



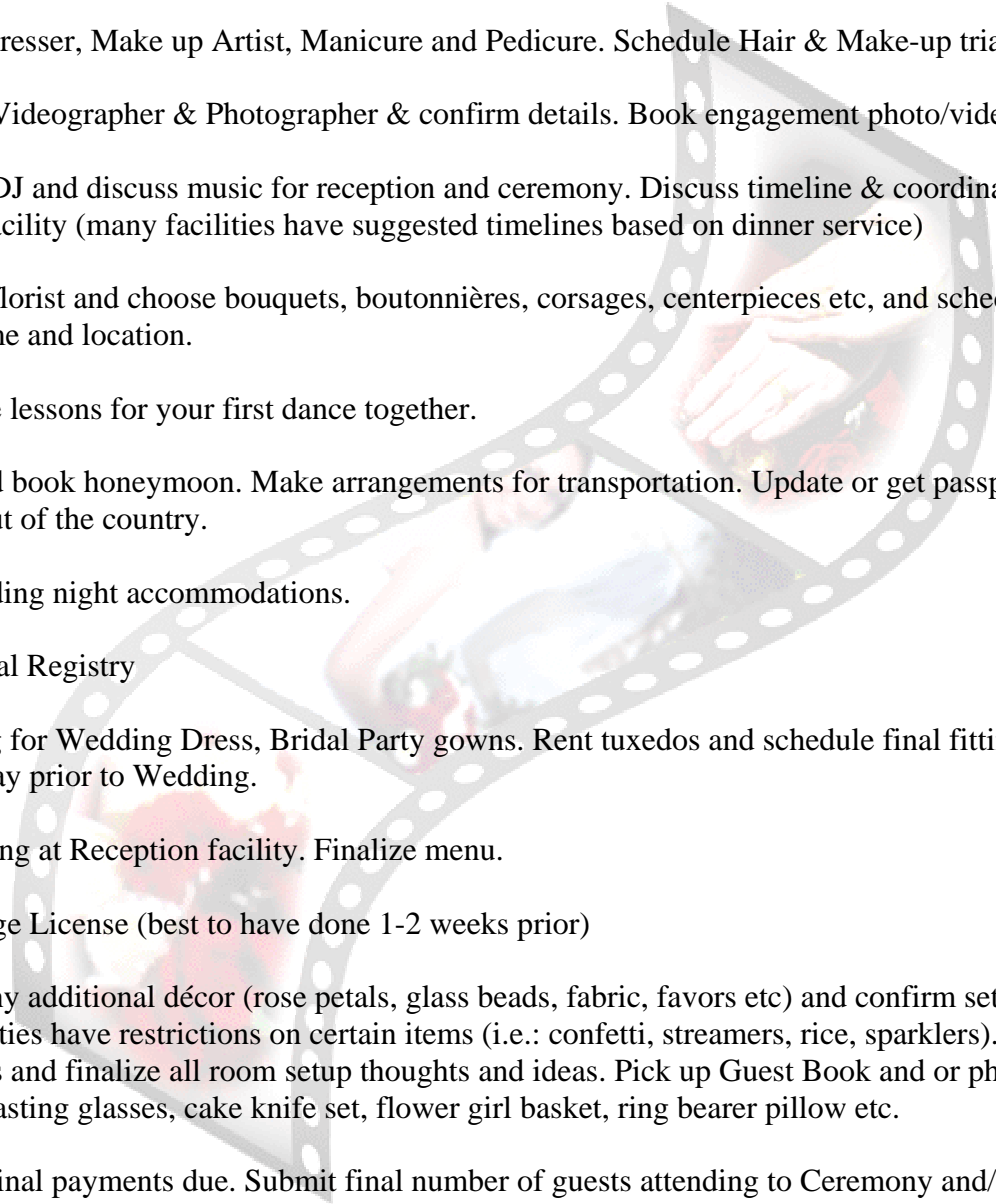
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### **How to plan for your wedding day**

You will want to first pick a wedding date. But do not announce this date yet. You will first need to pick a place you would like to have it. That way you can check for availability.

#### **Wedding Planning Checklist:**

- Choose your Wedding date.
- Create your budget and discuss with all those helping with finances for Wedding.
- Book the Church or Ceremony Location, Book the Minister if other than Church.
- Create the guest list and send out "Save the Date" cards especially for out of town guests.
- Choose Bridal Party.
- Choose your "theme" for Wedding with color and Décor ideas.
- Shop for Bridal Gown and Discuss options for Wedding Party Attire
- Shop for and Select the Rings and have sized.
- Book the Videographer and Photographer.
- Book DJ/Musicians/Live Band for Ceremony and Reception.
- Book the Florist.
- Shop for Invitations and mail them out 4 – 6 weeks prior to wedding date
- Discuss Reception and Ceremony ideas and meet with facilities to plan Wedding day.

