input type="checkbox"/> Vegetarian <input type="checkbox"/> Pork <input type="checkbox"/> Seafood <input type="checkbox"/> Lamb <input type="checkbox"/> Pasta	<b>DESSERT</b> <input type="checkbox"/> Regional <input type="checkbox"/> Seasonal <input type="checkbox"/> Exotic <input type="checkbox"/> Ethnic <input type="checkbox"/> Thematic	<b>ALCOHOL*</b> <input type="checkbox"/> Full Bar <input type="checkbox"/> Beer & wine only <input type="checkbox"/> Wine with dinner <input type="checkbox"/> Champagne toast <input type="checkbox"/> Specialty cocktail <small>*Some states do not allow caterers to carry liquor licenses. Please check the laws in your state.</small>



# 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	Larkspur	Autumn Leaves	Amaryllis	Baby's breath	Iris
Daffodil	Astilbe	Lilac	Celosia (cockscorn)	Anemone	Calla Lily	Lily
Dogwood	Azalea	Lily of the Valley	Chinese Lantern	Casablanca Lily	Carnation	Orchid
Forsythia	Calla Lily	Marigold	Chrysanthemum	Evergreen	Cattleman	Protea
Hellebore	Camellia	Mimosa	Croton	Forced Bulbs	Chrysanthemum	Ranunculus
Hyacinth	Cosmos	Pansy	Dahlia	Freesia	Daisy	Rose
Lilac	Daffodil	Peony	Hydrangea	Gerber Daisy	Freesia	September Aster
Lily of the Valley	Dahlia	Primrose	Seasonal Berries	Heather	Gardenia	Snapdragon
Muscari	Daisy	Ranunculus	Statice	Narcissus	Gerber daisy	Stephanotis
Peony	Delphinium	Scabiosa	Sunflower	Holly (ilex)	Gladiolus	Tuberose
Quince	French Tulip	Snapdragon	Yarrow	Paper-white		
Rose	Hollyhock	Sweet Pea		Poinsettia		
Sweet pea	Hyacinth	Tulip		Rose		
Tulip	Hydrangea	Violet		Stephanotis		
Viburnum	Jasmine	Zinnia				
	Lady's Mantle					

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

# FLOWERS CONTINUED

## WEDDING PARTY

	<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	

## HELPERS

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

## CEREMONY

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

## RECEPTION

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

# 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

	<i>song</i>	<i>performed by</i>	<i>start time</i>
Prelude			
Processional			
Service			
Recessional			
Postlude			

## RECEPTION

	<i>song</i>	<i>performed by</i>	<i>start time</i>
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
- ☐ Cands 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
- ☐ Cands 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 & cands 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

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#### LOCATION

- ☐ Indoor
- ☐ Outdoor
- ☐ Same site as ceremony
- ☐ Walking distance from ceremony

Within \_\_\_\_\_ miles of ceremony site

#### SIZE

- ☐ Small (<100)
- ☐ Medium (100-250)
- ☐ Large (250+)

#### USED FOR

- ☐ Ceremony
- ☐ Reception
- ☐ Dressing
- ☐ Overnight rooms

### SITE SERVICES

#### SERVICES PROVIDED

- ☐ Rooms
- ☐ Food
- ☐ Beverage/Alcohol
- ☐ Disabled access
- ☐ Adequate parking
- ☐ Valet
- ☐ Coat check
- ☐ On-site wedding coordinator
- ☐ Staff to cut the cake
- ☐ More than one event at a time

#### RENTALS AVAILABLE

- ☐ Tables
- ☐ Chairs & chair covers
- ☐ China, glassware, silverware & serving dishes
- ☐ Linens

Ratio of guests to servers: \_\_\_\_\_

### DECORATIONS

#### PROVIDED

- ☐ Head table
- ☐ Guest tables
- ☐ Cake table
- ☐ Guest book table

#### BRINGING OWN DECORATIONS

What are decorating restrictions? \_\_\_\_\_

When can decorations/favors come in? \_\_\_\_\_

### STYLE

#### RECEPTION

- ☐ Old-world, ornate
- ☐ Modern
- ☐ Formal
- ☐ Rustic
- ☐ Fun, funky
- ☐ Casual
- ☐ Intimate

#### SITE FEATURES

- ☐ Great entrance
- ☐ Chandeliers
- ☐ Marble
- ☐ Piano
- ☐ Balcony
- ☐ Fabulous staircase
- ☐ Fireplace
- ☐ Hardwood floors
- ☐ Great view
- ☐ Stunning windows/window treatment
- ☐ Nice changing area/restrooms
- ☐ Dance floor meets my size requirements

#### COLOR SCHEME

- ☐ Pastels
- ☐ Jewel tones
- ☐ Neutral tones
- ☐ Bold/bright

# 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?

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

  

BRIDE'S ATTENDANTS		description	size	size	size	size
BRIDE'S ATTENDANTS	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?

GROOM		description	size
Coat			
Shirt			
Vest			
Trousers			
Cummerbund			
Neckwear			
Cufflinks			
Socks & Shoes			
Other			

  

GROOM'S ATTENDANTS		description	size	size	size	size
Coat						
Shirt						
Vest						
Trousers						
Cummerbund						
Neckwear						
Cufflinks						
Socks & Shoes						
Other						

  

name	name	name	name



# 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			