



WEDDING PLANNER

LYNNE WELLISH, CMP CHSE CHO

LYNNE@LYNNEWELLISH.COM | WWW.LYNNEWELLISH.COM | (602) 628-7026



Introduction

This planner is designed to help keep you organized and questions answered. Just click on the chapter and subtitles to get the information you need. If you find that you still have questions or need additional help please feel free to contact me.

Instructions

Vendor Tracking Sheet- Fill this sheet out with the vendor you finally choose. Make a copy for your maid/matron of honor and planner (if you have one.)

Vendor Evaluation- When meeting with potential vendors, fill out the survey so when you are ready to make your selection, you can remember what made them special or why you don't want to use them.

Budget Worksheet- If you keep up with this worksheet, you should have no problem keeping track of your budget, move money when you can, how much you've really spent, and how much you've saved. It's also a great way of keeping tracked of how much you've paid a vendor to date and how much is still needed.

Guest List- You can ditch that shoe box, and keep up with all your guests on this worksheet. This also makes it easy for final count.

TABLE of CONTENTS

1. PLANNING	5. OFFICIANT
12-month timeline	Vendor Tracker Sheet
Bride spa timeline	Vendor Evaluation
2. WEDDING PARTY	Questions to ask Officiant
Bride's attendants	6. RECEPTION
<i>Attendant's information</i>	Vendor Tracker Sheet
<i>Maid of Honor's Tasks</i>	Reception Evaluation
<i>Maid of Honor's Checklist</i>	Questions to ask Reception Site Manager
<i>Bridesmaid's Tasks</i>	Reception Timeline
Groom's attendants	7. HONEYMOON
<i>Attendant's information</i>	Vendor Tracker Sheet
<i>Best Man's Tasks</i>	Vendor Evaluation
<i>Groomsman's Tasks</i>	Honeymoon Checklist
3. ATTIRE	Basic Honeymoon Packing List
Bride and Attendant's Attire	25 Honeymoon Mistakes to Avoid
Groom and Attendant's Attire	8. CATERING
4. CEREMONY	Vendor Tracking Sheet
Vendor Tracker Sheet	Vendor Evaluation
Ceremony Site Evaluation	Questions to ask Caterer
Questions to ask Ceremony Site Manager	
Wedding Day Itinerary	

9. MUSIC - CEREMONY	14. PHOTOGRAPHER/VIDEOGRAPHER
Vendor Tracking Sheet	Vendor Tracking Sheet
Vendor Evaluation	Vendor Evaluation
10. MUSIC - BANDS	Questions to ask Photographer
Vendor Tracking Sheet	Must Have Photos
Vendor Evaluation	<i>Pre-Ceremony Bride</i>
Questions to ask the Band	<i>Pre-Ceremony Groom</i>
11. MUSIC - DJS	<i>Pre-Ceremony Misc.</i>
Vendor Tracking Sheet	<i>Ceremony</i>
Vendor Evaluation	<i>Formal After Ceremony</i>
Questions to ask the DJ	<i>Reception</i>
12. FLORIST	<i>Unique Photo Opportunities</i>
Vendor Tracking Sheet	15. PHOTOBOOTH
Vendor Evaluation	Vendor Tracking Sheet
Flower Checklist	Vendor Evaluation
Questions to ask Florist	16. INVITATIONS/WEDDING EXTRAS
13. BAKER	Vendor Tracking Sheet
Vendor Tracking Sheet	Vendor Evaluation
Vendor Evaluation	Questions to ask Stationery Provider
Wedding Cake Checklist	17. TRANSPORTATION
Questions to ask the Baker	Vendor Tracking Sheet
	Vendor Evaluation
	Questions to ask Transportation Company

PLANNING

- ◆ **12 Month Timeline**
- ◆ **Bride Spa Timeline**

Twelve months

- Announce the engagement to friends and family
- Make sure both families meet, if they haven't already
- Throw an engagement party, if desired (or attend one hosted by your friends or family)
- Choose a style for your wedding. Do you want a theme? Would you like to use a specific color combination?
- Set a date for the wedding. Until you choose a day and time, it's hard to plan much else. Before you decide on a date, contact city hall for a list of special events that might conflict with your wedding.
- Decide on the basics. What season do you want to hold the wedding in? Will the ceremony be indoors or outdoors? Will the tone be formal or informal? Will it be a daytime ceremony or an evening ceremony? Will it be a very large celebration, or a more intimate event?
- Decide on the ceremony location. Will it be in your hometown or your partner's? Will it be a destination wedding? Do you want to hold the ceremony in an urban or a country setting? Would you prefer a nearby location such as a resort or a hotel?
- Decide on a basic budget. How much can you afford to spend on the wedding? Set the price now to give you an idea of the direction the wedding will take.
- Prioritize. Decide what will make or break the wedding experience for you and your partner. Are the guest the most important? Food? The venue? Before you can allot money in the budget, you should have a firm idea of what's most important to you.
- Determine who will pay for what. Are you and your partner paying for everything? Are one or both sets of parents contributing, as well? Knowing exactly where the money comes from will help allot your funds without overdrawing accounts or accidentally maxing out credit cards.
- Open a "wedding only" bank account. Start depositing savings as soon as possible.
- Consider getting a cash-back or Airmiles reward credit card. If you're going to charge your wedding expenses, you may as well get something useful in return.
- If you and your partner are considering a prenuptial agreement, you should contact a lawyer and start the process now.
- Decide on a ballpark number of guests. Are you going to have 50 or 500?

- If you have a preferred ceremony and/or reception site in mind, book them now. Popular places can book up to two years in advance. Contact the site manager and find out if they're available for your wedding date. If not, you'll have to brainstorm other locations.
- Look through magazines to get idea for wedding attire (you can never start dress shopping to early).
- Research potential planners, photographer, videographers, bands, DJ's, florists, etc., you might want to hire. Set up appointments so you can meet them in person and look at their portfolios.
- Have the engagement ring appraised and get insurance if you feel this is necessary. Arrange for the engraving if you want the wedding bands engraved.
- Book a photographer for engagement photos, if you want them.
- Think about who your attendants will be.
- Start collecting addresses for guests you plan to invite.
- If you have a wedding website, start setting it up now.
- Purchase thank-you cards you can send out over the course of the wedding planning process.

- Mail out save-the-date cards. If your wedding date overlaps another important event, such as a holiday weekend, you don't want people to accidentally forget and double book themselves. If you're having a destination wedding, save-the-date cards are a great reminder.

Eleven Months

- Consider wedding insurance, and purchase a plan if you decide you want one.
- Finalize the theme/style of the wedding and reception.
- Meet with several caterers.
- Meet with bands or DJ's for the reception. Listen to demo CDs and request song lists.
- Visit florists to view sample bouquets and arrangements.
- Book your ceremony venue (if not done already) and schedule the rehearsal time.
- Book your reception venue (if not done already) and pay the deposit. Be sure that parking and transportation are arranged for, as well.
- Make a "rainy day" contingency plan of you're having an outdoor ceremony.

- Continue browsing for a wedding dress.
- Finally who will be in your wedding party, and then approach them to ask if they're up for the job.
- Meet with your officiant to discuss the details of your ceremony. Will you plan your own readings, or are they provided by the officiant? Will you write your own vows? What rituals will you include?
- Set the budget for your honeymoon.
- Find out what you need to do to get your marriage license. If you don't have a valid birth certificate, passport or another piece of acceptable ID, apply for one as soon as possible. You cannot get a wedding license without a valid ID.

Ten Months

- Select and order the wedding gown,
- If the ceremony will take place in a public place, such as a park, get necessary permits.

- Talk to the wedding party, especially the honor attendant's, about their responsibilities and duties will be.
- Start pre-marriage counseling sessions if your officiant requires that you take them.
- If needed, visit your lawyer to update your will.

Nine Months

- Set up your gift registry.
- Make the decision on the type (sit down, buffet, etc.) and amount of food (appetizers, three courses, ten courses, midnight buffet, etc.) you want at your reception.
- Decide on the liquor you will serve at the reception. Will you have an open bar, or part free and part pay? Will you offer cocktails as well as beer and wine? Do you need to hire bartenders?
- Select and order the veil or headpiece if not purchased with the gown.
- Confirm the delivery date for the wedding gown.
- Start looking into airfare, hotel, and car rental reservations for out-of-town guests.

Eight Months

- Sign contracts with a florist, caterer, photographer, videographer, baker, and band or DJ. Pay deposits as needed.
- Review budget.
- Start a detailed guest list.
- The bride should go for her first dress fitting if her gown is not being custom-made (i.e. if she bought one off the rack or from a trunk sale). If the maid of honor is available, she can be invited to attend. The bride should bring her shoes to the fitting because this can affect hem length. If she does not have her shoes, she should bring a pair the same height as those she plans to wear on the wedding day.
- Choose the style of bridesmaid dresses and accessories.
- If you feel it's needed, start a fitness plan.
- Select attire for the ring bearer and flower girl.
- Choose the style, font, paper stock, and format of your wedding invitations. Work out the wording. Do the same for seating cards and any other stationary you plan to use. Order supplies if needed.
- If needed, hire a calligrapher or a printer.
- Decide on the wording for the ceremony programs. This means you'll have to decide on the order of events.
- Book a block of hotel rooms for your guests.
- If you don't have them already, order wedding bands.
- Buy bridal accessories, including lingerie.
- If you want your guests to throw something after the ceremony, decide on this now. Do you want confetti, birdseed, rice, bubbles, flower pedals, or something else? Once you've decided on which type of "throwing" material you want, verify with the ceremony venue that you can throw rice or blow bubbles, etc.

Seven months

- Notify bridesmaids about dress fittings. Collect their measurements and order dresses if needed.
- Decide on groomsmen attire-tuxedo, suit, etc.

Six months

- Meet with all your vendors to verify and finalize your selections (table settings, flower arrangements, style of menu, etc.).
- Create maps and write directions for your guests. You want to clearly describe the route from the airport (or train station, bus station, etc.) to the hotel for out of town guests. For everyone, you want to give directions from the hotel to the ceremony venue, and then from the ceremony to the reception venue, and then from the reception venue back to the hotel. Check and double check that the directions are correct.
- Hire limousine or car service for yourself and the wedding party. If you plan to drive yourself, make careful arrangements for carpooling to ensure everyone arrives safely and on time.
- Approve the proofs for any professional printing or calligraphy and make orders as needed.
- Start thinking about honeymoon plans. Do you want a tropical vacation? Does a jet-setting tour of Europe appeal you? Gather travel brochures, check out websites, and talk to a travel agent.
- Schedule time off work. You're going to need a few days, or a week, to deal with last-minute details and to prepare yourself mentally.
- Book hair and makeup appointments for the wedding day (bride and bridesmaids).
- Finalize the guest list.
- If the reception site does not provide them, select a company to rent linens, place settings, silverware, glassware, etc. Make a booking for the wedding day.
- Start mailing thank you cards of you've received any gifts.
- Let the bride and groom's mother know what to expect so they can start looking for their wedding day outfits.
- Reserve the groom's formalwear from the rental company, including shoes (unless shoes are bought rather than rented). If the best man is available, the groom can invite him to the fitting.

- Schedule groomsmen fittings and reserve their formalwear from the rental company.
- Decide on the wedding favors. Order supplies if needed.
- If you plan to stay in the bridal suite, hotel room, or bed and breakfast on your wedding night, book the room now.
- Choose gifts for the wedding party.
- If you're worried about dancing in front of everyone at the reception, look into dance lessons.

Five months

- Finalize the honeymoon destination. Book flights, book accommodations, get travel visas, make sure your passport is current and make other travel arrangements as necessary.
- Taste-test wedding cakes. When you've found one you love, sign a contract with the baker, and arrange for delivery on the day of the ceremony.
- Make restaurant reservations for the rehearsal dinner and select the menu for the evening.
- Update your gift registry and wedding website (if you have one).

- Review readings and poetry for the ceremony.
- If you're writing your own vows, start them now. They might take longer than you think.

Four months

- Finalize your wedding vows.
- The bride should have a dress fitting with her shoes and lingerie.
- Start addressing invitation envelopes. You can use specially-made labels, your computer printer, ask the wedding party for help hand addressing them, or hire a professional calligrapher.
- Purchase the groom's accessories (cufflinks, tie, socks, etc.).
- If you haven't already done so, buy attendants gifts.
- Book trial hair and make up appointments for the bride and her attendants
- Decide whether or not you and your partner will see each other before the ceremony. This might affect when the photographer and videographer are expected to show up, and how they divide their time.

- Provide a list of “must-play” and “do not play” songs to the band or DJ. Also, provide an outline of special dances you want included. Provide an outline of planned events for the evening so the band or DJ knows when to expect speeches, dinner, breaks, cake cutting, the bouquet toss, etc.
- Book the restaurant for the after wedding brunch (if you’re having one) and select a menu.
- If you are traveling to a tropical destination for your honeymoon, check with your doctor whether you need to get shots before you leave.
- Discuss plans for the bachelor, bachelorette, or shag and doe party with your honor attendants.
- Set a date and time for the bridesmaids’ luncheon, if you plan on having one.
- Add or update items on your gift registry as needed.
- As a nice gesture, you can mail “what to do in the city” newsletter to your out of town guests.
- Select your attire for the rehearsal dinner so you won’t have to worry about this when everything gets hectic close to the wedding day.

Three months

- Weigh and pay postage for the invitations (make sure you weigh them with all the extras included on the envelope).
- Mail out your invitations. Do not wait longer than 6 weeks before the wedding date to finish mailing all your invitations.
- If you want a wedding announcement to appear in the newspaper, submit your photo and write-up now.
- Start assembling guest favors, if needed. This can take longer than expected, so getting an early start will take a lot of pressure off. Remember to ask members of the wedding party for help if you need it.
- If you plan to leave welcome gifts in your guests’ hotel rooms, start assembling them now.
- If you and your partner plan to exchange gifts, start looking for one now.
- Give the photographer a list of “must-take” photos.

- Schedule any remaining spa appointments, such as manicures, pedicures, spray-tans (give at least one week to set), facials, eyebrow shaping, etc.
- Book remaining ceremony and reception services. These might include valet service, coat check, parking attendants, setup and takedown crew, serving staff and wait staff, lighting technicians, and restroom attendants.

Two months

- Secure a wedding-day dressing room(s) for the bride, groom, and attendants.
- The bride should go to her final dress fitting. Bring along lingerie, shoes, veil, or headpiece, and accessories to try with the gown. Have final alterations made. Arrange for steaming of desired. Arrange for pick up and delivery of the gown. Assign someone reliable to bring the gown where it needs to be on the wedding day (if the bride isn't getting dressed at home).
- Purchase ceremony extras as needed (wine glass, aisle runner, candles, etc.).
- If your state requires a blood test, have it done now.
- Get the marriage license (it's good idea to ask for extra certified copies, just in case).
- If you and your partner plans to change your name after the wedding, get all the paperwork in order now.
- If you or your partner will be moving after the wedding, send "change of address" information to your post office. Have a mail forwarding service scheduled go start the day you plan to move.
- Meet with your bank to discuss new joint accounts, changes to insurance policies, etc.
- Meet with your lawyer to discuss new wills and finalize the prenuptial agreement if you plan to have one.
- Double-check the sizing of the wedding bands. If they've been sent for engraving, pick them up.
- Secure tent, chair, and table rentals if you need them.
- Make bookings/reservations for any weekend wedding activities you have planned.
- Buy a guest book if you haven't already done so.