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- \_\_\_ Select Wedding cake and Book tasting.
  - \_\_\_ Make arrangements for accommodations for out-of-town guests with local hotels.
  - \_\_\_ Discuss and arrange transportation for Wedding Day. Book limos, shuttles, rental cars as needed.
  - \_\_\_ Schedule Wedding Rehearsal and make reservations/arrangements for Rehearsal Dinner.
  - \_\_\_ Book Hairdresser, Make up Artist, Manicure and Pedicure. Schedule Hair & Make-up trial.
  - \_\_\_ Meet with Videographer & Photographer & confirm details. Book engagement photo/video session.
  - \_\_\_ Meet with DJ and discuss music for reception and ceremony. Discuss timeline & coordinate with reception facility (many facilities have suggested timelines based on dinner service)
  - \_\_\_ Meet with florist and choose bouquets, boutonnieres, corsages, centerpieces etc, and schedule delivery time and location.
  - \_\_\_ Book dance lessons for your first dance together.
  - \_\_\_ Discuss and book honeymoon. Make arrangements for transportation. Update or get passports if traveling out of the country.
  - \_\_\_ Book Wedding night accommodations.
  - \_\_\_ Set up Bridal Registry
  - \_\_\_ Final fitting for Wedding Dress, Bridal Party gowns. Rent tuxedos and schedule final fitting and pick up a day prior to Wedding.
  - \_\_\_ Attend tasting at Reception facility. Finalize menu.
  - \_\_\_ Get Marriage License (best to have done 1-2 weeks prior)
  - \_\_\_ Purchase any additional décor (rose petals, glass beads, fabric, favors etc) and confirm setup time. Many facilities have restrictions on certain items (i.e.: confetti, streamers, rice, sparklers). Discuss Restrictions and finalize all room setup thoughts and ideas. Pick up Guest Book and or photo matte. Personal toasting glasses, cake knife set, flower girl basket, ring bearer pillow etc.
  - \_\_\_ Make any final payments due. Submit final number of guests attending to Ceremony and/or Reception facility. Submit final details and guest list to facilities as needed and or required. Confirm final deliveries/arrivals/setup with all vendors.
  - \_\_\_ Get room diagram from Reception location and create seating chart. Print place cards and table numbers. (Don't confuse guest – use numbers)
  - \_\_\_ Pick up Wedding dress and be sure it was pressed before taking home.

- \_\_\_ Pack for Honeymoon and make arrangements with Maid of Honor & Best Man to take care of loading car for you. They should handle all your getaway details and arrange to transport gifts.
- \_\_\_ Bachelor/Bachelorette parties should be at least two days before the wedding (not the night before).
- \_\_\_ Make name change/address change arrangements. Write out thank you cards (you can have the Maid of Honor mail out after wedding day)
- \_\_\_ Prepare any day of payment/tip envelopes and give to Best Man to distribute as needed.
- \_\_\_ Present gifts to Wedding Party/Parents (if you choose to) at Rehearsal Dinner.
- \_\_\_ Make arrangements to bring any items necessary to Reception facility day before wedding. Maybe even comfortable shoes. Go over all details on last time and make any changes as needed. Most facilities are prepared for last minute changes.
- \_\_\_ Get a good night's sleep and remember to eat a little before the ceremony and reception.
- \_\_\_ Relax and Enjoy your Wedding Day!

The secret to a successful Wedding is in the planning. Hire a Wedding Coordinator if one is not offered to you. Be sure to utilize your Wedding Party to the fullest – that's why you chose them to help you. Don't worry about taking care of ALL the details; this is why you hired Professionals. Let them do their job and they won't disappoint you. Remember that a "Really good deal" from a Vendor isn't always a good thing. Don't forget to have fun planning your Special Day!

If you stress over everything being perfect, the day will be over and you won't have enjoyed any part of it. Strive for beautiful, not perfect. Remember that some things don't always happen as planned – it's how the Vendors you hired react and adapt to the mistakes that make a difference. If they're doing their jobs right, you won't realize the behind the scenes "fix it's".

This is YOUR day so take all the advice that you can but in the end everything should be about the two of you. The exchanging of vows is the only part that truly matters.

And remember... you will spend thousands on your wedding day. How will you remember it years from now? So don't forget about the professional videography. It is so special to have a DVD complete with scene selections to remember your day forever! This will be the one day that all your friends and family will be together and they won't all be with you forever.