

who pays for what?

There are no absolute rules about who pays for what any longer. The following list is a "traditional" guideline, for those who wish to follow tradition. Today, blended families, more financially stable couples marrying, and various other circumstances offer many alternatives in the sharing of wedding expenses. Meet with all concerned at the beginning of your planning to determine a realistic budget and identify exactly who will be responsible for which expenses so there will be no misunderstandings or hard feelings as things become "payable."

Bride

Wedding ring for groom
Wedding gift for groom
Gifts for the bridal attendants
Personal stationery
Bridesmaids' luncheon
Accommodating her out-of-town attendants
Her physical examination and blood test
Gift for parents
Gown preservation

Bride's Family

Entire cost of reception, including: food, wedding cake, beverages, flowers, decorations and music
A wedding gift for the newlyweds
Bride's wedding attire and trousseau
The wedding invitations, thank-you notes, announcements and postage
Engagement and wedding photographs
Ceremony: rental of sanctuary, fees for organist, soloist or choir (sometimes included in the charge for premises, but if not, generally these people have set fees), aisle carpets, canopy, pew bows and any other additional costs for decorations
Bridesmaids' bouquets
Transportation for bridal party to ceremony and reception
Security and insurance for gifts
Welcome party for out-of-town guests

Groom

The bride's ring
Wedding gift for the bride
The marriage license
Gifts for best man, groomsmen and ushers
Flowers: bride's bouquet and going away corsage, corsages for mothers and boutonnieres for the men in the wedding party
Accommodations for out-of-town ushers, groomsmen or best man
His physical examination and blood test
Gloves, ties or ascots for the men in the wedding party
Fee for officiant
The honeymoon
Transportation to airport
Gift for parents

Groom's Family

Special wedding attire
Their own traveling and hotel expenses
Wedding gift for the newlyweds
Rehearsal dinner
Welcome party for out-of-town guests
There are many other expenses they may wish to assume which are optional

Attendants

Wedding attire and formal wear
Travel and hotel expenses to the wedding
Bridal shower or bachelor party
Wedding gift for the couple

wedding budget estimates

Estimated budget to help you balance your priorities

	AVERAGE COST			AVERAGE COST	
	from	to		from	to
Wedding/Engagement Rings	\$ <u>1,500</u>	\$ <u>12,000</u>	Stationery	\$ <u>500</u>	\$ <u>3,000</u>
Wedding Consultant	\$ <u>1,200</u>	\$ <u>10,000</u>	Save-the-Date/Invitation	\$ _____	\$ _____
Wedding Attire			Calligraphy	\$ _____	\$ _____
Bridal Gown	\$ <u>1,000</u>	\$ <u>12,000</u>	Thank-You Notes	\$ _____	\$ _____
Shoes/Headpiece/Veil	\$ <u>200</u>	\$ <u>900</u>	Postage	\$ _____	\$ _____
Lingerie	\$ <u>200</u>	\$ <u>800</u>	Announcements/Menus	\$ _____	\$ _____
Accessories/Jewelry	\$ <u>200</u>	\$ <u>800</u>	Programs/Place Cards	\$ _____	\$ _____
Preservation/Alterations	\$ <u>300</u>	\$ <u>700</u>	Health & Beauty	\$ <u>900</u>	\$ <u>2,400</u>
Tuxedos	\$ <u>300</u>	\$ <u>500</u>	Day of Beauty	\$ <u>175</u>	\$ <u>1,000</u>
Bridesmaids' Luncheon	\$ <u>350</u>	\$ <u>950</u>	Smile Enhancement	\$ <u>600</u>	\$ <u>1,200</u>
Rehearsal Dinner	\$ <u>1,500</u>	\$ <u>8,000</u>	Hair/Make-up/Spa	\$ <u>300</u>	\$ <u>1200</u>
Ceremony	\$ <u>500</u>	\$ <u>1,500</u>	Flowers	\$ <u>1,200</u>	\$ <u>10,000</u>
Officiant Fee	\$ <u>200</u>	\$ <u>550</u>	Ceremony/Reception	\$ _____	\$ _____
Marriage License	\$ <u>41</u>	\$ <u>41</u>	Bridal Bouquet	\$ _____	\$ _____
Reception	\$ <u>10,000</u>	\$ <u>70,000</u>	Attendants	\$ _____	\$ _____
Site Location Rental	\$ _____	\$ _____	Parents & Grandparents	\$ _____	\$ _____
Caterer/Food	\$ _____	\$ _____	Honored Guests	\$ _____	\$ _____
Beverages/Bar	\$ _____	\$ _____	Hotel Accommodations		
Decorations	\$ _____	\$ _____	Wedding Night	\$ <u>250</u>	\$ <u>650</u>
Gratuities and Taxes	\$ _____	\$ _____	Out-of-Town Guests	\$ <u>250</u>	\$ <u>650</u>
Bride & Groom Cakes	\$ <u>1,200</u>	\$ <u>5,000</u>	Honeymoon	\$ <u>1,800</u>	\$ <u>6,500</u>
Music and Entertainment			Gifts/Favors/Extras	\$ <u>150</u>	\$ <u>1,000</u>
Ceremony Music	\$ <u>600</u>	\$ <u>3,000</u>	Transportation		
Cocktail Hour Music	\$ <u>400</u>	\$ <u>1,000</u>	Bride/Groom	\$ <u>350</u>	\$ <u>1,500</u>
Dance Band	\$ <u>3,000</u>	\$ <u>6,000</u>	Wedding Party	\$ <u>350</u>	\$ <u>1,500</u>
Disc Jockey	\$ <u>800</u>	\$ <u>3,000</u>	Guest Valet	\$ <u>350</u>	\$ <u>1,500</u>
Photography/Video	\$ <u>3,000</u>	\$ <u>15,000</u>	Destination Wedding	\$ <u>5,500</u>	\$ <u>35,000</u>
Engagement	\$ _____	\$ _____	Consult with resort for details		
Bridal Portrait	\$ _____	\$ _____	Miscellaneous	\$ _____	\$ _____
Wedding Day	\$ _____	\$ _____	SUBTOTAL this column	\$ _____	\$ _____
Wedding Albums	\$ _____	\$ _____	SUBTOTAL left column	\$ _____	\$ _____
Rentals			TOTAL	\$ _____	\$ _____
Reception Items	\$ <u>500</u>	\$ <u>1,500</u>			
SUBTOTAL	\$ _____	\$ _____			