- Check in with the bridesmaids to ensure they have their dress alterations complete. Make sure they've all picked up their dresses, shoes, and accessories.
- Check in with the groomsmen to make sure their formalwear rentals are booked. Ensure they all have their shoes and accessories in order.

One month

- Send out invitations for the rehearsal and rehearsal dinner.
- Confirm the music set list with your band or DJ.
- If you need clothes, swimwear, luggage, shoes, accessories, etc. for the honeymoon, buy them now.
- Go to your trial hair and makeup appointment (the bride and bridesmaids). Bring the veil, headpiece, and hair ornaments along so the stylist can decide how to work them in. You should also bring fabric swatches from the wedding gown and bridesmaid dresses in case color-matching is required for hair accessories. Confirm the wedding day appointments before you leave.
- Order wine, beer, and liquor if not provided by the caterer.

- Confirm floral orders and delivery times at the ceremony location and the reception venue.
- Decide how the programs will be distributed at the ceremony. If the ushers will be handing them out, let them know what to do ahead of time.
- Schedule the setup and takedown times for the band or DJ. Make sure they have room and the necessary electrical hookups for their equipment.
- Create the seating arrangement for the reception. (This task has to be left rather late because you have to wait for people to RSVP before you can plan where to seat them.)
- If you or your partner color or highlight your hair, go in for touchups.
- Confirm your appointments for manicures and pedicures (should be booked for the day before your wedding). You don't want a forgotten appointment to spoil things. Better to check than to arrive and find out they misplaced your booking.
- Finalize the wedding day arrival times and meeting locations with your photographer and videographer.

- Arrange to have your mail picked up and your pets taken care of while you're away on your honeymoon.
- Double-check that your passports and travel visas are up to date.
- Make sure a relative or trusted friend has photocopies of your passports and other vital documents in case you lose them while away. Also, make sure they have an update copy of a travel itinerary in the event of an emergency.
- Arrange to have the groom's and groomsmen's formalwear returned to the rental location. (The best man often completes this task).
- Talk to your attendants and anyone else you'd like to give a speech or toast at the reception. Let them know when they're going to talk, how long the speech or toast will be, and what the tone should be like.
- Give copies of readings and poems to people who'll need them for the ceremony. They should have a little time to practice beforehand.
- Designate a "master of ceremonies" for the reception if the band or DJ is not handling this role. Often, best man will perform this task.
- If children are coming to your reception, make arrangements to have a babysitter. Plan a "kid-

friendly" are for meal time and set up activities to keep children occupied throughout the night.

- Ask someone to be in charge of handling out the rice, bubbles, confetti, etc. that will be thrown at the end of the ceremony. Ushers are a natural choice.
- Ask one or two people to collect the flower arrangements, candles, centerpieces, etc. you want saved after the reception.
- Make sure your witnesses know who they are (usually the maid/matron of honor and the best man).

Two weeks

- Call any guests who have not sent an RSVP.
- Finalize the guest list and give the caterer a final head count.
- Fill out place cards and finalize the seating arrangements of you haven't already done so.
- Start wearing your dress shoes around the house to break them in and get used to walking in them.
- If needed, the bride should have one last dress fitting, complete with accessories and footwear.

- Bride and groom should write their speech or toast for the reception.

One week

- Start packing your honeymoon bags.
- Exchange money into foreign currency if needed.
- Have the bride's gown picked up and delivered.
- Update the caterer on the final number of meals needed.
- If the bride or bridesmaids are having a facial, getting their eyebrows shaped or having a body treatment, they should go to the spa now. Skin stays red for a couple of days afterwards, so these treatments shouldn't be left for the day before the wedding. The same applies for spray tanning. It takes a week to set properly.
- Confirm hair and makeup appointments one last time for the day of the wedding.
- Give the wedding party and close family members a list of phone numbers and addresses that might be needed on the day of the ceremony.

- Organize envelopes with vendor payments. Set aside cash tips. Give these envelopes to a trusted attendant (often the best man) to distribute on the wedding day.
- Ask someone (usually the maid/matron of honor) to pick up the gown after the ceremony and take it for cleaning/preservation.
- Give wedding-day schedules to all your attendants.
- Ask someone to bring your honeymoon luggage to the hotel if you're leaving right after the ceremony. Make sure they get the bags at least a couple of days before the ceremony.
- If you or your partner plans on giving a speech at the rehearsal dinner, finalize it now.
- Wrap attendant presents to distribute at rehearsal dinner.
- Organize a place to securely store wedding gifts that guests bring to the ceremony or reception. Ask one or more attendants to help bring gifts to this designated spot.
- Take a break. If at all possible, the bride and groom should spend a day of rest and relaxation to reduce stress before the ceremony.

One day

- Drop off welcome baskets at the hotel for out of town guests.
- Confirm all transportation arrangements for the bride, groom, and attendants.
- Attend manicure and pedicure appointments.
- Attend the rehearsal and rehearsal dinner. Go over everyone's duties for the next day.
- If you're sending marriage announcements ask someone to mail them for you.
- Ask someone you trust (a parent, maid/matron of honor, best man) to bring the marriage license to ceremony location. Or, if possible, give the license directly to the officiant.
- Give the wedding rings to the designated attendants (usually the maid/matron of honor and best man).
- Set your alarm, and have a back up ready. You don't want to wake up late in the morning.

Day of

- Take a deep breath, count to ten, and relax
- Have your luggage delivered to the hotel, if needed.
- Bride can switch her engagement ring to her right hand.
- Eat a good breakfast (or lunch, if it's an evening ceremony).
- Bride and bridesmaids attend hair and makeup appointments.
- Bride and groom should get dressed, with help from their honor attendants.
- Have a great time. This is your wedding day!

After the wedding

- Arrange for transportation of gifts to the bride and groom's home.
- Pick up gown from cleaners
- Submit name-change forms for driver's license, passport, social security card, tax boards, banks, credit cards, etc.
- Send thank you cards
- Return any gifts, as needed.

- View photo proofs and order desired prints. Consider purchasing the CD so you can make reprints on your own.
- Update the wedding website (if you have one).

Bride's spa and beauty timeline

Six to eight months

1. Begin a healthy fitness regime. Eat well, exercise regularly, and stick to your diet. No binge diets or overzealous workouts needed. A steady and consistence plan is much healthier overall. You need to eat healthy food and be good to your body. This will bring the glow you're striving for. If you're felling unsure about what to do, consult a personal trainer, a nutritionist, and your family doctor. Don't start a fitness routine without educating yourself first. You could have dangerous consequences to your health.

The worst thing you could do is suddenly drop 10 pounds the week before the wedding. Think of the ordeal this will create over your dress. You'll be lucky if you squeak in time for those last minute alterations, if they can even be completed successfully. You also won't feel very well of you have a sudden fluctuation in weight. You'll be irritable and tired, which is not what you want on your wedding day.

A healthy body is a beautiful body. Intense dieting or over-exerting yourself won't help you much in the end. Fad diets can lead to vitamin deficiencies or sleep problems. A much smarter option is to have a healthy, balance lifestyle. If you need help sticking to your routine, get your future hubby in on the plan.

2. If you have dry, chemically treated, or colored hair you can help keep it smooth and healthy by taking some preventative steps before the wedding. Avoid swimming in salt water or chlorinated swimming pools and try to avoid extended exposure to the sun. These will dry out your hair and could result in split ends, discoloration, dryness, static, and frizzyness. You can use a deep conditioning mask once a week to help reconstruct damaged hair fiber, if needed.

3. Start a habit of getting at least seven or eight hours of sleep a night. The better you sleep, the healthier you will be overall.

Three months

1. If you plan to use a facial treatment regime, you can start one now. Book a facial every four to six weeks. Make sure the final treatment is scheduled at least several days before the ceremony. You don't want to show up red or blotchy, which are common aftereffects of most facial treatments.

2. If you want whiter teeth, talk to your dentist about enamel-safe options. You can have them laser-whitened, or use one of many bleaching treatments available. Be sure to consult your dentist before starting any whitening procedure. You don't want to turn into a bright white beacon or end up with oversensitive teeth because you did something wrong.

3. If you have weak or brittle nails, you can start strengthening them by using vitamin-enhanced products. If you prefer, you can start manicure treatments scheduled for every other week. This will improve your skin softness and cuticles as well as your nails.

4. Have a stress reducing massage once a month/every two weeks if you need them.

5. Have a trial hair appointment and trial makeup appointment. You should never show up the morning of the wedding and have your hair done spontaneously. If you hate the results, it's going to put a huge damper on your day. Trials make sure you find a style that works with your face shape, your veil or headpiece, and style of your gown. The same applies to makeup. A trial is also a great way to make sure your skin responds well to the products you plan to use. You'll find out if you need to switch your makeup for something less oily or more moisturizing before the wedding.

One month

1. If you plan to get a waxing treatment for the wedding, stop shaving now. Resist all temptation to grab that razor! Your waxing simply won't work unless you let the hair grow long enough.
2. Color or perm your hair one last time before the wedding, if needed.
3. Have a deep conditioning treatment for your hair, if needed.
4. If you want to have a chemical peel, laser treatments, alpha hydroxide treatments, or anything else that temporarily irritates the skin, have them done now so your skin has enough time to fully recover, before the wedding.
5. Get your hair trimmed to spruce up dry ends.

Two weeks

1. If you have decided on acrylic nails, have them applied now (the polish and manicure come later).
2. Have a facial if you'd like one. This will improve oxygen flow to your skin, which in turn leads to a natural rosiness. Facials also remove impurities and slough away dry, dead cells from the surface. You can also have extractions done to remove blackheads if needed. Another benefit of having a facial is improved moisture and skin tone. You'll be supple and smooth, with a nice, even tone. Facial massages can help relieve stress, which you might need this close to the wedding day.

One week

1. Have a pedicure. They last a lot longer than manicures, and you won't have time to let your toenail polish dry on the wedding day. You can have your manicurist so small touchups the day of the wedding if needed.
2. Get waxed (eyebrows, lip, under arms, bikini area). This should last you at least two weeks without stubbly re-growth.
3. If you plan to have a spray tan, get it now. It takes a week to properly set, and you don't want to end up accidentally orange if something goes wrong.
4. Have a smoothing massage towards the end of the week of you feel you need one.

One day

1. Have a manicure. The wedding day is going to be rushed enough without waiting for your nails to dry. You also don't want to be worried about smudges or getting nail polish on your clothes or accessories by accident.

Wedding day

1. Attend your hair and makeup appointments. Don't forget to bring your veil or headpiece and any makeup you want the artist to use.

WEDDING PARTY

- ◆ **Bride's Attendants**

Attendant's information

Maid of Honor's Tasks

Maid of Honor's Checklist

Bridesmaid's Tasks

- ◆ **Bride Spa Timeline**

Attendant's information

Best Man's Tasks

Groomsman's Tasks

Bride's Attendant's Information

Name _____

Address _____

Home Phone _____ Cell Phone _____

Email _____

Role in Wedding _____

Height __ft __inches Dress size _____ Waist measurement _____

Torso length (base of neck to base of back) _____

Shoe size ____

Special requirement _____

Special Duties

Bride's attendants (copy as many times as needed for the size of the wedding party)

Name: _____
Address: _____
Home phone: _____
Work phone: _____
Cell phone: _____
Email: _____
Role in wedding: _____
Main duties: _____
Dress size: _____
Waist measurements: _____
Torso length (base of neck to base of back): _____
Height: _____
Shoe size: _____
Special requirements: _____

Bride's attendants (copy as many times as needed for the size of the wedding party)

Name: _____
Address: _____
Home phone: _____
Work phone: _____
Cell phone: _____
Email: _____
Role in wedding: _____
Main duties: _____
Dress size: _____
Waist measurements: _____
Torso length (base of neck to base of back): _____
Height: _____
Shoe size: _____
Special requirements: _____

Maid/Matron/Honor attendant duties generally include:

Pre-wedding tasks

- * Plans and organizes the wedding shower, usually with help from the bride's mother and the bridesmaids. At the shower, keeps a list of who gives which gift so that thank you cards can be personalized.
- * Helps address envelopes, mail out invitations, and organize the guests; RSVPs, especially if the guest list is quite large.
- * Spreads word to guest about where the couple has set up a gift registry.
- * Plans the bachelorette party (usually with help from the bridesmaids) and gives a funny, informal speech.
- * Helps organize the bridesmaid. Gives out friendly reminders to place dress orders, have alterations completed, and have shoes and accessories ready well before the wedding day. Makes sure everyone arrives on time and on good physical condition (no hangovers please) to all wedding-related event.
- * Helps assemble guest favors for the reception.
- * Attends dress fittings, and sometimes helps the bride shop for her gown.
- * Participates in the bridesmaid lunch, the ceremony rehearsal, and the rehearsal dinner (if any of these events have been planned by the bride)

Day-of task before the ceremony

- * Attends pre-ceremony breakfast if one has been organized.
- * Helps decorate the reception hall if needed (sometimes happens the day before)
- * Attends hair and makeup appointments, and makes sure the bridesmaids are on time for theirs.
- * Helps the bride with her hair and makeup, and helps her get dressed (does up buttons, does up zippers, ties laces, etc.)
- * Makes sure the bride eats something before the ceremony (you don't want her fainting)
- * Helps the bride pack for her honeymoon if she's planning to leave right after the ceremony.
- * Is the "keeper of the train" before, during, and after the ceremony?
- * Participates in any pre-ceremony photography sessions that have been scheduled.

Day-of tasks during the ceremony

- * Reassures the bride by smiling and having a happy expression throughout.
- * Walks down the aisle at the appropriate time and takes her (or his) place beside the bride for the duration of the ceremony.
- * Hold's the groom's ring (usually on the thumb for safekeeping) until the official exchanging of rings.
- * Hold's the bride's bouquet.
- * Arranges the bride's veil for the ceremonial wine drinking or kiss.
- * Acts as a legal witness and signs the marriage license.

Day-of-tasks-after the ceremony and during the reception

- * Poses for photographs with the rest of the wedding party. Also helps round up relatives and other members of the wedding party to pose for photos.
- * Carries an "emergency kit," for the bride and is ready to use it!
- * Helps the bride bustle her dress before the reception starts. Throughout the night, the maid or matron of honor, (or a female bridesmaid if the honor attendant is male) also helps the bride manage her dress during bathroom breaks if the gown is particularly elaborate.
- * Stands in the receiving line, or mingles and greets guests while the bride and groom finish taking photographs.
- * Introduces guests to each other throughout the reception.
- * Acts as a messenger for the bride, communicating information to the wedding party as needed. Also acts as a runner for any last-minute errands that pop up unexpectedly during the reception.
- * Directs guests to bathrooms, the gift table, guest book.
- * Makes a toast or short speech in honor of the bride and groom.
- * Collects gift envelopes for safekeeping, and locks them away if there's a safe at the reception location. If the bride and groom have a money dance, she (or he) collects money from the guests and locks it up along with gift envelopes.

- * With help from the rest of the wedding party, decorates the getaway car.

Post-reception tasks

- * Helps clean up after the reception, if needed.
- * Takes the wedding gown for preservation if the bride leaves right away for her honeymoon.
- * Helps transport gifts to the newlywed's home.
- * Attends the post-wedding breakfast or brunch, and helps keep track of who gave which gift if gift opening is part of the event.
- * Helps address and organize thank-you cards if the wedding had a very large guest list.

Maid/Matron of honor's checklist

- Phone numbers of all the vendors and members of the wedding party.
- The groom's ring.
- A supportive card to give the bride (she'll appreciate the gesture).
- The wedding gift for the bride and groom
- Two button-up shirts (so you don't ruin hair and makeup pulling a shirt over your head) for hair and makeup appointments. The second shirt is for the bride or bridesmaid who might have forgotten to bring her own.
- Two garters, one for the bride to keep and one to toss at the reception.
- Pain killers, antacids, PeptoBismol, and non-drowsy allergy pills (for outdoor weddings).
- Tampons, just in case. Stress can bring on body changes quite unexpectedly.
- Toothbrush, travel size toothpaste, and dental floss.
- Bridesmaid dress.
- Accessories (jewelry, hair accessories, gloves, shawl, purse, etc.).
- Undergarments for dress.
- Comfortable shoes to change into for the reception.
- Watch to keep track of time.
- Cell phone.
- Driver's license in case you need to drive someone at the last minute.
- Spare cash (small bills are best in case you need them for unexpected vendor tip or cab fare). A credit card, and some change, just in case of an emergency.
- Phone number of a friend who's on standby to pick you up and drive you where you need to go in the event of a flat tire, an accident, etc.
- Speech for the reception.
- Bridesmaid bouquet (unless being delivered to the ceremony location by the florist)
- Any prescription medication needed for the next two days, just in case.
- Plane tickets, passports, and luggage for the bride if she's leaving for the honeymoon right after the reception. And also for the groom, if the best man hasn't taken responsibility for the groom's travel necessities.
- Mini sewing kit with white, black, and colored thread to match the bridesmaid dresses and groomsmen's shirt.
- Body tape to hold up strapless dresses and wayward straps in place.

- Makeup for touchups throughout the day and evening.
- Clear nail polish to fix runs in nylons.
- Nail glue in case those perfectly manicured nails get torn.
- Hairspray, which doubles as an anti-static spray. Get a travel-size bottle that will fit in your purse.
- Tissues, for those inevitable tears and for makeup touchups.
- Deodorant.
- A brush.
- Bobby pins, clips, and hair elastics.
- Compact and powder or blotting paper to control shine.
- Q-Tips for makeup.
- Moisturizer.
- Mirror.
- Contact solution and glasses if you need them.
- Eye drops for eye irritations and the use as an emergency pimple correcting remedy.
- Gums, mints, or breathe fresheners.
- Masking tape, hem tape, and pins to fix dress emergencies.
- Extra corsage pins.
- Extra pantyhose or nylons. Rips happen, and anyone wearing them might need a spare pair, so bring at least three extras in the appropriate color. You don't want runs to show in the photographs
- Stain remover-the kind shaped like magic markers come in handy, or you can get individually wrapped wipes.
- Baby wipes to remove makeup stains and stop hair fly-aways.
- Black permanent marker to fix really bad scuffs on the men's shoes if needed.
- Stapler (you never know what might need a quick fix, from a hem to a venue decoration).
- Change of clothing for later in the night.
- Bottle of water or sports drink so that nobody gets accidentally dehydrated.
- Straws, so that the bride and bridesmaids can drink the water or sports drink without messing up with their lipsticks.
- Crackers, granola bar, or other portable snacks. No-one, the groom including, will be allowed to faint on the wedding day because they forgot to eat.
- Band-Aids

- Baby powder for the inside of damp and slippery dress shoes, and sweaty palms if needed.
- White chalk, which can mask colored spots on the bride's gown in a hurry. It can also be used to fix scuffed white dress shoes.
- Extra earring backings.
- Extra cufflinks.
- Nail file, clippers, and nail scissors.
- Matches, for when the Unity Candle won't light or the centerpiece candles blow out.
- Hand towelettes and hand sanitizer.
- Tweezers.
- Safety pins.

Bridesmaids' duties generally include:

Pre-wedding tasks

- * Attend dress fittings and ensure their alterations are completed on time.
- * Attend the wedding shower and bachelorette party and assist in planning these events, if needed.
- * Spread the word about the shower and the bachelorette party, and about where the couple has set up a gift registry.
- * Attend the rehearsal and rehearsal dinner.
- * Helps address invitations for the wedding and the shower, if needed.

Day-of tasks- before the ceremony

- * Attend the pre-wedding breakfast, if there is one planned.
- * Run any last minute errands the bride needs help with.
- * Help decorate the reception hall, if needed.
- * Attend hair and makeup appointments.
- * Get dressed on time, and help the bride get ready if the maid of honor needs assistance.
- * Participate in any pre-ceremony photography sessions that have been scheduled.

Day-of tasks- during the ceremony

- * Show up on time to the ceremony location.
- * Help give the bride some privacy right before the ceremony by mingling with guest, if needed.
- * Walk down the aisle and take their appropriate places during the ceremony.
- * Support the bride by showing happy smiles throughout the ceremony.

Day-of tasks- after the ceremony and during the reception

- * Poses for photographs with the rest of the wedding party. Also helps round up relatives and other members of the wedding party to pose for photos.
- * Stands in the receiving line, or mingles and greets guests while the bride and groom finish taking photographs.
- * Get the bride water, food, or anything else she needs through out the reception, since she'll probably be too busy to think of these things herself.
- * Troubleshoot any problems that happen, such as picking up the flower arrangement that's fallen over, or preventing a fight between two great aunts who don't like where they've been seated.
- * Take photos during the reception, if asked
- * Help get the guests dancing, and mingle to keep people happy.

Post-reception tasks

- * Help clean up after the reception, if needed.

Groom's Attendant's Information

Name _____

Address _____

Home Phone _____

Cell Phone _____

Email _____

Role in Wedding _____

Height __ft __inches

Dress size _____

Waist measurement _____

Torso length (base of neck to base of back) _____

Shoe size _____

Special requirement _____

Special Duties

Best man/honor attendant duties generally include:

Pre-wedding tasks

- * Plans the bachelor party, with help from the groomsmen and close friends.
- * Rents or pays for his own tuxedo, and makes sure the groomsmen have theirs sized properly and picked up on time.
- * Keeps the groomsmen organized and informed in the months leading up to the wedding.
- * Attends the rehearsal and the rehearsal dinner.
- * Spreads the word to guests about where the couple has a gift registry.

Day-of tasks- before the ceremony

- * Attends the pre-wedding breakfast and takes time to make sure the groom eats before the ceremony.
- * Helps decorate the reception hall, if needed.
- * Participates in any pre-ceremony photography sessions that have been scheduled.
- * Helps the groom get dressed, tie his bowtie, gives his shoes one last shining, etc.
- * Pays the officiant before the ceremony starts (the groom typically gives his best man or honor attendant a sealed envelope for this purpose while they're getting ready).
- * Ensures the groom and groomsmen arrive to the ceremony on time, usually a minimum of 45 minutes before the scheduled start time.

Day-of tasks- during the ceremony

- * Reassures the groom by smiling and having a happy expression throughout.
- * Takes his place at the groom's side for the duration of the ceremony.
- * Holds the bride's wedding ring until the ring exchange takes place.
- * Acts as a witness and signs the official marriage license.

Day-of tasks- after the ceremony and during the reception

- * Poses for photographs with the rest of the wedding party. Also helps round up relatives and other members of the wedding party to pose for photos.
- * Stands in the receiving line, or mingles and greets guests while the bride and groom finish taking photographs.
- * Gives tips to the appropriate vendors, such as drivers, the caterer, the band, etc. The bride and groom typically provide an envelope of small bills for this purpose sometime before the reception begins.
- * Often acts a master of ceremonies for the reception, announcing events, and introducing toasts.
- * Toasts the bride and groom and gives a short speech (usually the first toast/speech of the evening).
- * Helps direct guests as needed- to bathrooms, gift table, guest book, introduces people to each other, mingle with guests, etc.
- * Helps get the dance floor going.
- * Acts as a messenger for the groom, communicating information to the wedding party as needed. Also acts as a runner for any last-minute errands that pop up unexpectedly during the reception.

Post-reception tasks

- * Arranges transportation for the bride and groom to get the honeymoon suite or the airport, or drives them himself.
- * Collects the groomsmen's' tuxes and returns them to the rental location, or ensures that each groomsmen does so himself.
- * Helps the maid of honor transport gifts to the newlywed's home.
- * Helps clean up after the reception, if needed.

Groomsmen's duties generally include:

Pre-wedding tasks

- * Attend dress fittings and ensure their alterations are completed on time. Pick up tuxes on time from the rental company.
- * Support the groom by listening and providing assistance in the months leading up to the wedding.
- * Help the best man plan the bachelor party, if needed.
- * Show up to the bachelor party and help ensure everyone has a great time.
- * Attend the rehearsal and rehearsal dinner.

Day-of tasks- before the ceremony

- * Attend the pre-wedding breakfast, if there is one planned.
- * Run any last minute errands and lend a hand to the best man, if needed.
- * Help decorate the reception hall, if needed.
- * Participate in any pre-ceremony photography sessions that have been scheduled.
- * Get dressed on time and arrive to the ceremony location at least 45 minutes before the wedding starts. Groomsmen often act as ushers, so they have to arrive well before the guests.

Day-of tasks- during the ceremony

- * Escort the guests to their seats (as ushers), unless extra people have been delegated for this task.
- * Walk down the aisle and take their appropriate places during the ceremony.
- * Support the groom by showing happy smiles throughout the ceremony.

Day-of tasks-after the ceremony and during the reception

- * Poses for photographs with the rest of the wedding party. Also helps round up relatives and other members of the wedding party to pose for photos.
- * Stands in the receiving line, or mingles and greets guests while the bride and groom finish taking photographs.
- * Troubleshoot any problems that happen, such as picking up the flower arrangement that's fallen over, or preventing a fight between two cousins who don't like where they've been seated.
- * Take photos during the reception, if asked
- * Help get the guests dancing, and mingle to keep people happy.

Post-reception tasks

- * Help clean up after the reception, if needed.

ATTIRE

- ◆ **Bride and Attendant's Attire**
- ◆ **Groom and Attendant's Attire**

My Wedding Gown

Designer _____

Style number _____

Color _____ Size: _____ Price _____

Veil style number _____ Price _____

Tiara style number _____ Price _____

Place Picture Here

Maid/Matron of Honor's Dress

Designer _____

Style number _____

Color _____ Size: _____ Price _____

Put Picture Here

Bridesmaid's Dress

Designer _____

Style number _____

Color _____ Size: _____ Price _____

Put Picture Here

Flower Girl's Dress

Designer _____

Style number _____

Color _____ Size: _____ Price _____

Veil style number _____ Price _____

Put Picture Here

Groom's Tuxedo

Designer _____

Style number _____

Color _____ Size: _____ Price _____

Place Picture Here

Best man's Tuxedo

Designer _____

Style number _____

Color _____ Size: _____ Price _____

Put Picture Here

Groomsmen's Tuxedo

Designer _____

Style number _____

Color _____ Size: _____ Price _____

Put Picture Here

Ring Bearer's Tuxedo

Designer _____

Style number _____

Color _____ Size: _____ Price _____

Put Picture Here

CEREMONY

- ◆ **Vendor Tracker Sheet**
- ◆ **Ceremony Site Evaluation**
- ◆ **Questions to ask Ceremony Site Manager**
- ◆ **Wedding Day Itinerary**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Ceremony Site Evaluation Form - Vendor 1

Location Information

Venue: _____
Address: _____

Website: _____
Contact name: _____
Title: _____
Contact phone: _____
Contact e-mail: _____
Contact fax: _____

Location Details

Indoor Facilities

Available? Y N
Capacity: _____
Fee: _____

Outdoor Facilities

Available? Y N
Capacity: _____
Fee: _____

Decor

Chair covers: _____
Table decorations: _____
Additional decorations: _____
Are candles allowed: Y N

Audio/Visual

Are there sufficient electrical outlets and/or equipment to meet the A/V needs for the ceremony? Description of A/V

Capabilities: _____

Parking:

Number of spaces: _____

Fee for parking: _____

Per hour/ per space/ flat fee/ valet

Washroom Facilities

Number of washrooms: _____

Handicapped Accessible Accommodations

Washrooms:	Y	N
Parking:	Y	N
Ramps/elevators:	Y	N

Cleanliness and Aesthetics

Are clean-up services available:	Y	N	No? Fee _____
Overall cleanliness of the location:	Y	N	
Is the location attractive?	Y	N	
Is the location in need of renovations/repairs?	Y	N	

Exterior and Grounds

Are the grounds attractive?	Y	N
Suitable for the photo session?	Y	N

Questions to ask Ceremony site manager

Is it beautiful wedding chapel? When you walk in the door for the first time, what is the first thing you feel? Do you experience that special hush, perhaps a deeply religious feeling, or that sense of beauty and simplicity that will make your big day extra romantic? If you love nature, can you see the mountains or some other special view from the chapel grounds? A truly beautiful facility may even bring you to tears! If you're having the wedding at your own church and the facility itself isn't that pretty, would your minister be willing to officiate the wedding at a site of your choosing?

Is it the right kind of facility? Your wedding ceremony should take place in a facility that highlights the magic and specialness of your day. Are you thinking of just having the wedding ceremony at your reception hall? If so, can they really make that facility into the kind of place you always envisioned for the ceremony? Or is it a compromise for the sake of convenience and savings? If they specialize in receptions and simply set up a few dozen chairs in a corner for your ceremony, will that fulfill your wedding dream?

Is it the right size? If you expect 75 guests, think twice about having your wedding in a church with a capacity of 1000+ people. But don't choose a tiny chapel where most of your guests will be standing!

Is it nearby and easy to find, but still in a special location? If your dream chapel is a three hour drive into the mountains on obscure dirt roads, think twice! You want your chapel to be no more than a 30 minute drive from the reception, and easy to find. But if possible, you want it to be in a special part of town: a historic section, perhaps, or near a park, mountains or other natural features that are extra-special in your region. A chapel that is within a few miles of a major highway will make it easier for everyone to get there. Always include a good map with your invitations.

How is the lighting? Dark stained glass is beautiful, but be sure the guests can see you clearly as you walk down the aisle and stand at the altar. Ask if photographers may take flash photos during the ceremony; in a well-lit chapel, a few judicious flashes going off will not be too distracting.

Are there any decorations? Most churches come "as is," and you have to bring your own altar flowers and arrangements. Expect to spend \$1000 or more with a florist for your fresh flowers. Some chapels provide flower arrangements; if they are beautiful and fit in with your color scheme, they will save you a lot of time and money. Check to see if there is an altar you can use for the unity candle and other decorations.

Are candles allowed? Some churches can't allow candles due to fire codes, and most have restrictions on the more dangerous ones (such as pew candles). Some provide candles; ask if they are free or if there is a surcharge for their use.

Are other decorations allowed? If you want to bring in your own decorations, what restrictions are there? How much time will you have to set them up and remove them? What are your guests allowed to throw after the ceremony? Do you need more time, and if so, can the extra time be bought? Can their decorations, such as ceremonial items the church normally leaves on the altar, be removed?

Are the pews or chairs cushioned? Expect some guests to sit for the better part of an hour. Unpadded pews or uncomfortable chairs will seriously detract from your guests' enjoyment of your ceremony.

Is there indoor plumbing and air conditioning? Some historic or mountain chapels do not have indoor plumbing, and many beautiful old chapels do not have air conditioning. Be sure you ask. Try to have your wedding in the morning if they don't have AC, and bring a couple of fans if they don't have any on site.