wedding budget estimates

	AVERAGE COST			AVERAGE COST	
	from	to		from	to
Wedding/Engagement Rings	\$ _____	\$ _____	Stationery	\$ _____	\$ _____
Wedding Consultant	\$ _____	\$ _____	Save-the-Date/Invitation	\$ _____	\$ _____
Wedding Attire			Calligraphy	\$ _____	\$ _____
Bridal Gown	\$ _____	\$ _____	Thank-You Notes	\$ _____	\$ _____
Shoes/Headpiece/Veil	\$ _____	\$ _____	Postage	\$ _____	\$ _____
Lingerie	\$ _____	\$ _____	Announcements/Menus	\$ _____	\$ _____
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Preservation/Alterations	\$ _____	\$ _____	Health & Beauty	\$ _____	\$ _____
Tuxedos	\$ _____	\$ _____	Day of Beauty	\$ _____	\$ _____
Bridesmaids' Luncheon	\$ _____	\$ _____	Smile Enhancement	\$ _____	\$ _____
Rehearsal Dinner	\$ _____	\$ _____	Hair/Make-up/Spa	\$ _____	\$ _____
Ceremony	\$ _____	\$ _____	Flowers	\$ _____	\$ _____
Officiant Fee	\$ _____	\$ _____	Ceremony/Reception	\$ _____	\$ _____
Marriage License	\$ _____	\$ _____	Bridal Bouquet	\$ _____	\$ _____
Reception	\$ _____	\$ _____	Attendants	\$ _____	\$ _____
Site Location Rental	\$ _____	\$ _____	Parents & Grandparents	\$ _____	\$ _____
Caterer/Food	\$ _____	\$ _____	Honored Guests	\$ _____	\$ _____
Beverages/Bar	\$ _____	\$ _____	Hotel Accommodations		
Decorations	\$ _____	\$ _____	Wedding Night	\$ _____	\$ _____
Gratuities and Taxes	\$ _____	\$ _____	Out-of-Town Guests	\$ _____	\$ _____
Bride & Groom Cakes	\$ _____	\$ _____	Honeymoon	\$ _____	\$ _____
Music and Entertainment			Gifts/Favors/Extras	\$ _____	\$ _____
Ceremony Music	\$ _____	\$ _____	Transportation		
Cocktail Hour Music	\$ _____	\$ _____	Bride/Groom	\$ _____	\$ _____
Dance Band	\$ _____	\$ _____	Wedding Party	\$ _____	\$ _____
Disc Jockey	\$ _____	\$ _____	Guest Valet	\$ _____	\$ _____
Photography/Video	\$ _____	\$ _____	Destination Wedding	\$ _____	\$ _____
Engagement	\$ _____	\$ _____	Consult with resort for details		
Bridal Portrait	\$ _____	\$ _____	Miscellaneous	\$ _____	\$ _____
Wedding Day	\$ _____	\$ _____	SUBTOTAL this column	\$ _____	\$ _____
Wedding Albums	\$ _____	\$ _____	SUBTOTAL left column	\$ _____	\$ _____
Rentals			TOTAL	\$ _____	\$ _____
Reception Items	\$ _____	\$ _____			
SUBTOTAL	\$ _____	\$ _____			

traditional time line

Careful planning will enable you to truly enjoy every moment of your wedding day. Arrangements for a large formal wedding ideally begin at least 8-18 months in advance. However, many beautiful weddings are put together in considerably less time. Follow a timetable, read articles in this guide and allow your wedding professionals to assist you. It can be much more fun when you share the planning with your fiancé, your families and your attendants.

Twelve to Eighteen Months

- Create a budget and discuss sharing of expenses _____
- Decide on the overall tone of your wedding: formal, semi-formal, informal _____
- Discuss color themes, design and decoration ideas, and music selection _____
- Select a wedding consultant _____
- Reserve location of ceremony _____
- Reserve location of reception _____
- Reserve location of rehearsal dinner _____
- Talk with parents about their financial assistance _____
- Begin researching your options _____

Six to Twelve Months

- Compile combined families guest list _____
- Shop for wedding rings or begin to have rings designed _____
- Interview and select a caterer _____
- Shop and select gown, veil and accessories _____
- Select attendants' apparel _____
- Interview and select a photographer _____
- Interview and select a floral designer _____
- Schedule engagement photo session date _____
- Interview and select a videographer _____
- Select musicians and music for ceremony and reception _____
- Consult your travel agent about honeymoon plans _____

Three to Six Months

- Select and order men's formal wear _____
- Order invitations, personal stationery and wedding programs _____
- Professionally prepare and print map (include in invitation) _____
- Secure reservations and lodging for honeymoon _____
- Register gift preferences with two or more bridal registries _____
- Reserve rental items: candelabra, arches, linens, etc. _____
- Reserve limousine, carriage, trolley or coach transportation _____
- Select make-up artist and begin skin care routine _____
- Reserve hotel rooms for out-of-town guests _____
- Plan exercise program in your routine _____
- Sample and order wedding cakes _____

Six to Eight Weeks

- Send local newspaper wedding announcement/photograph _____
- Shop for trousseau wardrobe for honeymoon, parties _____
- Mail invitations _____
- Plan attendants' gifts; gifts for each other _____
- Review and finalize floral and decorating arrangements _____
- Experiment with hairstyles and make-up with veil/hat _____
- Select ceremony accessories: unity candle, ring pillow, etc. _____
- Select reception decorations: balloons, candles, etc. _____
- Confirm all professional services in writing _____
- Schedule physical exams and update immunizations _____
- Select photos for your video montage _____
- Select your flower preservationist _____
- Final gown fitting Date: _____
- Final attendants' fitting Date: _____

Two to Four Weeks

- Schedule appointments for manicure, pedicure, facial, massage _____
- Mail invitations for rehearsal dinner _____
- Send activity information to out-of-town guests from Convention Bureau and/or local Chamber of Commerce _____
- Make toiletry baskets for reception _____
- Schedule bridal portrait (remember make-up artist) Date: _____
- Make reservations for bridesmaids' brunch/luncheon _____
- Confirm honeymoon reservations, select luggage _____
- Record gifts as you receive them; write thank-you notes _____
- Schedule final appointments for hair stylist and make-up artist _____
- Confirm time and wedding rehearsal schedule with everyone _____
- Review reception seating; order place cards/calligrapher _____
- Confirm wedding party transportation and arrival times _____
- Confirm lodging for out-of-town guests _____
- Arrange for professional gown and bouquet preservation _____
- Arrange name/address changes on bank account, credit cards, driver's license, social security and utilities _____
- Secure marriage license _____

One to Two Weeks

- Pick up wedding rings; check sizes and engravings _____
- Final consultations with wedding consultant, florist, musicians, photographer, videographer, decorators, rental company, etc. _____
- Final guest count to reception facility and caterer _____
- Remind men to pick up formal wear/shoes and check for fit _____
- Complete a wedding day schedule, including schedule from photographer; give everyone a copy at rehearsal dinner _____
- Pack for your honeymoon _____
- Relax the day before! _____
- Your planning is complete. Your day will be wonderful! _____

ninety-day time line

Ninety Days or More

- Select date _____
Have backup dates in mind, and be prepared to be flexible in case the site, caterer, or officiant is already booked.
- Set budget _____
Establish your priorities. Ask for written estimates as you speak with vendors.
- Reserve your ceremony, reception and rehearsal dinner sites _____
Put down your deposits to make sure they are confirmed. Select an officiant for your ceremony.
- Select wedding rings _____
- Hire wedding coordinator _____
It might seem like an indulgence, but the professional advice and access that a coordinator offers can help save money in the end.
- Compile a guest list _____
Begin to notify out-of-town guests of the wedding date, so they can make necessary arrangements.
- Choose attendants and members of bridal party _____
Confirm their availability.
- Order gown and accessories including veil, gloves and shoes _____
Followed shortly by selecting your bridesmaids' dresses.
- Gift registration _____
- Interview:
 - Caterer _____
 - Photographer _____
 - Videographer _____
 - Florist _____
 - Bakery _____
 - Entertainment _____

Sixty Days

- Invitations _____
Select quickly and confirm every detail in writing. Try to mail out to your guests 4-6 weeks prior to your wedding.
Consider having your guests phone you on a voice mail for your RSVP.
- Select the food and beverage for the reception _____
- Plan and book honeymoon _____
Don't forget to consider where you want to spend your first night together after the wedding.
- Reserve accommodations for out-of-town guests _____
Will some of the guests need scheduled transportation?
- Select site for rehearsal dinner and bridesmaids' luncheon or brunch _____
- Select:
 - Photographer _____
Schedule appointment for engagement and bridal portrait photo shoot.
 - Videographer _____
 - Florist _____
 - Bakery _____
 - Entertainment _____
 - Limo or transportation _____
 - Makeup artist and hair stylist _____
Schedule appointment for day of wedding.