What are the dressing rooms like? Ideally the dressing rooms should be big enough for your needs, but not so big that two dozen girlfriends and aunts will be hanging around while you get ready! A big old school classroom will draw lots of unwelcome hangers-on. Dressing rooms can also be beautiful places for a few pre-wedding photos. Are there nice mirrors around, and pretty furniture, to make your preparation time pleasant and your pre-wedding photos extra-beautiful?

Are the roads to the chapel paved, and is there paved parking? If your wedding day is a rainy one, or if it's snowing, paved roads and parking will make a world of difference to your guests. Is the chapel near the center of town, where it is likely to get priority snowplowing from the city? Or is it down an obscure street 8,000' high in the mountains, where the weather can be much worse than it is in town?

How flexible are the site managers? Will you be allowed to decorate the way you want? Will you be allowed to bring in your own officiate? Can you play the music you want? Your own photographer? What is required of you and what is prohibited? Can they work with you to determine the amount of time you need? Can you get a full hour for your rehearsal, or just 30 minutes-or no time at all?

How helpful are the site managers? Are you "on your own," or do you get consultation and help along the way? Can they recommend wedding professionals? Do they help run your rehearsal? Can they help with your wedding planning? Can they offer "one stop shopping" for most of your wedding needs?

Can they help you find a reception facility? Very few chapels have large, beautiful reception halls on site which also allow champagne and other drinks, but some are located near a number of good banquet rooms. Can they help you find a convenient facility near them?

If you ask these questions before deciding on a site for your wedding, you will have a beautiful ceremony with happy memories, some extra-special photos, and a roomful of happy guests.

Wedding day itinerary

Time	Task
	Wake up and eat a good breakfast
	Hair appointments
	Makeup appointments
	Maid/matron of honor and best man arrive
	Bridesmaids and groomsmen arrive
	Flowers for bridal party are delivered
	Get dressed (aim for approx. 2 hours before ceremony start time—groom might need less time)
	Florist arrives at ceremony location
	Photographer arrives
	Videographer arrives
	Photo session starts
	Limousine, car service, transportation arrives for the wedding party
	Depart for ceremony location
	Arrive at ceremony location
	Photos at ceremony location
	Caterer arrives at reception venue
	Musicians, singers, soloists, etc. arrive at ceremony location
	Ushers start to seat guests (aim for ushers to arrive at least 45 minutes prior to the ceremony)
	Groom and best man are in place (aim for 20 minutes before the start of the ceremony)
	Finish seating guests
	Opening song begins
	Bride takes her place (aim for 5 minutes before the start time)
	Processional begins
	Bride walks down the aisle
	Ceremony ends
	After-ceremony photos
	Hors d'oeuvres and drinks are served at the reception venue
	Receiving line forms and greeting of guests starts
	Bride and groom are announced/introduced
	Best man and/or father of the bride's toast
	Groom's toast

Wedding day itinerary

Time	Task	Cont.
	Dinner is served	
	Speeches (list speaker and time for each)	
_____	1. _____	
_____	2. _____	
_____	3. _____	
_____	4. _____	
_____	5. _____	
_____	6. _____	
	First dance	
	Parents' dance	
	Cake cutting and dessert	
	Bouquet toss	
	Garter toss	
	Late night coffee/sweets served	
	Midnight buffet	
	Last dance song	
	Limousine/car service/transportation arrives for bride and groom	
	Couple departs for honeymoon suite	
	Reception venue must be cleared by this time	

OFFICIANT

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Questions to ask Officiant**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

15 key questions to ask your potential wedding officiant.

1. Will you marry us if we are of different faiths?
 2. Will you marry us if one or both of us have been divorced?
 3. Will you officiate our ceremony if we are not current members of your church?
 4. Do you charge a fee? Or is the fee a donation to the church?
 5. Do you require premarital or religious classes? What are those requirements?
 6. Would you allow another officiant to take part in the ceremony?
 7. Can we personalize our ceremony by writing our own vows or selecting specific readings or music?
 8. Can we choose non-religious readings or music?
 9. Will you give a sermon during the ceremony? If so, can we have some input?
 10. Should we bring you the marriage license before the wedding date? Will you mail it to the state for us?
 11. When will the rehearsal be held?
 12. Would you like to come to the wedding reception with your spouse?
- Will you play any role in the ceremony -- give a blessing or prayer before the meal?
13. Are there any restrictions as to our attire, or our bridal party's attire?
 14. Is flash photography allowed during the ceremony?
 15. Will you wear a mic if the videographer requires one to capture the ceremony?

RECEPTION

- ◆ **Vendor Tracker Sheet**
- ◆ **Reception Evaluations**
- ◆ **Questions to ask Reception Site Manager**
- ◆ **Reception Timeline**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Reception Site Evaluation Form – Vendor 1

Location Information

Venue: _____
Address: _____

Website: _____
Contact name: _____
Title: _____
Contact phone: _____
Contact e-mail: _____
Contact fax: _____

Location Details

Indoor Facilities

Available? Y N
Capacity: _____
Fee: _____

Outdoor Facilities

Available? Y N
Capacity: _____
Fee: _____

Catering

On-site catering? Y N On-site bar services? Y N
Number of servers allocated for the function: _____
Manager/Supervisor on duty: Y N
Special permit(s) required? Y N
Permits needed: _____

Restrictions and/or terms of use for food and beverage services: _____

Dining and Decor

Linens: _____

Flatware: _____

Glassware: _____

Chair covers: _____

Table decorations: _____

Additional decorations: _____

Are candles allowed: Y N

Audio/Visual

Are there sufficient electrical outlets and/or equipment to meet the A/V needs for the ceremony? Description of A/V

Capabilities: _____

Parking:

Number of spaces: _____

Fee for parking: _____

Per hour/ per space/ flat fee/ valet

Washroom Facilities

Number of washrooms: _____

Handicapped Accessible Accommodations

Washrooms: Y N

Parking: Y N

Ramps/elevators: Y N

Questions to ask your Reception Site

What is the facility rental fee?

What is the cost—for food? (sites typically offer more than one menu package; determine which menu package you will most likely utilize for your wedding reception—and use that amount in determining your estimate.)

What is the cost—for beverage? (save time by having an idea of what beverage package you would like to serve, whether a full bar, limited bar or non-alcoholic bar)

If you can hold your ceremony on site, what is the ceremony fee?

What is the set-up/break-down fee? (some sites charge per chair, others charge a lump sum)

What is the staffing fee? (including bartenders, waiters etc.)

What is the overtime fee?

Is there a fee for security personnel?

Is there a fee for parking or valets?

Packages

Just when you think you've got a handle on the costs involved in renting a reception site, a facility offers a complete wedding package. Wedding packages can be both cost-effective and convenient, as long as you take care to inquire about exactly what is and what is not included in the package.

Also remember to inquire about the exact descriptions of the items included in the package. For instance—if you have your heart set on an elaborately adorned 5 tiered fondant cake and the package only offers your basic buttercream—the package may not be for you - no matter what the potential savings.

Ask the site manager:

What is included in the wedding package? Make sure all the basics are included:

Facility Rental?

Food and Beverage?

Ceremony on site?

Set up and Break down?

Staffing?

Other items that may or may not be included:

Cake? (if so, how many does it serve? Can you customize the design?)

Flowers? (does the package include all floral, or just buffet arrangements or bouquets? Can you customize the arrangements or do they only come in standard varieties?)

Linens? (what do they look like? How many?)

Is purchasing the wedding package a requirement? (Many facilities allow brides the option of purchasing the entire package, purchasing a partial package and eliminating specific items or foregoing the wedding package altogether.)

Services

Determine what essential services the reception site provides and what you must contract from an outside vendor:

Is there an in-house caterer or a list of preferred caterers? If so, are they the exclusive caterers, or can you provide your own?

Are there on-site kitchen facilities? (off-site caterers will charge extra if they have to bring their own stoves and refrigerators)

Does the reception site have a list of recommended vendors? (Access to a list of vendors with working relationships and knowledge of the site will prove extremely beneficial during the planning process. Can you hold your ceremony on site? If not, are there suitable locations nearby?)

Does the reception site provide staff such as an on-site coordinator, waiters and bartenders?

Does the reception site provide items such as tables, chairs, plates and glasses? (remember, renting these things yourself can drive up costs)

Does the reception site provide adequate parking space or valets? What are the costs involved?

Does the reception site provide on-site security. What are the costs involved?

Amenities

Some important extras that may help you determine the perfect venue for your wedding reception:

Are there changing rooms for the bridal party?

Does the facility provide guest accommodations or are their convenient locations nearby?

Is there a bar area or can one be set up?

Are there picturesque locations for photo opportunities? Both inside and out?

Is there a dance floor?

Are there sufficient restroom facilities?

Is there, or can you set up, a coat room?

Is the facility in a desirable location? Consider the view and any potential noise interruptions. Is it easy to get to? Is it close to any nearby attractions? (keep your guests entertained for the entire weekend!)

Terms

Don't forget the conditions of the contract! Make sure it meets your needs.

What is the length of the facility rental? Is there an overtime fee if your wedding reception lasts longer?

Do you have use of the entire reception site? If not - what areas can your party use?

What is the deposit and when is the remainder due?

What is the cancellation policy?

Does the site have any music or noise restrictions?

Are there any decorating restrictions?

Will there be another party during, before or after yours? If so, how will this affect your event?

Reception Timeline

Sure, you may have been to dozens of weddings, but when it comes down to planning your own reception, it's hard to know what is supposed to happen when. Relax, we've mapped it out for you so you don't have to.

00:00 - Cocktail Hour – (bridal party takes pictures).

After your “I dos,” you and your husband leave the ceremony first – followed by the bridal party and your photographer – to take your first photographs as husband and wife. At this time, your guests will head to the reception site. To keep the mood festive and fun, cocktail hour should begin as soon as guests arrive at the reception, whether that happens five minutes or an hour after the ceremony.

01:00 - Grand Entrance/First Dances

Husband and wife.....Mr. and Mrs....this is the time for your grand entrance. The facility or event coordinator will gather your guests to await your arrival. Typically the bridal party and both sets of parents are introduced, followed by the bride and groom. Since all eyes are on you, this is the perfect occasion to step immediately into your first dance. Sometimes the father/daughter and mother/son dances can take place at this time as well – or you can choose to hold those dances after the meal.

01:20 - Welcomes and Toasts

After your first dance, all eyes are still on you. With everyone gathered, this is a perfect time for the parents, the bride and groom, or the honor attendants to speak. The host (often the father of the bride) may choose to welcome and thank your guests for coming. Someone may say a blessing. The best man and maid of honor may also choose to speak at this time.

01:30 - Eat, Drink and be Married...

Whether you serve a sit down meal or buffet, this is the time when everybody eats. The bride and groom and their parents are typically served first or are the first to hit the buffet. This may seem contrary to etiquette, but serving them first affords the time to make table visits while the rest of the guests are seated. Your band or DJ will play subdued “dinner appropriate” music at this time (Sinatra and old standards are a favorite). Word of advice to the bride and groom: make sure you take advantage of this time to eat!

02:30 - Get your Groove On

Take the lead and hit the dance floor! Guests usually follow the lead of the bride and groom, so do your part to ensure a packed dance floor. At this point, you should have already greeted your guests and accomplished your duties as hostess. Remember – this is your party, so have fun.

04:00 - Cake Cutting

About an hour before the reception's finale – your waitstaff will begin preparing for dessert and coffee. The cake cutting signifies to guests that it is appropriate to depart anytime thereafter, so make sure it doesn't happen too early, or you could find yourself alone at an empty reception.

04:15 - Back to the Party

Of course, many of your guests will forego cake and coffee for more drinks and dancing. The band or DJ should kick right back into lively dance music for those all-night partiers who relish another turn on the dance floor.

04:30 - Bouquet Toss/Garter Removal

If you plan to do a bouquet toss, it usually occurs as one of the last events of the evening. Make sure your florist prepares a throwaway bouquet so you can keep your original as a keepsake.

04:45 - Last Dance/Last Call

Take advantage of this opportunity to leave a lasting impression, and end your wedding on a high note. The right tune for the last dance will have your guests reluctant to leave. It needn't be slow song; something lively can ignite the mood for the after party, should you desire.

05:00 - Send-off!

These days, receptions are so fun and involve so much pre-planning, the bride and groom no longer wish to make an early getaway. In fact, they're often the last to leave! Make your send-off the evening's finale. Your coordinator will usher everyone to watch as you make your getaway. Have guests blow bubbles, toss rose petals or even light sparklers to wish you on your merry way towards a lifetime of happiness.

HONEYMOON

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Honeymoon Checklist**
- ◆ **Basic Honeymoon Packing List**
- ◆ **25 Honeymoon Mistakes to Avoid**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Honeymoon Checklist

6 - 12 months prior:

- Discuss your honeymoon ideas with your fiancé. Be sure to talk about your budget, where you might like to go, and what activities you might like to do - anything from sightseeing to sports to spa visits.
- Discuss which honeymoon locations you can consider that will accommodate not only your budget, but what you both want, even if you want different things.
- Now is also a good time to begin working with a Personal Honeymoon Consultant at Honeymoons By Sunset, who is experienced and can help you choose the ideal honeymoon location based on your budget, needs, and desires.
- Also, if you don't have a passport or need to renew your current one, now is the time to do it. Don't wait until the last minute, as it can sometimes take more than six weeks to get a new or renewed passport, unless you pay extra "expedite" fees.

3 - 4 months prior:

- Confirm your Honeymoon reservations and send in any required deposits.
- Consider sending out "Save The Date" cards to those you intend to invite to your wedding - also, your out-of-town guest may appreciate knowing that if they book their travel arrangements through Honeymoons By Sunset, they can save money and take advantage of our convenient monthly payment plans.
- If you're using our Honeymoon Registry, begin notifying your guests that they can contribute to your Honeymoon as a wedding gift (we can provide you with complimentary cards to mail, or to slip inside your "Save The Date" cards or wedding invitations).
- Start thinking about your packing list (clothes, items necessary to the climate to where you're going), and find out what travel documents will be necessary, etc. If you're going to another country, be sure to:
 - Check with your bank to ensure that your ATM card will work if you plan to use it to withdraw cash while you're traveling. Ask if there are any fees and request a list of ATM's at your honeymoon destination.
 - Find out if US credit cards are commonly accepted where you're going.
 - Ask your cellular company if you can use your cell phone abroad, what the fees are, what the access codes are and if you will need to rent a different phone altogether.

2 months prior:

- Get written (faxed) confirmation numbers for hotels, car rentals and airlines tickets.
- Many honeymoon destinations require final payments 30 - 60 days ahead of arrival - be sure these are done and that you get confirmation of payments made.

1 month prior:

- Make sure you have the luggage you'll need, and the camera you'll want to take.
- Photocopy itinerary, travel documents (tickets, passport), and leave copies with friends or family at home. Take one set of photocopies with you and keep these separate from your purse, then store them in the hotel room safe.
- Arrange for someone to care for pets, garden, plants and other responsibilities while you are gone.

1 week prior:

- Start packing. Now is the time to make sure that everything will fit in your luggage and what you need to adjust in your packing. Don't wait until your wedding night, when you'll be exhausted.
 - If you're considering sending your luggage ahead, call to make or re-confirm those arrangements.
 - If you're staying at a hotel on your wedding night, be sure to pack an overnight bag with a change of clothes and some basic toiletries. Drop this bag off at the hotel ahead of time, and either take it with you on your honeymoon or have someone pick it up for you after you leave.
 - Arrange for someone to pick up your wedding clothes at your hotel, and return your groom's tuxedo if it was rented, so that you can just leave for your honeymoon.
-
- Purchase your traveler's checks and get your travel cash.
 - Check your camera and be sure it has a fully charged battery - don't forget to get extra batteries and film or memory cards.
 - Arrange to have your newspaper delivery stopped the day you leave and started the day you return.
 - **Important tip** - if you shop online or by catalog, be sure that deliveries won't arrive while you're gone, or arrange to have them delivered to a friend or family member.

Day of Departure:

- Double-check to make sure you have your passport, driver's license, currency, lots of one dollar bills for tipping, and your airline tickets and hotel confirmations securely in your purse or carry-on bag.
- Call your airline to re-confirm your flight one last time before you leave.
- Allow plenty of extra time for security check-in procedures (at least 90 minutes), due to all the new regulations.
- Don't forget your driver's license! If you're planning to drive in a different country, you will need it to apply for a temporary international driver's license.

Basic Honeymoon Packing List:

In Your Carry On Bag:

- Airline tickets or e-ticket confirmation
- Passport/visas/driver's license
- Credit cards (take *only* those you'll need)
- Hotel/theater reservation fax confirmations
- Traveler's checks
- Photocopies of all of the above, plus a photocopy of related medical and/or trip insurance coverage and prescriptions (leave the copies in the room safe or the hotel's main safe if there isn't one in your room)
- Phone numbers for your credit card companies (in case your cards are lost or stolen)
- Prescription medicine (in the original bottle)
- Contraception
- Light sweater (for the plane, which can get cold)
- And....if you simply *must* take valuable jewelry, wear it or take it in your carry-on, don't put it in any luggage to be checked

HER things to pack (this is enough for a week - adjust for a different duration if needed, and for destination, activities, season):

- 1 pair jeans or khakis (for casual evenings that may be chillier than days)
- 1 light jacket or pullover (take one that can be tied around the waist or stuffed in a backpack)
- 1 nice sundress
- 1 evening cocktail dress
- 1 nice cardigan-style sweater (for chilly restaurants)
- 4 casual shirts (T-shirts, tank tops, short-sleeve button-downs, etc.)
- 2 pairs shorts
- 2 swimsuits (bikini for the beach, one-piece for water sports)
- 1 swimsuit cover-up (pareos work great and can double as a shawl in the evenings)
- 1 pair *comfortable* walking shoes/sandals (you may wind up walking a bit if you go sightseeing)
- 1 pair evening shoes/sandals
- 1 evening purse
- Extra socks and underwear
- Bras (don't forget a strapless one if you've packed a top or dress that needs it)
- Accessories (scarves and jewelry to "stretch" your wardrobe)

HIS things to pack (again, adjust for trip duration, destination, activities, season):

- 1 pair jeans or khakis
- 1 pair nice slacks
- 1 light jacket or pullover (take one that can be tied around the waist or stuffed in a backpack)
- 4 casual shirts (T-shirts or short-sleeve button-downs)
- 2 pairs shorts

- 2 polo or button-down short-sleeve shirts
- 1 sports jacket (for nicer restaurants)
- 1 tie (rolled up it won't take up much room, some restaurants require them)
- 1 swimsuit
- 1 pair *comfortable* walking shoes or sandals
- 1 pair nice shoes - even black sneakers can look good with slack & a sportcoat
- Extra socks and underwear

For Both of you:

- Camera (disposable cameras are much more expensive at vacation spots)
- Extra film or memory for digital cameras
- Sunscreen and lip balm
- Sunglasses
- Sun hat or baseball cap
- Paperback books (you can leave them in the hotel library once you've read)
- A canvas beach bag or lightweight daypack (you'll want something big enough to hold a bottle of water, your camera & sunscreen, etc.)
- A small money belt or fanny pack to hold cash, credit cards, etc. - be sure to wear it in the *front*
- Guidebook (but you may not need the whole book - you can just tear out pages for only what you're interested in)
- Electrical converter/adaptor (only if going outside of the US and you need items like a hairdryer, battery charger for a camcorder, etc.)

Basic Toiletries (remember - use travel-sized containers whenever possible):

- Toothpaste
- Toothbrushes
- Deodorant
- Cosmetics
- Make-up remover
- Cotton balls and swabs
- Comb/brush
- Hair gel/spray
- Nail file/clippers/emory file
- Shaving cream
- Razors
- Contact lens and re-wetting solution, storage case
- Hair accessories - clips, headbands, etc.
- Buy or pack a *small* first-aid kit that contains:
 - * Insect repellent (and anti-itch cream for the bugs that break through)
 - * Band-Aids
 - * Aspirin
 - * Antacid
 - * Antihistamine
 - * Diarrhea medicine

- * Motion sickness medicine
- * Aloe vera
- * Tampons/pads (besides the expense, they can be hard to find outside the US)

Optional Items: (many hotels provide these, but check to be sure)

- Shampoo and conditioner
- Body lotion
- Hair dryer
- Shower cap
- Alarm clock

Convenient Extras (nice to have, but not necessary):

- Extra pair of glasses/contacts, asthma inhaler, and the like
- Ziploc bags (all sizes; use for packing wet swimsuits or protecting camera and film when it rains)
- Earplugs
- Sewing kit
- Shout Wipes (instant stain-treater towelettes)
- Anti-bacterial liquid or lotion
- Visine
- 1 pair old sneakers or Keds that can get wet or ruined (if you're traveling to the tropics)
- 1 pair workout sneakers and 2-3 workout outfits if you plan on visiting the resort's gym or jogging on the beach
- Compact umbrella or rain ponchos

Very Important - Leave these items with family or close friends before you go:

- Your itinerary and hotel phone numbers
- Photocopies of your passport, credit cards, and traveler's check receipts
- A sealed copy of your wills, life insurance-policy numbers, and pertinent financial info

25 Honeymoon Mistakes to Avoid

#1. Not starting your honeymoon planning early

The number one mistake is leaving your honeymoon planning until the last minute. Not only can you save significantly if you book early, but also many popular destinations book up quickly for peak season, so you may not get your first choice, or even your second or third choice, if you procrastinate. It's never too early to start planning.

#2. Not taking a honeymoon

Okay, life is pretty busy, isn't it? But will your job/company/family really fall apart if you take some time for yourselves? Just like your wedding, your honeymoon is a special time that you and your beloved will remember forever. Even if all you can take is a day off, take that time and let us make it special for the two of you. The last thing you want is to look back on this time years from now and regret that you didn't.

#3. Not setting an adequate budget for your honeymoon

Weren't born (or marrying) into the Rockefeller family? No matter – whether it's for a night or a week or longer - even if you don't think you can afford a honeymoon - we can help you save money, get perks and upgrades not available to others, and make it a special time you'll remember forever.

#4. Not considering a Honeymoon Registry

An increasingly popular trend nowadays is the “honeymoon registry”, which works just like a bridal registry. We can set up your registry, and provide you with complimentary cards to go inside your invitations (or Save The Date cards) to let folks know where and how they can contribute to making your dream honeymoon come true. This is especially popular with couples that already have all the household items they need. We'll keep an automated list for the bride of how much has been contributed and by whom, and send a receipt and complimentary gift card to each contributor.

Many of our couples have had their honeymoon vacation completely paid for by their registry, and often with a little left-over cash to spend on their honeymoon as well!

#5. Forgetting to book a hotel room for your wedding night

Believe it or not, this one is very common! Many brides are so focused on the big day, and on arriving at their honeymoon destination, that they forget about the wedding night if they aren't leaving right after the wedding. You'll want your first night together to be special, so put some thought into where you'll stay and how you'll get there after the reception (or let us do that for you).

#6. Allowing out-of-town guests to book their own accommodations

We can negotiate discounted room rates, and arrange air travel and transportation for everyone who may be flying in for your wedding – *saving them money* and you the headache of trying to coordinate getting everyone where they need to go, especially if they'll be attending other events, like your rehearsal dinner, bachelor or bachelorette party, etc..

#7. Booking too early a flight for the day after your wedding

If you're having a late afternoon or evening reception, it's a good bet that you won't be feeling bright-eyed and bushy-tailed the next morning when it's time to go to the airport! Okay, I'll be honest – I don't really know what "bushy-tailed" means either, but hey, I know I don't feel that way in the morning, period. Keep in mind what time you'll need to be at the airport, and be realistic about what time you'll be able to get up in the morning.

#8. Over the top partying (this goes for both of you!)

Sure it's fun to kick off your shoes and let your hair down once you've got the "I do's" out of the way, but keep in mind that there are few things in life less romantic than spending your wedding night embracing the toilet. OR being hung over on your honeymoon. OR even worse, seeing the pictures Aunt Edna took of you dancing on the table. Do you really want to risk that being posted on the internet? Be sure to eat something so that if you have a drink (or a few) they won't hit you as hard.

#9. Not getting to the airport early

If you're flying to your honeymoon destination, be sure that you've pre-booked your transportation to the airport, and leave yourselves plenty of time to get to there, get checked in, and get through security. Although the airlines still recommend 60 to 90 minutes early, we've seen lines at security checkpoints that you wouldn't believe! Don't risk missing your honeymoon – better to sit and read at the gate than to miss your flight. Another tip: slip a zip-loc style plastic baggie in your purse and then put all your jewelry, and anything from your pockets, into it to get through security faster. And lastly, if you're planning a longer honeymoon and checking several bags, we can arrange to send them a few days early, so there's less for you to schlep through the airport.

#10. Not realizing that most tours and cruises depart on Saturdays

At least the 7-day cruises that is, and with Saturday being the most popular day to marry... hmmm.....you can see the conflict, can't you? Most of the 3-day sailings depart on Fridays, most 4-day sailings depart on Mondays, and there are even 10- and 11-day sailings and longer! So if you've always dreamed of taking a cruise honeymoon, be sure to book your cruise first, and take the departure date into account when choosing the wedding date and location. And unless you live within driving distance of the port of departure, you'll have a flight too (normally booked at the time you book your cruise), so keep in mind that you'll need extra time to get to the port city, allowing for a leisurely (not rushed!) embarkation.

#11. Not telling the hotel (and everyone else) that you're honeymooning

Don't be shy – it's your time to shine, and the whole world loves lovers! We'll make sure that you'll get special treatment and an upgrade on rooms and meals.

#12. Not taking your future spouse's opinions into consideration

Admit it – you've been thinking about your wedding day - and likely your honeymoon as well - since you were in kindergarten. However, very few men think of such things, so often brides assume that their fiancé doesn't really care about the details. Planning your dream honeymoon without consulting him will result in a trip you'll love, but he won't. If you want your honeymoon to be as memorable for your beloved as it will be for you, it's crucial to ask him questions, such as where he'd like to go and what he'd like to do. Of course, he still may say, "Whatever you want, dear".

#13. Not considering "off season" travel

Go where you've always wanted, but go when everyone else goes and you'll not only pay "premium" rates, but you'll deal with crowds, booked up spas and tours, longer waits at the restaurants, etc. Try going when it's less crowded for a truly relaxing and romantic experience. Plus, when there are fewer tourists, you'll get more attentive service!

Just be sure to consult us so that you don't wind up at your honeymoon destination during a hurricane!

#14. Not getting advice from someone who has been to your destination

Planned a tropical island honeymoon in October, then arrived to find that it was monsoon season there? Or went to that Dude Ranch in Arizona after being inspired by the movie "City Slickers" only to discover that July is way too hot and most of the horses were sent north to Colorado weeks ago? That won't happen to you if you take the time to research your trip with someone who knows the place well. If you don't know someone personally, chances are good that we will, or may have even been there ourselves - we take pride in knowing our honeymoon destinations intimately!

#15. Being unaware of local customs at your destination

Since you'll likely spend some of your time outside of your hotel room, and will be interacting with the locals, it's important to know what dress and behavior is considered appropriate, so that you don't risk offending anyone, or worse, spending the rest of your life in a seedy foreign prison and possibly causing an international incident in the process.

#16. Forgetting to get (or renew) your passport

Traveling out of the country? Be sure you have a current Passport. It can take 6 to 8 weeks (including mailing time) to get a new or renewed Passport, or 2 to 3 weeks if you pay hefty additional fees for expedited service. For information on fees, passport office locations, and to download application forms and instructions, visit the U.S. Department of States website at http://www.travel.state.gov/passport_services.html.

#17. Being unaware that many European hotel rooms have only single beds

As do some cabins on cruise ships. It just isn't comfortable trying to squeeze both of you in a bed designed for one, but it certainly isn't intimate being in separate beds. So unless twin beds are your preference, be sure to request a queen or king bed when you book!

#18. Waiting until the last minute (or day) to pack for your trip

That's a sure-fire way to forget something important, or wind up packing something in your checked luggage that you'll need (or want) in-flight. Of course, if you've printed our Packing Checklist, then you'll have nothing to worry about. Unless, of course, you forget to use the checklist. And don't forget to check out our **Packing Tips**, too.

#19. Packing too much (or too little)

There's just no excuse for not printing our **Packing Checklist** from our website. Or, if you're lucky enough to be one of the organizationally blessed, create one and share it with us! Just be sure to take into account 1) where you're going, 2) when you're going there, 3) how long you'll be there, and 4) the monetary exchange rate multiplied by the inside dimensions of your suitcase (so you'll know how many souvenirs you can bring back, of course!) Oh yeah...unless you're planning to start a family right away, don't forget to pack your birth control.

#20. Underestimating the impact of a sunburn

No matter how tempting the beach or pool is, resist spending hours there the first day, and when you do venture out, be sure to use loads of sunscreen. There's no quicker way to ruin a honeymoon vacation than screaming "ouch!" every time he touches you. Or vice versa. 'Nuff said.

#21. Scheduling all of your time around activities

With all the excitement you've been through (or will be going through) in the weeks and days leading up to your Big Day, you may not realize just how truly exhausting it can all be, but it will certainly hit you a day or so after the wedding. Be sure to leave yourselves enough "relaxation" time, for at least the first couple of days of your honeymoon vacation, to keep the potential for crankiness at bay. After all, you'll have many more trips with your new spouse, but only one honeymoon, so relax and enjoy it!

#22. Not planning some time apart

Everyone needs a little private time to truly relax, and we don't mean just when you're in the bathroom. Schedule his-and-hers massages at different times, or if you're not into parasailing and he wants to give it a try, head to the pool with a book, do some souvenir shopping, or take some pamper time for yourself at the hotel's spa. It will give you more to talk about over dinner too!

#23. Forgetting to bring your sense of humor

No matter how carefully you plan your trip, sometimes things can go wrong. Yes, even at a world-class honeymoon destination. Don't let anything ruin the overall purpose of your trip – which is to have a fun

and romantic time alone with your beloved. Laugh it off and you'll only remember the good stuff. If nothing else you'll have some funny stories to tell your grandkids someday!

#24. Not bringing enough Traveler's Checks or cash (in small denominations)

It's not just a commercial, it's true – not everywhere takes American Express, or VISA or MasterCard for that matter (although many places do). But it's best to have some small-denomination traveler's checks stashed in your security-style money belt for that little souvenir you just can't live without. Small-denomination because in many foreign countries they won't want to give you change in US Dollars. And you'll want to have some cash (again in small bills) on hand to tip those hard working folks who carry your bags, bring you drinks, etc.