Thirty Days

- Meet with officiant and select music and reading for ceremony; determine rehearsal times _____
- Final dress fitting _____
- Photo shoot for bridal portrait and engagement _____
Make sure it will be ready for you to have time to get it framed.
- Marriage license _____
If you are going to change your name, complete proper documents. Send changes of address to post office.
- Send wedding announcements to newspaper _____
- Shop for gifts for the bridal party, parents and spouse _____
- Select and order men's apparel _____
- Purchase ceremony accessories: guest book and pen, ringbearer's pillow, etc. _____

Two Weeks

- Buy stockings, garter and any necessary special lingerie _____
- Arrange seating plans and write place cards _____
- Confirm details with all the vendors _____
- Confirm travel arrangements _____
- Confirm lodging for out-of-town guests _____
- Complete programs – include map to reception site if necessary _____
- Write thank-you notes as you receive gifts _____
- Write announcements _____
- Break in bridal shoes _____
- Arrange for professional gown and floral preservation _____

One Week

- Notify caterer of final guest count _____
- Wrap gifts for bridal party _____
- Pack for honeymoon _____
- Have facial or any other beauty treatments _____
- Bridesmaids' luncheon _____
- Assign different responsibilities to bridal party, such as handing out corsages and boutonnieres, programs and other necessary details _____
- Complete a wedding day schedule for vendors and bridal party _____
- Make arrangements for someone special to take home your wedding presents and preserve the top of your cake for your first anniversary _____

One to Two Days Before

- Men pick up tuxedos _____
- Manicure and pedicure _____
- Rehearse ceremony _____
- Enjoy rehearsal dinner _____

Day of

- Mail announcements _____
- Massage – helps to relax! _____
- Hair styled and makeup done _____
- Enjoy your wedding day!

an emergency kit for your wedding day

Murphy's Law states that if anything can go wrong, it will – at the worst possible moment. But you can break Murphy's Law on your wedding day by being prepared for unexpected emergencies. By putting together an emergency kit, you can save your time, your energy, and, most importantly, your sanity should something start to go wrong.

To create your wedding day emergency kit, decorate a box or basket in coordinating wedding colors. As you think of all the possible things that could solve your wedding day emergencies, collect the items and put them in your box or basket. Before you know it, you'll be more than prepared. Some of the items are available in travel sizes for convenience. This emergency kit also makes a creative bridal shower gift.

Here's a starter list of supplies:

- Fingernail polish – one bottle in your color and one bottle of clear to fix runs in pantyhose
- Nail files and trimmers
- Extra pairs of pantyhose one for bride and one for bridesmaids
- Anti-static cling spray
- Mirror, brush, comb, hairspray, bobby pins and safety pins
- Deodorant, perfume and body powder
- Extra blush, waterproof mascara, eyeshadow, lipstick, facial powder
- Cotton swabs, tissues, handy wipes, cotton balls
- Spray-on spot remover
- Hair dryer and curling iron
- Sanitary needs
- Telephone list of all members in the wedding party
- Telephone list of your photographers, florist, caterer, limousine service, videographer, etc. Also include your second and third choices of these services in case one cancels at the last minute.
- Plastic bags for quick clean-ups
- Antacids, aspirin, allergy medicine and bottled water
- Sewing kit, matching thread, extra buttons, scissors, safty pins
- Clear packing tape
- Hand soap, toothpaste, toothbrush
- Extra earring backs
- Contact lens supplies
- Back-up shoes in case your strap/heels breaks
- _____
- _____
- _____

who's in charge on your wedding day?

	<u>Name</u>	<u>Phone</u>
<input type="checkbox"/> Rings _____	_____	_____
<input type="checkbox"/> Bride's Wedding Gown _____	_____	_____
<input type="checkbox"/> Groom's Tuxedo _____	_____	_____
<input type="checkbox"/> Makeup _____	_____	_____
<input type="checkbox"/> Gifts on Table (Gift Police) _____	_____	_____
<input type="checkbox"/> Guest Book Table _____	_____	_____
<input type="checkbox"/> Securing Gift Cards to Gifts _____	_____	_____
<input type="checkbox"/> Paying Officiant _____	_____	_____
<input type="checkbox"/> Transportation _____	_____	_____
<input type="checkbox"/> Flowers _____	_____	_____
<input type="checkbox"/> Aisle Runner _____	_____	_____
<input type="checkbox"/> Distributing Flowers to Relatives _____	_____	_____
<input type="checkbox"/> Delivering Bouquet to Floral Preservation _____	_____	_____
<input type="checkbox"/> Videographer _____	_____	_____
<input type="checkbox"/> Photographer _____	_____	_____
<input type="checkbox"/> Delivery/Placement of Bridal Portrait _____	_____	_____
<input type="checkbox"/> Lighting Candles Prior to Ceremony _____	_____	_____
<input type="checkbox"/> Transportation of Gifts from Reception _____	_____	_____
<input type="checkbox"/> Decorations on Cars _____	_____	_____
<input type="checkbox"/> Toast & Announcing the Couple _____	_____	_____
<input type="checkbox"/> Food & Catering _____	_____	_____
<input type="checkbox"/> Beverages & Bartender _____	_____	_____
<input type="checkbox"/> Cake Knife & Cutting _____	_____	_____
<input type="checkbox"/> Cake Toast _____	_____	_____
<input type="checkbox"/> Reception Decorations _____	_____	_____
<input type="checkbox"/> Music – Ceremony _____	_____	_____
<input type="checkbox"/> Music – Reception _____	_____	_____
<input type="checkbox"/> Limousine or Carriage _____	_____	_____
<input type="checkbox"/> Hotel Room Accommodations _____	_____	_____
<input type="checkbox"/> Bringing Marriage License _____ must be signed by clergy & witnesses	_____	_____
<input type="checkbox"/> Send Off Toast to Bride & Groom _____	_____	_____

planning calendar

Pace your planning by focusing on “what needs to be done this month.”
Organized, you won’t be worried – or even overwhelmed.

Month/Year _____ _____ _____ _____ _____ _____	Month/Year _____ _____ _____ _____ _____ _____
Month/Year _____ _____ _____ _____ _____ _____	Month/Year _____ _____ _____ _____ _____ _____
Month/Year _____ _____ _____ _____ _____ _____	Month/Year _____ _____ _____ _____ _____ _____

planning calendar

There is absolutely nothing, nothing that two women cannot do before noon.

Month/Year _____ _____ _____ _____ _____ _____	Month/Year _____ _____ _____ _____ _____ _____
Month/Year _____ _____ _____ _____ _____ _____	Month/Year _____ _____ _____ _____ _____ _____
Month/Year _____ _____ _____ _____ _____ _____	Month/Year _____ _____ _____ _____ _____ _____

a priceless list of wedding day responsibilities

Thanks to Lyn Snyder, JWIC, June Weddings, Inc.

Your wedding day should be an enjoyable and memorable occasion. After all, you've spent months planning for it! By the time the great day arrives, you should be as relaxed as possible, knowing that every detail of the day has been carefully considered and planned for. Or has it? Surely all those wedding check lists that you've religiously worked through covered all the angles for you...

It seems that all the checklists you worked with never dealt with the details of the wedding day itself. Everything, from who will be responsible for bringing the guest book to the ceremony to who will be responsible for the care and handling of your bridal gown and veil on the day after your wedding, is on this checklist to help you well before you're standing at the altar.

About one month before your wedding day, take some quiet time to mentally walk through the day itself. Begin at the ceremony and make a mental note of all the items necessary for the ceremony. Consider everything from your attire, to the guest book and pen, to the programs, etc. Then, on paper or on your computer, make a chart of this day. Start with the ceremony and who will be responsible for items at this location. Who will bring these items to the ceremony, where will the items be placed, who will remove them from the ceremony site, and where do the items end up? Remember, be specific. Your chart might look like this:

Ceremony items	Who will bring?	Where will item be placed?	Who will remove?	Where does it go after ceremony?
Guest book and pen				
Programs				
My gown				
Flowers				
Gifts received				
Ringbearer pillow				
Bible				
Rosary beads				
Bride's flowers				

Next, move on to the reception and do the same chart for this part of your wedding day. Being as specific as you can, list every detail, such as the bridal portrait and easel, toasting glasses, cake knife and server, disposable cameras, floral centerpieces, wedding gifts, toasting glasses, your cake top and extra wedding cake. Whose responsibility is this item, who will bring it to the reception, who will remove it from the reception, and where will it go? Your chart might look like this:

Reception items	Who will bring?	Where will item be placed?	Who will remove?	Where does it go after Reception?
Bridal portrait and easel				
Cake knife and server				
Toasting glasses				
Disposable cameras				
Bride's flowers				
Attendant flowers				
Gifts received				
Cake top				
Extra wedding cake				
Bride's going away clothes				
Gown and accessories				

Once you have completed your list and asked everyone on the list for their help, send them a brief letter of thanks. Include with this letter a summary of everyone else who is assisting you and what their responsibilities are. You may want to send everyone involved a copy of your chart. From this informational thank you letter, your assistants will not only know exactly what they are to do, but what your other assistants are doing as well. You will create a wonderful sense of teamwork.