#25. Not packing enough film (or extra memory for a digital camera)

Film generally has a pretty long shelf life, so even if you don't use it all on your trip and wind up bringing some home unused, you'll eventually use it. It's better than paying prices at the destination, which are often *substantially* higher. And if you're toting one of those nifty digital cameras, take extra memory cards so you won't have to agonize over which of those terrific shots you'll have to delete to make room for more! The same goes for extra camera batteries, whichever kind you need.

CATERING

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Questions to ask Caterer**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Your Caterer: 16 Questions to Ask

You'll spend more money on food than any other aspect of your event, so you'll want to work with a professional. When making appointments to interview caterers, try to schedule a tasting of their wares at a later point. Don't forget to ask them the questions below, and choosing a caterer will be as easy as pie - just make sure your taste buds have a say in the matter, too.

1. Does the caterer specialize in certain types of food or service? (They should provide you with sample menus to review.)
2. Can the caterer arrange for a tasting of the specific foods you're interested in prior to hiring? (They should.) Schedule a tasting if you get a good vibe.
3. What is the caterer's average price range? Are costs itemized depending on the foods you choose, or is there an all-inclusive flat rate? What would that include (linens, tax, gratuities, etc.)? Does the caterer have printed price sheets for food selections?
4. How involved is the caterer in a typical event - does he or she work like a banquet manager, (in cases of a wedding reception for example) cueing the band, telling the couple when to cut the cake, adjusting the schedule if guests don't seem ready to sit down to dinner? (You will need to find someone to fill this role - if your site manager or caterer isn't going to do this, think about hiring a wedding coordinator.)
5. Will the caterer provide tables, chairs, plates, table linens, silverware, salt-and-pepper shakers, and more? Ask to see these items to make sure they're acceptable. Do you have to rent tables, place settings, and/or other equipment or will they arrange for the rentals?
6. Who is the main contact? Will the same person you work with when planning also oversee meal service on the day of the event? (You want this to be the case.)
7. Is the caterer working any other events on the same weekend, on the same day, or at the same time as yours? (You want to be sure they will devote sufficient attention to you. You may want to pass on a smaller outfit who indicates they have another job or two scheduled for that day.)
8. Does the caterer handle all settings of tables? Will they put out place cards and favors?
9. Will the caterer provide wait staff? How many would they recommend for the size of your event? What will the wait staff wear?
10. Will the caterer be willing to include a recipe you provide, like a special family dish, or an appetizer with some sort of sentimental significance? Can they prepare vegetarian meals for just a few of your guests?
11. Where will the food be prepared? Are there on-site facilities, or do you, the caterer, and the site manager need to make additional arrangements? If the caterer must bring in his or her own equipment, is there an additional fee?

12. Does the caterer work with fresh (not frozen) food (within reason of course)?
13. Can the caterer provide alcohol? Or can you handle the bar separately? If you can provide it, is there a corkage fee? How and when do you get the alcohol to the caterer? If the caterer will provide it, do they have an inflexible wine list, or can you make special requests? How is this list priced?
14. How will the caterer arrange the food on the buffet table or on plates? Can you see photos of previous work displays?
15. Can you speak to previous clients? (Get at least two references that had a similar number of guests and a similar menu style.)
16. For weddings, does the caterer also do wedding cakes? Can you use an outside baker if you desire? Is there a cake-cutting fee?

MUSIC – CEREMONY

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

MUSIC – BAND

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Questions to ask the Band**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Questions to ask Band

1. How long has the Band been in business?
2. What is their fee structure -- a flat fee, per musician, hourly, etc.?
3. Is there an overtime charge?
4. Can I see a video of one of their performances?
5. Are they performing at a bridal showcase where I can see them live?
6. Does the Band specialize in a particular type of music?
7. How many musicians do they recommend for the event?
8. Who will act as the emcee?
9. Do they have a specific routine or order of events that they recommend for the reception?
10. Can I give them a playlist and a "Do Not Play" list?

*M*USIC – DJ's

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Questions to ask the DJ**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Questions to ask DJ

1. How long has the DJ been in business?
2. What is their fee structure -- a flat fee, per musician, hourly, etc.?
3. Is there an overtime charge?
4. Can I see a video of one of their performances?
5. Are they performing at a bridal showcase where I can see them live?
6. Does the DJ specialize in a particular type of music?
7. How many musicians do they recommend for the event?
8. Who will act as the emcee?
9. Do they have a specific routine or order of events that they recommend for the reception?
10. Can I give them a playlist and a "Do Not Play" list?

FLORIST

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Flower Checklist**
- ◆ **Questions to ask the Florist**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Floral List

<i>Bouquets</i>	<i>Flower and Design Ideas</i>	<i>Qty.</i>	<i>Estimated Cost</i>
Bride			
Maid/Matron of Honor			
Bridesmaids			
Flower Girls			
Bride's Toss Bouquet			
Other			

<i>Corsages</i>	<i>Flower and Design Ideas</i>	<i>Qty.</i>	<i>Estimated Cost</i>
Mother of Bride			
Mother of Groom			
Grandmothers			
Female Readers/Speakers			
Other			

<i>Boutonnieres</i>	<i>Flower and Design Ideas</i>	<i>Qty.</i>	

<i>Boutonnieres</i>	<i>Flower and Design Ideas</i>	<i>Qty.</i>	<i>Estimated Cost</i>
Groom			
Best Man			
Groomsmen			
Ushers			
Father of Bride			
Father of Groom			
Grandfathers			
Ring Bearer			
Male Readers/Speakers			
Other			

<i>Ceremony</i>	<i>Flower and Design Ideas</i>	<i>Qty</i>	<i>Estimated Cost</i>
Altar			
Pews/Seating			

<i>Ceremony</i>	<i>Flower and Design Ideas</i>	<i>Qty.</i>	<i>Estimated Cost</i>
Chuppah			
Main Entrance			
Aisle Runner			
Lobby			
Other			

<i>Reception</i>	<i>Flower and Design Ideas</i>	<i>Qty.</i>	<i>Estimated Cost</i>
Guest Tables			
Head Table			
Gift Table			
Staircase Railing			
Buffet Tables			
Cake Table			
Cake Top			

<i>Reception</i>	<i>Flower and Design Ideas</i>	<i>Qty.</i>	<i>Estimated Cost</i>
Place Card Table			
Bar Centerpiece			
Other			

<i>Miscellaneous</i>	<i>Flower and Design Ideas</i>	<i>Qty.</i>	<i>Estimated Cost</i>
Women's Hair			
Rehearsal Dinner			
Post-Wedding Brunch			
Special Guests			
Other			

**Total Estimated Cost
for Wedding Flowers:**

12 questions to ask your florist

Lock in your floral designer early during the wedding planning process. You'll want a designer who is gifted, knowledgeable, and agreeable. Most importantly, your florist should delight in providing you with the most beautiful flowers your budget can handle. Be sure to check with the local Better Business Bureau before hiring. Here are 12 questions to ask potential florists:

1. What is the florist's design philosophy? Minimal? Traditional? Elegant? Edgy and modern? Florists love explaining their artistic sensibilities -- the styles they love, their favorite flowers, the palettes they adore. Do the florist's views fit with your own ideas?
10. How many weddings will the florist do on the same day or weekend as yours? You'll want to know that your florist won't be rushed on the day-of.
2. Does the florist's style -- and the overall look of the shop -- match yours? (This is common sense. Go with your gut.)
3. Can you see photographs or live examples of past work? (Real bouquets and arrangements will give you a better sense of the florist's abilities than photos -- especially photos that aren't of the florist's actual work but show things the florist says he or she *can* do.)
4. How big is the shop (number of staff), and who will work on your wedding? Make sure the floral designer you're interviewing will actually create the arrangements.
5. Try to gauge the florist's expertise by asking questions. What flowers will be in season when your wedding takes place? If your budget is on the small side, ask how you can maximize your options. What are some less expensive alternatives to blooms beyond your price range?
6. What are the hottest floral trends of the moment? Why do they work or not work? What's the most innovative concept the florist has recently brought to a design project?
7. Which flowers are best for your wedding season? If you're marrying in the summertime, what are some hot weather no-nos?
8. Has the florist done weddings at your ceremony or reception site before? If so, she may have pictures of arrangements done at your site and will be knowledgeable about what sizes, shapes, and colors work in the space.
9. Will the florist deliver the flowers to your wedding or spend time at the site, setting up and making sure everything is in order? You'll pay more for a full-service florist, but you'll get what you pay for.
10. How many weddings will the florist do on the same day or weekend as yours? You'll want to know that your florist won't be rushed on the day-of.
11. Does the florist offer rental items -- vases, potted plants, arches, trellises, candelabras, urns -- or must you contact a rental company?
12. Does the florist preserve bouquets after weddings? If this is important to you, find out now if he will do so, or if you can be referred to someone who does. You may have to make an appointment before the wedding to ensure that your bouquet can be preserved directly afterward.

The logo for 'BAKER' is centered within a maroon rectangular box with rounded corners and a thin gold border. The letter 'B' is written in a large, elegant, white cursive script. To its right, the letters 'AKER' are written in a smaller, white, all-caps serif font.

BAKER

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Wedding Cake Checklist**
- ◆ **Questions to ask the Baker**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Wedding Cake Checklist

Your Budget

Before you dive in, know how much of your budget can be spent on your cake. Before you make appointments, be sure your potential cake bakers are within your price range. What is your cake budget?

\$ _____

Overall Style

When you think of the perfect wedding cake, what style comes to mind?

- Contemporary
- Dramatic
- Ornate
- Regal
- Simple
- Traditional
- Unique
- Trendy
- Classic
- Glamorous
- Themed (for a bird wedding, or a french-style wedding)

Tier Shapes

Given your cake's style, which shape will represent it best?

- Round
- Square
- Rectangular
- Hexagonal
- Triangular
- Topsy Turvy
- Mixed Shapes
- Scalloped
- Sheet cake

Learn more about the wedding cake shapes before you decide on which is best for your wedding.

Number of Servings

The number of cake servings will help determine the size of your cake. In general, three tiers will serve 50-100 guests. So, if you're having 150 or more, you'll likely need four or more tiers. How many guests will you have?

- 0-10 servings
- 10-50 servings
- 50-100 servings
- 100-150 servings
- 150-200 servings
- 200+ servings

Tip: If you have a small guest list, but still want a tall-tiered cake, have your cake baker create the bottom layer out of styrofoam and decorate it to look like the rest of the cake. Alternatively, if you have a robust number of guests to feed, consider ordering a three-tiered cake, and then making up the rest of the slices with a sheet cake (to be sliced up discretely in the kitchen).

Flavors and fillings

When it comes to wedding cake flavors, the more flavorful, the better. First determine your cake flavor.

- Vanilla
- Chocolate
- Carrot
- Red Velvet
- Yellow
- Lemon
- Orange
- Angel Food

Cake Colors

Decide whether you want your cake to perfectly match your wedding day colors, or whether it will complement them. When it comes to choosing cake colors, stay away from bright, bold colors, and go for edible versions of your wedding day hues.

What color(s) will dominate your cake?

- Yellow
- Green
- Blue
- Purple
- Pink
- Red
- Orange

What color(s) will you accent your cake with?

- Yellow
- Green
- Blue
- Purple
- Pink
- Red
- Orange

Cake Add-ons

The add-ons you choose for your cake will take it from flat to eye-catching. Whether it's a simple ribbon-like trim, sugar flowers, or a polka-dotted patten, decide which accents you want on your cake:

- Stripes
- Swags
- Ribbons
- Bows
- Dots
- Swirls
- Flowers (fresh or sugar)
- Pleats
- Basket-weave

- Scrollwork
- Monogram
- Fresh fruit
- Invitation motif
- Lace-like fondant (to mimic your dress)

Cake Toppers

Consider your cake a great piece of art. Avoid topping your cake with a generic bride and groom topper, or cookie cutter. Instead, top it something that's uniquely you. A few ideas:

- Heirloom cake topper (perhaps your mom and dad's or even grandparent's)
- Meaningful family piece (an antique brooch or small vase)
- Locale topper (cluster of coral for a beach wedding; evergreen for a mountain wedding; or grapes for a vineyard wedding)
- Seasonal topper (fondant snowflake for a winter wedding; autumn leaves for fall; and daisies for summer)
- Monogram topper (sugar letters; frosted monogram cookie topper; or even a chocolate-molded monogram topper)
- Simple toppers (chocolate shavings, fresh or sugar flowers, or a cascade of ribbons)

Questions to ask potential Baker

Do you have a portfolio of previous wedding cakes you've made that we can look at?

Will you be having a tasting soon that we can attend and try various kinds of wedding cake and cake fillings??

Can you supply references?

Will you do a custom wedding cake, or are there a set number of designs for us to choose from?

How adaptable are wedding cake designs, especially due to budget concerns?

Do you have or can you rent items like cake toppers, stands, tiers, fountains, and cutters? Will we be billed extra?

If I want to use fresh flowers on my cake, will you coordinate with my florist, or will I have to manage getting the flowers to you?

What ingredients do you typically use? What kind of icing do you use?
(Better ingredients will cost more, but will make the cake taste better)

How long before our wedding are the cakes prepared? How long does it take to make a cake?
(The closer to your wedding that the cake is prepared, the better it will taste. BUT, anyone who tells you that they can bake a wedding cake in a day is not telling you the truth, or isn't being realistic. Due to the complicated nature of wedding cakes, they usually take between three and five days.)

Are your wedding cakes priced by the slice? Is there an extra cost for special fillings or details? Will you charge extra for my design? Is there a price list I can take home with me to study?

Can you give me a written proposal I can take home?

Do you do deliver? How much does it cost? Will the delivery person be able to make emergency frosting or decoration repairs and arrange the cake table?
(For anything even slightly complicated, getting them to deliver is best. You won't want to be stuck with 150 ruined pieces of wedding cake at \$8 per slice, much less on the morning of your wedding.)

PHOTOGRAPHER – VIDEOGRAPHER

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Questions to ask Photographer / Videographer**
- ◆ **“Must Have” Photos**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Questions to Ask a Prospective Wedding Photographer

1. Will you personally be the photographer for our wedding?
2. If the answer is no:
When can we meet the photographer whose work I'm seeing so I can see if I feel comfortable with that person/ see if we are on the same wavelength?
3. If you are not talking to the photographer, also ask:
If the photographer we want no longer works for your studio when our wedding comes up, what will you do?
4. If you are talking to the photographer:
Are you a full-time photographer?
5. What do you do the rest of the week?
6. What kind of experience, background, and education do you have?
7. Have you received any formal classroom training as a photographer?
8. How long have you been a wedding photographer, and how many weddings have you photographed?
9. Have you handled events of my type and size before?
10. What are the reasons you think we should hire you?
11. Is this your recent work that I'm seeing?
12. Do you use black and white film when photographing in black and white?
13. I'm looking for a photojournalistic photographer.
What is your definition of 'photojournalism'?
14. What are your criteria for choosing what you would photograph at my wedding?
15. How do you know how many pictures to take?
16. Who is your most favorite photographer
(not necessarily a wedding photographer)?
17. Have you ever been published in a photography journal/had a show, etc.?
18. What makes your photographs better or different than anybody else's?
19. Why did you choose wedding photography as a career?