One more note. The people you ask to assist you should not be people who are playing another important role in your wedding, such as the Maid of Honor or Best Man. Nor should they be anyone who is emotionally attached to your wedding, such as a Grandmother or a Godmother. The Maid of Honor at a recent wedding was asked to assist with bringing the programs to the church on the wedding day. She became so involved with her appearance and attire (remember she's going to be in those pictures too!), she forgot to pick up the programs. The guests were not only without a program for the ceremony, but also without maps to the reception site printed on the back of the program. Select your assistants wisely! Then do as all the wedding checklists advise you to do on your wedding day...relax and celebrate. You earned it.

reception checklist

There are so many details to investigate before committing to contractual agreements for your reception. Begin to interview locations 18 months before the wedding day. Once you are satisfied with all these points, and decisions have been made, secure the date and obtain a contract in writing.

The Location

- Proximity to the ceremony location
- Room capacity
- Date availability
- Discount days or time of day
- Rental fee and what it includes
- Time allowed to decorate
- Can you use same for ceremony?
- Other receptions booked same day
- No. of guests for space, comfortably
- Seated dinner or buffet style menu
- Terms of liability insurance
- Ratio of staff to guests
- Overtime charges
- Postponement/cancellation policy
- Gratuities and taxes
- Escalation clause
- Availability of valet parking
- Contract for valet service
- Coat check
- Clean restroom facilities
- No. of security personnel
- Changing room for everyone
- Handicapped access
- Availability of nursery/baby-sitter

Food and Drink

- Standard or customized menu
- Afternoon "High Tea" options
- Special meals for restricted diets
- Dessert-only reception
- Price per guest
- What does price include?
- Method of payment
- Set date for tasting menu
- Tour with wedding in progress
- Dessert table policy
- Availability of nonalcoholic beverages
- Top-shelf vs. house brands
- Cost of "open bar" vs. "service"
- Host's per-drink tab arrangement

- Bring your own? Corking fee
- Private label – for your party
- Supplier of wedding cake
- Cake cutting fee per slice
- On-site wedding coordinator
- "Floating" servers

Miscellaneous

- Musicians or DJ
- Floral designer
- Focal point arrangement
- Photographer/videographer
- Cake knife/server
- Food for band and helpers
- Dance floor
- Wedding guest book/table
- Gift table
- Cake table
- Seating floorplan
- Place cards
- Decorations/favors
- Throwing rice/seed/petals
- Complimentary wedding night suite
- Discounted guest rooms
- Audio/visual cart for video montage

Rentals for Other Locations

- Tent
- Chairs/tables
- China
- Cutlery/utensils
- Glassware
- Linens/table skirts
- Dance floor
- Serving trays/dishes
- Lighting/electrical outlets
- Heaters/air conditioners
- Restroom facilities
- Bar equipment
- Bartenders
- Valet arrangements

photography “must haves”

(a checklist)

The powerful emotions of your wedding day are etched in memory and are best preserved through the eyes of the photographer. Since your photo album will be the most permanent memory from your wedding event, use the helpful checklist below when meeting with your photographer.

- Bride dressing for ceremony
- Bride, full-length solo
- Bride with parents
- Bride with mother/father separately
- Bride with grandparents
- Bride with sisters/brothers
- Bride with maid of honor
- Bride with attendants
- Bride with groomsmen
- Bride with ringbearer, flower girl
- Groom, full-length solo
- Groom with parents
- Groom with mother/father separately
- Groom with grandparents
- Groom with sisters/brothers
- Groom with best man
- Groom with groomsmen
- Groom with bridesmaids
- Attendants getting ready
- Attendants outside church
- Parents being seated
- Bridesmaids walking down aisle
- Flower girl/ringbearer walking down aisle
- Bride and father walking down aisle
- Father giving bride's hand to groom
- Exchanging of vows
- Ring ceremony
- Exchanging kiss
- Recessional
- Formal bride and groom together
- Newlyweds and parents
- Newlyweds and entire bridal party
- Close-up of couple's clasped hands
- Receiving line – guests and bridal party
- Cake table
- Couple cutting cake
- Couple feeding cake to each other
- Best man toasting newlyweds
- Cake and punch servers
- Musicians
- Newlyweds' first dance
- Guests dancing
- Candid photos during reception
- Bride tossing bouquet
- Groom removing garter
- Groom tossing garter
- Catching bouquet and garter
- Guests throwing seeds, bubbles
- Newlyweds getting into limo, car or carriage
- Newlyweds waving goodbye
- Post-reception party
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

flower checklist

Estimate #1 _____

Florist _____

Contact _____

Phone _____

Estimate #2 _____

Florist _____

Contact _____

Phone _____

	No.	Unit Cost	Total Cost
Bride's Bouquet			
Maid (Matron) of Honor			
Bridesmaids' Bouquets			
Flower Girl			
Flower Girl Head Piece			
Mothers' Flowers			
Grandmothers' Flowers			
Hostess / House Party			
Groom's Boutonniere			
Best Man / Groomsmen			
Ushers / Ringbearer			
Fathers / Grandfathers			
Church Flowers			
Aisle Flowers / Ribbons			
Reception Buffet Table			
Bride's Cake Flowers			
Groom's Cake			
Head Table			
Guest Tables			
Miscellaneous			
ESTIMATED TOTAL			