20. What time do you arrive to setup your equipment?
21. Hours of service:
22. Do you bring backup equipment with you?
23. How many people will cover the event?
24. Do you provide a written contract and guarantee?
25. What are your policies regarding proofs?
26. What are your policies regarding negatives?
27. What are your policies regarding delivery times?
28. Is a deposit required? If so, how much?
29. When is the deposit due?
30. May I make partial payments?
31. When is the final payment due?
32. Is gratuity included in the price?
33. If not, what is the percentage of the service charge?
34. What percentage are the taxes?
35. What is the overtime charge?
36. Are there any additional charges not mentioned? (i.e. travel)
37. What are the refunds/cancellation terms?
38. A question to ask yourself: Has the photographer addressed your personal concerns satisfactorily?

Pre-Ceremony Photos

Bride and Bride's Attendants

(Schedule photography shoot for a minimum of 90 minutes before ceremony start time)

- Bride's gown, hanging or laid out on the bed
- Close-up of details on gown
- Detail shots of the bride's accessories (include garter, "something blue," etc.)
- Bridesmaids getting their hair and makeup done
- Bride getting her hair and makeup done
- Close-up of bride's hair – from front, side, and back
- Mother of the bride helping with a necklace or another finishing touch
- Full-length shot of the bride looking in the mirror, right after she finishes dressing
- Full-length shot of bride, alone
- Shot of bride with her father
- Shot of bride with her mother
- Shot of bride with both parents (and grandparents and stepparents where applicable)
- Shot of bride with each bridesmaid
- Shot of bride with flower girl
- Shot of bride adjusting her garter
- Close-up shot of bride's bouquet
- Close-up shot of bridesmaids' flowers
- Shot of bride as she opens groom's gift (where applicable)
- Candid shots of bride and bridesmaids as they get ready
- Reaction shots of bridesmaids when they see the bride in her gown
- Shot of bride with her siblings
- Shot of bride with her honor attendant
- Shots of flower girl getting ready
- Shots of bride socializing with her attendants pre-ceremony (talking, laughing, etc.)
- Shot of mom giving bride last-minute advice
- Shot of bride helping mother with her corsage, a necklace, etc.
- Shot of bride and mother hugging
- Shot of bride and honor attendant hugging
- Bride heading to ceremony (getting in car, leaving room, etc.)
- Shot of bride inside the car/limo in transit (include groom if going together)
- Bridal party carrying bride's train as she approaches the venue

Pre-Ceremony Photos

Groom and Groom's Attendants

(Schedule photography shoot for a minimum of 90 minutes before ceremony start time)

- Shot of groom's tuxedo/suit laying on the bed/hanging on the hanger
- Detail shots of the groom's cufflinks, tie, shoes, etc.
- Candid shots of groom and groomsmen getting ready
- Shot of groom tying his tie
- Shot of groom's father helping him prepare
- Shot of groom with his parents (and grandparents and stepparents where applicable)
- Shot of groom with his groomsmen
- Shot of groom with his siblings
- Shot of groom with his best man
- Shot of groom with his mother
- Shot of groom's reaction as he opens bride's gift to him (where applicable)
- Shots of ring bearer getting ready
- Shot of groom with ring bearer
- Full-length shot of groom looking in mirror right after he's finished getting ready
- Shot of groomsmen putting on boutonnieres/bowties/cufflinks
- Shots of groom socializing with his attendants pre-ceremony (talking, laughing, etc.)
- Shot of groom and father hugging
- Shot of dad giving groom last-minute advice
- Shot of groom and honor attendant hugging/shaking hands
- Shot of groom helping father with boutonniere, cufflinks, pocket square, etc.
- Groom heading to ceremony (getting in car, leaving room, etc.)

Pre-Ceremony Photos

Miscellaneous pre-ceremony photos

(Schedule photography shoot for a minimum of 40 minutes before ceremony start time)

- Shot of wedding attendants (bridesmaids and groomsmen) leaving for ceremony
- Shot of groom inside the car/limo in transit (include bride if going together)
- Shot of wedding attendants in transit with bride and/or groom
- Shots of any special signs or decorations en route showing guests where to go
- Shots of ceremony site with guests arriving
- Bride and her father ready to walk down aisle (or whomever is giving bride away)
- Landscape shots as the wedding party arrives (lush gardens, dramatic sky, etc.)
- Shot of church or wedding site as the wedding party approaches
- Shots of ushers
- Close-up shot of the wedding program
- Shots of wedding site before guests are seated
- Shots of ushers greeting/seating guests
- Shot of altar
- Shot of the officiant setting up

Ceremony Photos

- Ushers escorting honored guests to their seats (parents, grandparents, etc.)
- Shots of musicians performing, where applicable
- Shots of singers or choir, where applicable
- Shots of any guests who perform special readings
- Groom walking down the aisle
- Close-up of groom as he waits for his bride
- Bridesmaids walking down the aisle
- Groomsmen walking down aisle
- Shots of entire wedding party waiting at the altar
- Shots of flower girl as she walks down the aisle
- Shots of ring bearer as he walks down the aisle
- Reaction shots of guests watching flower girl/ring bearer walk down the aisle
- Close-up of bride and her father (or person giving her away) before they walk down the aisle
- Shots of bride as she walks down the aisle
- Reaction shots of guests as they watch the bride walk down the aisle
- Shots of bride as she's being given away
- Reaction shots of father (or other guardian) as he (or she) gives the bride away
- Close-up of bride as she approaches the groom
- Reaction shots of the groom as the bride approaches the altar
- Full-length shot of bride and groom at the altar
- Shots of the bridesmaids as they watch the ceremony
- Shots of the groomsmen as they watch the ceremony
- Shots of the altar/chupah/archway from the back and front views
- Candid shots of the guests during the ceremony
- Reaction shots of the bride's parents as they watch the ceremony
- Reaction shots of the groom's parents as they watch the ceremony
- Wide shots of the audience from the bride and groom's point of view
- Close-ups of the bride and groom as they exchange vows
- Close-up of the bride and groom's hands as they exchange rings
- Shots of "the kiss"
- Shots of the bride and groom being introduced as a newly married couple
- Shots of any special rituals (handfasting, lighting the Unity candle, stomping on the glass, etc.)

Formal After-Ceremony Photos

- Full-length shot of bride alone
- Full-length shot of groom alone
- Various “action” and posed shots of bride and groom together
- Close-ups of the bride
- Close-ups of the groom
- Group shot of bride with her attendants
- Individual shots of bride with each of her attendants
- Individual shots of groom with each of his attendants
- Full-length shot of each attendant, solo
- Group shot of groom with his attendants
- Group shot of bride with “all the guys”
- Group shot of groom with “all the gals”
- Group shot of all the bride’s attendants (without bride or groom)
- Group shot of all the groom’s attendants (without the bride or groom)
- Group shot of entire wedding party
- Group shot of bride and groom with both sets of parents
- Group shot of bride and groom with all family members (parents, siblings, grandparents, etc.)
- Full-length shot of bride with her mother
- Full-length shot of bride with her father
- Full-length shot of bride with both parents
- Full-length shot of bride with her siblings
- Group shot of bride with her family (parents and siblings)
- Full-length shot of groom with his mother
- Full-length shot of groom with his father
- Full-length shot of groom with both parents
- Full-length shot of groom with his siblings
- Group shot of groom with his family (parents and siblings)
- Group shot of bride with groom’s family
- Group shot of groom with bride’s family
- Group shot of bride and groom with both families
- Group shot of everyone present
- Shots of bride and groom with any children in the wedding party
- Artistic shots as directed by the photographer
- Candid and action shots as directed by the photographer
- Bride and groom under the veil (kissing, smiling, gazing into each others’ eyes)

Reception Photos

- Exterior and interior shots of the venue before guests arrive
- Close-ups of the guest book
- Close-up of table settings before guests arrive
- Close-ups of table centerpieces before guests arrive
- Close-ups of table cards/place cards arranged on their table before guests arrive
- Shots of the gift table, where applicable
- Shots of the bar setup
- Close-ups of any fancy cocktails being served from the bar or wine bottles on tables
- Guests at the receiving line (where applicable)
- Shots of guests signing the guest book
- Candid shots of guests mingling
- Dramatic shots of the bride and groom making their grand entrance
- Candid shots of guests dancing
- Shots of the head table
- Shots of the bridal party table
- Shots of children's table(s), where applicable
- Shots of the parents' tables
- Shots of the bride and groom's first dance
- Shots of the father-daughter dance
- Shots of the mother-son dance
- Close-ups of wedding cake before it's cut
- Shots of cake-cutting
- Shots of the bride and groom making their speeches
- Shots of guests/members of the wedding party making toasts
- Shots of special guests (officiant, close friends, etc.)
- Close-ups of food and dessert tables
- Shots of band or DJ performing
- Close-ups of special decorations
- Action shots of people enjoying themselves throughout the evening
- Shots of the garter toss
- Shots of the bouquet toss
- Close-ups of the bride and groom's toasting glasses (where applicable)

Unique Photo Opportunities

Detail Shots

- The bridal bouquet
 - The bride's makeup
 - Manicured nails
 - The back of the bride's hair, with focus on any special hair adornments
 - Boutonnieres
 - Groom's shoes
 - Bride's shoes
 - Buttons on bride's gown
 - Lace, ties, ribbons, or other special details on bride's gown
 - Details on groom's tuxedo or suit such as cufflinks, pocket square, bowtie, etc.
 - Detail shots of bridal attendant's and bride's jewelry
 - Cake toppers
 - Detail shots of the icing on the cake
 - Bride and groom's faces during the first dance
-

Creative Ideas

- Behind-the-scenes action shots at the hair salon or spa
- The wedding-day breakfast
- Close-ups of the bride and groom's hands throughout the day – holding hands, tightly clasped, touching the wedding ring, relaxed on the tabletop, holding a champagne flute, etc. Hands tell an emotional story, and can look lovely when captured by a skilled photographer.
- The bride and groom alone in their first few moments as a newly married couple. This serene moment shouldn't be missed!

-
- Close-ups of the bride and groom signing the wedding document
 - Close-ups of witnesses signing the wedding document
 - Close-up of the pen used for signing the wedding document
 - Close-up of the wedding document after it's signed
 - Shots of bride and groom as they walk down the aisle together
 - Candid shots of guests throwing rice, petals, blowing bubbles, ringing bells, etc.
 - Candid shots of bride and groom being congratulated by the guests (hugging, crying, handshakes, etc.)
 - A group shot of the entire wedding assembly (aerial shots are excellent if possible)
 - Action shots of the bride and groom leaving the ceremony site/getting into the car or limo (if reception is held at a different location from the ceremony)

PHOTOBOOTH

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

INVITATIONS & WEDDING EXTRAS

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Questions to ask Stationary Provider**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Questions to ask your Stationery provider

Where to begin?

There are many sources from which to begin your search for your wedding correspondence needs – large and small stationery stores, printers, on-line and mail-order stationers, graphic designers, or do-it-yourself solutions. Each of these options have pros and cons, but the best way to start is to ask for referrals. Referrals can come from anywhere – friends, family members, co-workers, and other wedding service providers. Begin to think about your desired correspondence look and feel, prepare questions, note any special needs you have and schedule appointments with each stationery provider you wish to meet.

Important Question to Ask Yourself:

Is your wedding taking place locally to where you live or will it be a destination wedding?

Do most invited guests live locally or will many be traveling to attend your celebration? The answer to this question will determine the timeline for which correspondence should be prepared and mailed.

How much information do you need to share with your guests to make their attendance fun and hassle-free? Will there be out-of-town guests that require information on travel and hotel accommodations? Do you wish to inform your guests of local attractions or special pre/post-wedding festivities?

Are there religious or cultural requirements or special family relationships to consider?

What are your ideas on how you want to communicate this information to guests?

Being that the “ever so popular” save-the-date announcements or the wedding invitation will likely be the first glimpse into your celebration, visualize how you want that glimpse to look. Formal? Casual? Colorful? Dramatic? . . . this is your opportunity to be creative and let your personality shine!

Thinking through these types of questions will assist you in your planning. Communicating this type of information to your prospective stationery providers will enable them to make recommendations on the best way to share information with your guests in the most fashionable manner.

What Stationery Do You Need?

- Engagement Announcements
- Engagement Party Invitations
- Save-the-Date Announcements
- Bridal Shower Invitations
- Bachelorette Party Invitations
- Bridal Luncheon Invitations
- Rehearsal Dinner Invitations
- Wedding Invitations
 - Response Cards
 - Reception Cards
 - Maps and Driving Instructions
 - Weekend Activities Agenda and Details
- Ceremony Programs
- Within-the-Ribbon Cards
- Menu/Beverage Cards
- Beverage Napkins
- Table Cards
- Escort Cards
- Place Cards
- Favors
- Gift Bag Tags
- Post-Wedding Brunch Invitations
- Thank You Notes
- Wedding Announcements
- Change of Address Announcements

How to Choose the Best Stationery Provider:

Once you arrive at your appointment with a prospective stationery provider, be ready to share information. Details such as the ceremony date and time, venue location, number of guests, color or theme selections, approximate budget allotted for your correspondence needs, and how much and what type of information you think should be communicated will greatly assist in providing you the best service. Be sure to share your thoughts about your personal style and personality traits that you would like to have come through in your correspondence.

Now is the time you should also feel free to ask questions that will allow you to make the best possible decision in choosing a stationery provider. Information such as design options, customer service, production time, and pricing and payment structure may assist you in making that decision. Be sure and view samples of similar correspondence items you are

interested in. Don't feel intimidated. Make sure you feel comfortable that all of your questions and concerns have been adequately addresses.

If possible, it is best to meet with several potential stationery providers to get a good feel as to what is available. It is also important to feel comfortable with the provider you choose. Do you desire more personal attention, or will you be accepting of an over-the-counter transaction? You will be working close with this individual or company and you need to establish a trust with them as they will be creating very important correspondence for you!

Once you decide to use a specific stationery provider make sure you sign an agreement with them. Confirm that the agreement contains details such as delivery dates, exact order contents, deposit and payment schedule, and cancellation policy. That way, you will have all details of the transaction in case something goes wrong.

A good stationery provider should listen closely to your needs and provide direction and recommendations. Options should be given to you for final decision, such as cardstock and paper color and type, font style, text selection, design, and any desired embellishments. Open communication between you and the stationery provider will ensure a pleasant working relationship.

Wedding Correspondence Tips:

When ordering invitations or announcements, order more envelopes than printed pieces as there are inevitably errors while addressing envelopes. If you wish to use a calligrapher they will likely want extras also.

When ordering invitations or announcements, ask if you can receive the envelopes as soon as possible. This will provide you with extra time to address the envelopes while the printed pieces are being completed.

Don't forget to visit your post office prior to the final shipping of your wedding invitations as they may be larger in size or heavier in weight than a normal card, due to various inserts, and may require additional postage.

Ask your post office to hand cancel each invitation to keep it looking good. Running your beautiful invitations through stamping machines may cause crinkles, large ink barcodes, or smears on your outer envelope.

If you wish to select coordinating postage stamps for your wedding correspondence, you can visit www.usps.com to view their current availability of stamp designs and denominations.

Decide if you want calligraphy for your invitations, announcements, or envelopes.

Stationery providers can likely accommodate this request or know of a calligrapher. Provide your calligrapher a typed name and address list. Be sure to check your list twice and make sure that someone else familiar with the names takes a careful look as well. Ask your calligrapher about any applicable fees if there are errors.

If your schedule is tight, you may be interested in asking your stationery provider or calligrapher if they offer mailing services. This usually includes envelope stuffing, sealing, stamping, and mailing your correspondence.

For a formal wedding, all information included in the invitation ensemble should be spelled out. This includes the date and time of the wedding, titles, and addresses. For example, an invitation should read Saturday, the twenty-fifth of October, two-thousand and five, at Four o'clock in the afternoon, not Saturday, May 25, 2005, at 4 p.m.

Keep track of your invitation and announcement lists. Provide space on your tracking sheet for notes, gifts received, and thank you cards sent.

T TRANSPORTATION

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**
- ◆ **Questions to ask Transportation Company**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

Questions to Ask Transportation Company

1. Are you properly insured?
2. Are you affiliated with any industry associations such as the National Limousine Association?
3. Are you open 24-hours a day?
4. Do you have a toll-free phone number?
5. What types of limousines do you have?
6. How many people will comfortably fit in each vehicle? (Remember everyone will be dressed up and you do not want them to wrinkle or be uncomfortable)
7. What colors are available for each vehicle?
8. How many limos do you have and what is your policy if one breaks down?
9. Do you have any special wedding packages? If the answer is YES, ask questions 10-13. If the answer is NO, ask questions 14-15
10. What is the price?
11. How many hours are included?
12. What amenities are included with the package? (red carpet, champagne, glasses, just married sign, and decorations)
13. If I get a package, what is the additional price per hour if I choose to keep the vehicle longer?
14. What is the price per hour for each size vehicle available?
15. What is the minimum number of hours required?
16. Do you offer sedan or van airport transportation, in case my guests need transportation from the airport to the hotel/ceremony?
17. Can you provide service in other cities in case some of my guests need service from their homes to their local airports?
18. Can we have alcohol in the vehicles?
19. Can we eat in the vehicles?

20. Is the chauffeur well acquainted with the area?
21. Does the vehicle have a CD player? Can I request to play my own CD or request a particular type of music to be played in the limo?
22. What year is the vehicle? (for each vehicle desired)
23. What make is the vehicle? (for each vehicle desired)
24. What model is the vehicle? (for each vehicle desired)
25. What color is the outside of the vehicle? (for each vehicle desired)
26. What color is the inside of the vehicle? (for each vehicle desired)
27. What amenities are included in the vehicle (CD player, TV, etc) (for each vehicle desired)
28. Do the vehicles have air conditioning/heating systems?
29. Will the vehicles I need be available if I decide to keep it longer on the day of the wedding?
30. Can you mail or email photographs of the vehicles I will be using on your wedding.
31. What will the chauffeur be wearing?
32. Is the driver's gratuity included in the quoted price?
33. If not, what percentage is added for driver's gratuity? (standard is 15% - 20%)
34. Are there any additional charges? (tax, tolls, parking, fuel surcharge, etc.)
35. Do you offer discounts if additional vehicles are booked? (bachelor/bachelorette parties, Entire wedding party, shuttle for guests, etc.)
36. Can I get a signed contract stipulating the date, time, all locations, prices, type of vehicle including year, make, model, and color, payment, deposit, and cancellation policy.
37. How far in advance do I need to book the service?
38. Do I pay by credit card or check?
39. Is a deposit required? If so, how much?
40. When is the deposit due?
41. What is the cancellation policy?
42. What fee is charged within the cancellation policy?

EVENT RENTAL

- ◆ **Vendor Tracker Sheet**
- ◆ **Vendor Evaluations**

Vendor tracking sheet

Position:		
Name of person you're working with:		
Name of owner/manager (if not the same as above):		
Phone:	Cell:	Alternate phone:
Fax:		Pager:
Email:		Website:
Address:		
Initial price quote:		
Cancellation policy:		
Special terms/conditions:		
Discounts or extras negotiated:		
Restrictions:		

SHOWERS & PARTIES

- ◆ **Showers**

Types of Showers

Questions to ask the Bride

Timeline Checklist

- ◆ **Bachelor / Bachelorette Parties**

Themes and Activities

Timeline Checklist

Types of Showers

Traditional

Teatime or lunchtime gathering are common, with finger foods and light appetizers such as crudités and cheese and crackers served.

Games include, bridal bingo, trivia about the bride and groom, and making ribbon bouquets as the presents are opened are standard fare.

Rowdy stories, strong cocktails, racy lingerie, and naughty party games are left out. Remember, think tea, cake and grandmother-friendly festivities.

Lingerie (fantasy party)

(naughty version of the traditional female only wedding showers)

Guests are asked to bring gifts of lingerie and accessories (think massage oils).

Unlike the traditional shower, rowdy stories, racy lingerie, and naughty party games are all part of the experience.

Couple's wedding shower (Jack n Jill)

This is more relaxed than the traditional showers. They are usually take form of a laid back brunch, a backyard party or a happy hour gathering over cocktails.

Games include, interactive, (usually boys against girls), tug a wars, dancing, mid-day drinks and an embarrassing joke or two.

Remember, when having a couple's shower, include that men will be in attendance for the women who are expecting a more traditional all female shower. We wouldn't want any surprises.

Activity Wedding Shower

Suggestions on activities:

Dance Lessons, hire a coach to teach a few steps in salsa, jazz, tap, ballroom, or belly dancing, that they could show off at the reception.

Cooking Lessons, hire a local chef to teach everyone how to make a tasty dish. Or, visit a local culinary school. Afterwards, everyone can sit down and enjoy the food they prepared.

Bartending School, hire a professional bartender to teach guests how to mix signature cocktails. Of course you all get to drink what you created.

Spa Outing, gather all the girls for an afternoon of pampering at a local spa. To keep cost low, book smaller treatments such as pedicures and manicures.

Psychic readings, hire a tarot card reader, palm reader, or a psychic to predict what sort of love filled adventures are in store for all the guests.

A night of theatre, take everyone to a musical, opera, play or movie.

Wine tasting, hire a local sommelier and have each guest bring a regional wine as their shower gift. Provide cheese, crackers, grapes, and strawberries, and then crack open the bottles and try each vintage.

Museum or gallery trip, hire a guide to explain the latest art installation or special museum exhibits to the guests.

For the outdoor couples:

Canoeing, sailing, mountain biking, hiking, rock climbing, snowshoeing, snowmobiling, boating/tubing, waterskiing, windsurfing, white water rafting, scuba diving, parasailing, kayaking, snorkeling, caving (spelunking), camping.

Theme Showers

Charity shower, for the couple that has everything and would rather have their guests donate to the charity of the couple's choice.

Honeymoon shower, guests bring something the couple can use on their honeymoon, i.e., suitcases, airfare vouchers, camera, etc.

Potluck shower, guests bring their favorite dish along with the recipe for the bride's cookbook.

Sports shower, perfect for coed showers, a sport theme can center on gifts such as equipment and lesson vouchers. Games can include a game of volleyball, golf, or any sport the couple loves to play.

BBQ shower, everyone gathers and enjoys a great BBQ meal. Guest are encouraged to bring patio-friendly gifts.

Wild West shower, guests enjoy Tex-Mex food and line dance the night away. Wearing cowboy hats for fun.

Sleepover/movie night shower, the girls enjoy an old fashion sleepover. Guests bring gifts like PJs, linens, and other comfort-friendly items. Don't forget the Teddy bear.

Tea Party, for the prim and proper crowd who loves a great cup of tea. Guests bring gifts of tea cups, tea pots, kettles, tea accessories and of course gourmet tea bags.

Garden Party, have the guests bring plants and flowers for the couple's house. Then have fun and dirty by planting the plants and flowers in the yard.

Pizza party, guests can make their own pizza and bring kitchen-related gifts. Have fun tossing the dough and getting messy, then chow down on the results.

Awards gala, Oscars style, have everyone dress to the nines and serve martinis and other fancy cocktails. The couple can register for all their favorite movies to start a home entertainment library for rainy days. For fun, give out awards; best dressed guest, best performance during games, etc.

Prom Party, have the guest dress up like they would for a prom. Organize a dance with a DJ (can be a friend who's talented with music) and relive the good old days. Gifts can include scrapbooks, photo albums, picture frames, memory cards for digital cameras, and other items that help preserve the couple's cherished memories.

Bridesmaid dress party, have the gals wear those dresses they thought they'd never wear again.

Martini mixer, have the guys and gals bring bar-friendly gifts such as stemware, glasses, shakers and cocktail supplies. Serve up a menu of flavored martinis and snack foods like nuts and pretzel.

Questions to ask Bride about the Shower

Should the shower be women-only, or coed?

Would you prefer a breakfast/brunch, lunch gathering, a mid afternoon gathering, a dinner party or a late night party?

Would you like your friends and relatives to celebrate together or separately?

Do you have a theme in mind for the shower or for the gifts?

Would you prefer to serve alcohol or not?

Who would you like to invite? Who should not be invited (keeping in mind that anyone invited to the shower would normally also be invited to the wedding)?

Wedding Shower Planning Timeline

Three Months Before

- * Set a theme
- * Choose a date
- * Make reservations for the room, restaurant, club, etc.
- * Hire a guide, coach, instructor, etc.
- * Create the guest list (with help with the bride).

Two Months Before

- * Send out save-the-date cards, or call or email special guests such as the bride's and groom's parents, siblings, and best friends
- * Call out-of-town guests to give them advanced notice before the invitations arrive in the mail.
- * Establish the budget with the other attendants.
- * Purchase invitations.
- * Plan a meeting with the bridesmaids, mothers, and anyone else who's helping plan the shower to decide on decorations, food, games, music, special activities, etc.
- * Order a cake or special food through a caterer if needed.
- * Gather all addresses for the invitations.
- * Delegate tasks to various members of the wedding party or friends/family members.

One Month Before

- * Mail out invitations (or sooner, for out of town guests).
- * Shop for decorations and other party supplies.
- * Buy prizes and guest favors if needed.
- * If people have offered to bring food, call to confirm.

Two Weeks Before

- * Buy your gift for the bride if you haven't already.
- * Buy any alcohol you plan to serve at the party.
- * Pick up any equipment/electronics you'll need.

One Week Before

- * Confirm any restaurant, hotel, or other reservations you've made.
- * Confirm RSVPs.
- * Confirm delivery times on any orders (cake, stereo equipment, etc.).
- * Assemble and wrap guest favors and game prizes if needed.
- * Buy any food and drinks you still need.
- * Prepare the games and activities.

Day Before

- * Prepare any food that can be made ahead of time.
- * Set up the decorations (unless you're renting a space, in which case you might have to decorate the day of).
- * Call the bridesmaids, mother of the bride, and anyone else who's helping you to sort out last-minute details.
- * Confirm who will arrive early tomorrow to help you set up.

Day Of

- * Finish decorating the room, if needed.
- * Set out food.
- * If you're renting a space, going to a restaurant, or participating in a lesson or a special activity, make sure you arrive a minimum of 30 minutes early to work out last-minute details with the maitre-d', the guide, the instructor, etc.

Bachelor/Bachelorette Themes and Activities

All of these activities can be great for either bride or groom

Sports Outing. Split the guys into teams for a game of ball, hockey, golf or whichever other sport the groom loves. Afterwards, hit the local sports bar for pints and a pile of wings.

Poker Night. Hire a dealer, rent a poker table, and put your best game forward. Throw in some great drinks, quality cigars, a few munchies and you're all set.

Scavenger Hunt. Split everyone into teams, set a time limit, and send them out to find the items on the list. Afterward, meet at a restaurant to eat and give out the prizes.

Arcade Outing. You might have forgotten how much you and the guys love video games, but it won't take long to rediscover the joy.

Karaoke. Enough said.

Dance party. Rent a local club and host a private late-night dance party.

Paintball. Make sure you book this event the weekend before the wedding, wouldn't want the groom and his attendants to be bruised up on the wedding day.

Dessert tasting around town. Select a few restaurants known for their sweets and bring your appetite.

Go to an amusement park and ride all the biggest, fastest roller coasters.

Line dancing at a western-themed bar.

Comedy club. Call ahead to reserve tables right up front.

Of course you have your usual suspects which include:

Las Vegas get away

Strip Clubs

Timeline for Bachelor/Bachelorette Party

Three Months Before

- * Determine what sort of party the bride/groom wants- a night on the town or something less traditional.
- * Set a date, but not the night before the wedding.
- * With the bride/groom's help, form the guest list.
- * Book the venue or make group reservations if needed.

Two Months Before

- * Call/email guests to remind them of any special directions, instructions, etc.
- * Buy tickets for the group if the party is taking place somewhere that admission tickets are required.
- * Book car service, a van, or a limo if you're not designating drivers or taking cabs home.
- * Book any talent that will perform at the party.
- * Book accommodations if needed.

One Month Before

- * Call, email, or send out invitations to the guests. Be sure to politely indicate whether a contribution to cover the night's cost will be expected (which it usually is).
- * If the night will involve a traditional pub crawl, be sure to plan for a meal first-either at someone's home or a local restaurant.
- * Call any bars, pubs, clubs, and restaurants you plan to visit and ask whether special discounts or bachelor/bachelorette freebies can be provided.
- * Make a list of any supplies you need to buy, including food, alcohol, decorations, party props, etc.

One Week Before

- * Buy any supplies needed.
- * Outline the itinerary.
- * Confirm RSVPs.
- * Confirm transportation arrangements.
- * Confirm accommodation arrangements if needed.

MISC INFORMATION

- ◆ **Registry**
- ◆ **Changing Your Name**

Registry Ideas

(Like any of these ideas, but still don't know how to start? Call us, we can help)

If you don't really want gifts, but everyone still insists on wanting to give you something, here are a few ideas that are rewarding for everyone.

Honeymoons are a great registry. It can allow you to go on the trip of a lifetime you thought you couldn't afford. Most travel agencies set up this registry for free.

How about a down payment on your house together. Here's another great idea to get into the house you love and start those memories right away.

Already got that house, but you need furniture. Your family and friends can put money into an account and you and your soul mate can shop for the furniture of your dreams together when you're ready.

Anything you can think of can be registered. Let your imagination run wild, and please, if you think of any we should put on our list, let us know.

How to change your name when you get married

As with so many legal matters, the rules change by municipality, so check with your local city hall. But generally, the steps you should take are:

Before the wedding

Tell your job so they can start the process of changing your email address, and your business cards.

Tell your bridesmaids and family that you're changing it, just in case anyone checks with them before getting anything monogrammed.

Make your honeymoon reservations using your **MAIDEN** name. You won't have a passport or drivers license in your new name yet, so you'll need your tickets to match your documentation.

After the wedding

Get a new social security card

Once you get your marriage license (which usually takes a couple of weeks to arrive in the mail), download a form from the Social Security website. Then take that completed form, the license and your identification to your local social security office to get a new card. (if you've gotten creative with your last name, you may also need to go through more formal name change procedures.)

Get a new drivers license

You'll also want to change your name on the other main form of identification – your drivers license. Most DMVs will change it with a copy of a marriage certificate, although others require you to wait until your social security card has been changed. Check with your local DMV for their rules.

Change that paperwork

Visit your office's HR department again with your new social security card to change your name on financial information, including your tax deductions. You'll want to be credited properly with those deductions come tax time, and with your social security contributions when you retire.

For everyone else, including bank, insurance policies, credit cards, utilities, creditors, and membership organizations, type up a letter with all of your information on it, including name, address, new name, account number, and possibly your social security number, and include a copy of your marriage license. No one should charge you money to change your name.

Don't forget to order new checks and credit cards

Start using it

It will sound a little funny at first, but as you start using your new last name, everyone else will catch on. Don't be afraid to courteously correct people when they erroneously use your maiden name.