No.	Unit Cost	Total Cost	Average Cost
			\$200 - \$650
			\$ 65 - \$275
			\$ 65 - \$275
			\$ 45 - \$175
			\$ 23 - \$125
			\$ 36 - \$ 80
			\$ 29 - \$ 72
			\$ 29 - \$ 54
			\$ 22 - \$ 38
			\$ 18 - \$ 24
			\$ 18 - \$ 24
			\$ 18 - \$ 24
			\$225 - \$850
			\$100 - \$225
			\$300 - \$1000
			\$125 - \$450
			\$ 50 - \$125
			\$150 - \$500
			\$ 50 - \$425
			\$432 - \$4609
			\$2000 - \$10,000

groom's checklist

We know your bride-to-be will appreciate all the help you can give with planning the wedding. Following is a list of planning details easily assumed by the groom.

Jeweler_____	Contact _____	Phone _____
Formal wear shop_____	Contact _____	Phone _____
Travel agency_____	Contact _____	Phone _____
Wedding site _____	Officiant _____	Phone _____
Restaurant_____	Contact _____	Phone _____

Six Months

- Decide division of financial obligations
- Set budget
- Set appointment with officiant
- Prepare your guest list
- Choose your best man and ushers (one usher per every 50 guests)
- Plan your honeymoon
- Check passports and visas

Four Months

- Buy wedding rings and order engraving
- Select formal wear
- Shop for new home furnishings
- Make reservations for honeymoon
- Have a complete physical exam and update your immunizations
- Set appointment for blood test requirement varies from state to state)
- Shop for clothing for wedding trip

Two Months

- Set date with your fiancée to get marriage license (state laws vary as to length of valid license)
- Make reservations for rehearsal dinner

One Month

- Select your bride's gift and gifts for your attendants
- Review legal, medical and church documents
- Find lodging for out-of-town guests
- Reserve limousine or arrange special transportation for bridal couple and wedding party
- Confirm honeymoon details and reservations

Two Weeks

- Arrange to move your belongings to new home
- Plan bachelor party or dinner
- Schedule hair-styling appointment

One Week

- Confirm time and place of wedding rehearsal and rehearsal dinner with all attendants
- Give final guest count to restaurant
- Pick up wedding rings
- Pick up your formal wear
- Give best man officiant's fee in sealed envelope for delivery
- Pack for honeymoon
- Relax, you've been a big help

bridal registry notes

Dinnerware

Dining room colors or theme _____

Kitchen room colors or theme _____

Formal pattern _____

Casual pattern _____

Place settings _____

Soup bowls _____

Butter dish _____

Vegetable dish _____

Gravy boat _____

Salt & pepper _____

Platter _____

Sugar _____

Creamer _____



Stemware

Formal pattern _____

Casual pattern _____

Water goblet _____

Wine glasses _____

Iced beverage _____

Champagne _____



Flatware

Place settings _____

Tablespoon _____

Pierced tablespoon _____

Gravy ladle _____

Butter knife _____

Sugar shell _____

Cold meat fork _____

Iced beverage spoons _____

bridal registry notes

Cookware

- Omelet pan _____
- Skillet/fry pan _____
- Dutch oven _____
- Stockpot _____
- Saucepan _____
- Roasting pan _____
- Wok _____
- Cookie sheet _____
- Muffin pan _____
- Cake pan _____
- _____
- _____



Bedroom

- Bedroom colors or theme _____
- _____
- Comforter/duvet _____
- Dust ruffle _____
- Bed pillow _____
- Bedspread _____
- Blanket _____
- Sheet set _____
- Mattress pad _____
- Decorator pillows _____
- Pillow sham _____
- _____
- _____

Bathroom

- Bathroom colors or theme _____
- _____
- Bath towel _____
- Hand towel _____
- Washcloth _____
- Fingertip towel _____
- Shower curtain _____
- Bath rug _____
- _____
- _____

marriage license laws

A wedding is an occasion of great joy. It is a time to think of love, relationships and the future. Before you can turn your thoughts to the joy of the occasion, you must comply with the laws governing marriages in Texas.

Making It Legal with a License

Marriage licenses may be obtained from the County Clerk of any County in the State. Persons applying for a license may appear together or separately before the County Clerk. Persons residing out-of-state may apply for a license using an affidavit which may be obtained from the Clerk's office. Each applicant must submit:

1. Proof of identity and age (generally a certified copy of birth certificate, driver's license, passport, military ID). Social Security numbers are required.
 2. Proof of parental consent if an applicant is under the age of eighteen (must be given during the 30-day period prior to, or on, the date of application).
 3. Proof that any prior marriage has been dissolved.
 4. The State of Texas charges \$60.00 for a marriage license. (This \$60 fee is waived if couples attend a State of Texas four hour marriage counseling class.) Also, each county charges an additional fee; check with your local City Hall for exact costs. Typically, all only accept cash payments.
- Each applicant must complete the application, take the oath printed on the application and, sign it before the County Clerk.
 - A person may not remarry in Texas within 30 days of the date he or she has been divorced by a decree of a court of the State of Texas unless the applicants are remarrying each other or the prohibition has been waived by a court order for good cause.
 - No medical examination or blood test is required prior to the issuance of a marriage license in the State of Texas.
 - A marriage license expires 30 days following its issuance if the ceremony has not been performed during that period.
 - Any authorized person may perform a wedding ceremony.
 - A wedding ceremony may not take place within 72 hours of the issuance of a license unless an applicant obtains a court order waiving the waiting period.
 - A duplicate marriage license may be obtained from the Clerk's office with proof of identity.

Visit

www.DSHS.State.TX.US/vs/Field/LocalRemoteDistrict.shtm

www.DallasCounty.org/Department/CountyClerk/Marriage-License.html
214.653.7559 (or 7131)

www.DallasCityHall.com/services/services.html

valuable telephone and e-mail checklist

Bridal Salon _____	_____
Cake Designer _____	_____
Caterer _____	_____
Ceremony Location _____	_____
Ceremony Musicians _____	_____
Floral and Event Designer _____	_____
Floral Preservationist _____	_____
Formal Wear _____	_____
Gown Preservation _____	_____
Hair Stylist _____	_____
Invitation Designer _____	_____
Jeweler _____	_____
Limousine/Transportation Service _____	_____
Makeup and Nail Artists _____	_____
Massage Therapist _____	_____
Photographer _____	_____
Reception Entertainment _____	_____
Reception Location _____	_____
Rehearsal Dinner Location _____	_____
Rental Company _____	_____
Travel Agent _____	_____
Videographer _____	_____
Wedding Consultant _____	_____
Wedding Officiant _____	_____

planning calendar

2009

JANUARY

S	M	T	W	T	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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FEBRUARY

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MARCH

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APRIL

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JUNE

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JULY

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SEPTEMBER

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NOVEMBER

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DECEMBER

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- January
- 1st - New Year's Day
- February
- 14th - Valentine's Day
- April
- 9th - Passover
 - 10th - Good Friday
 - 12th - Easter

- May
- 10th - Mother's Day
 - 25th - Memorial Day
- June
- 21st - Father's Day
- July
- 4th - Independence Day

- September
- 7th - Labor Day
 - 19th - Rosh Hashanah
 - 28th - Yom Kippur
- October
- 12th - Columbus Day

- November
- 26th - Thanksgiving Day
- December
- 12th - Hanukkah
 - 25th - Christmas Day

2010

JANUARY

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- 25th - Thanksgiving Day
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 - 25th - Christmas Day

honeymoon checklist



ESSENTIALS

- Tickets
- Passport

ALL persons, including U.S. citizens, traveling by air between the United States and Canada, Mexico, Central America, the Caribbean and Bermuda are required to present a valid passport

- Vaccination Certificate
- Wallet/Money Pouch
- Travelers Checks
- Itinerary
- Reservations
- Confirmation Numbers
- Cell Phone
- Phone Numbers

GENERAL LIST

- Single Bills for Tips
- First Aid Kit
- Camera/Film/Batteries
- Clock
- Comb/Brush
- Deodorant
- Sewing Kit
- Ziploc Bags
- Prescriptions

- Medicines
- Safety Pins
- Soap/Sanitizer
- Spot Remover
- Suntan Lotion
- Toothbrush
- Insect Repellent
- Candles
- Umbrella
- Calling Cards
- Pen and Paper
- Insurance Cards
- Addresses/Stamps
- Glasses
- Sunglasses

LIST FOR GROOM

- Bathing Trunks
- Cuff Links
- Ties & Clasp
- Gloves
- Handkerchiefs
- Hat
- Pajamas
- Raincoat/Topcoat
- Robe/Beach Coat

- Shaving Kit
- Shirts
- Shoes/Socks
- Slacks/Jeans
- Slippers/Thongs
- Suits
- Underwear

LIST FOR BRIDE

- Belts/Gloves
- Blouses
- Coat
- Cosmetic Kit
- Dresses
- Handbag/Fannypak
- Hose
- Jewelry
- Lingerie/Trousseau
- Raincoat/Boots
- Robe/Beach Wrap
- Scarf/Shawl
- Shoes/Dress, Walk
- Slippers/Thongs
- Swim Suit
- Sweaters
- Evening Wear