

YOUR MAINE WEDDING

planner



RACHEL BELL PHOTOGRAPHY

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**YORK
REGION**
Chamber of Commerce

You can get there from here...if you tackle one task at a time!

12 MONTHS BEFORE...

To do by this date:

- Announce your engagement
- Pick a wedding date

- Book your reception venue

- Choose your wedding theme and style

- Come up with a basic budget
- Create a guest list
- Come up with attire ideas
- Meet with wedding consultants
- Start researching vendors

11 MONTHS BEFORE...

To do by this date:

- Select your wedding planner
- Decide on your wedding theme and decorations for your reception
- Meet with several caterers
- Decide on hiring a DJ or a band
- Determine your ceremony music
- Book your photographer and videographer

- Make a list of photos you want taken
- Research florists
- Reserve ceremony venue and put down a deposit
- Secure parking and transportation for your guests and wedding party
- Shop for your wedding gown
- Choose your wedding party

- Meet with your chosen officiant
- Discuss a honeymoon budget

- Reserve any rental equipment
- Mail save-the-date cards

10 MONTHS BEFORE...

To do by this date:

- Decide on your caterer
- Order your wedding gown
- Order your ice sculpture or other specialty items
- Obtain permits for your ceremony and reception, if necessary
- Select and reserve musicians and soloists for ceremony

- Discuss attendants' duties with maid of honor and best man

9 MONTHS BEFORE...

To do by this date:

- Register for gifts
- Decide on the bar for reception
- Create a reception song list
- Order headpiece, veil, and shoes
- Confirm orders and delivery date for wedding attire
- Research airline, hotel, and rental car for honeymoon

8 MONTHS BEFORE...

To do by this date:

- First gown fitting
- Choose and order bridesmaid gowns
- Select your florist
- Send engagement photo and announcement to local newspapers

7 MONTHS BEFORE...

To do by this date:

- Review plans with your wedding planner
- Discuss groomsmen's attire
- Select attire for flower girl and ring bearer
- Determine design, wording, font, and paper stock for wedding invitations, table cards, and thank you notes
- Hire a calligrapher
- Determine order of events for ceremony and choose wording for programs

- Select and order wedding rings
- Buy bridal accessories like jewelry, lingerie, etc.
- Choose what guests will throw at the ceremony (rose petals, birdseed, bubbles, etc.)

6 MONTHS BEFORE...

To do by this date:

- Review and approve proofs of invitations
- Discuss honeymoon plans
- Meet with your caterer and have a menu tasting

5 MONTHS BEFORE...

To do by this date:

- Order table cards and place print order for programs
- Finalize honeymoon plans
- Taste cakes and choose a baker
- Place wedding cake order and arrange delivery
- Make reservations for rehearsal dinner and select menu

4 MONTHS BEFORE...

To do by this date:

- Address invitations or have calligrapher do it for you
- Choose vows
- Try on tuxedo
- Buy or rent groom's wedding accessories
- Reserve honeymoon

2-3 MONTHS BEFORE...

To do by this date:

- Mail invitations
- Final gown fitting
- Have bridesmaid gown fitting
- Have groom and groomsmen fitted for formal wear and reserve
- Prenup? Meet with an attorney
- Purchase attendants' gifts
- Make an appointment with your hairstylist for a consultation and your wedding day hairdo

6 WEEKS BEFORE...

To do by this date:

- Send rehearsal dinner invites if you didn't include them in your wedding invitations

Wedding Date: _____

- Write thank you notes as you receive gifts
- Confirm playlist with DJ or band
- Purchase gift for your fiancé/fiancée
- Select menu for post-wedding brunch if necessary
- Shop for wedding favors
- Visit your hairdresser and practice wedding-day do

4 WEEKS BEFORE...

To do by this date:

- Apply for marriage license
- Confirm floral order and arrange delivery
- Meet with ushers and assign duties
- Discuss details of the ceremony with officiant
- Determine placement of programs at ceremony
- Arrange for a prep and break area for band or DJ
- Create seating chart for reception
- Dry-run with makeup artist and schedule him/her for wedding day
- Schedule manicure and pedicure for the day before your wedding
- Finalize details with photographer and videographer
- Finalize honeymoon reservations

3 WEEKS BEFORE...

To do by this date:

- Finalize list of reception guests
- Send head count to caterer
- Arrange for delivery of decorations
- Call anyone who hasn't responded to the invitation

1 WEEK BEFORE...

To do by this date:

- Pack for honeymoon
- Pick up wedding dress
- Go have your manicure and pedicure

WEDDING DAY...

Do today!

- Eat a good breakfast
- Get hair done
- Bring an extra shot list for photographer
- Give wedding rings to best man
- Try to relax and savor every moment!

Decide on your budget before you start planning, setting priorities based on what is important to both you and your fiancé. Use this worksheet to keep track of it all.

CEREMONY:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Site fee			
Officiant fee			
Other			

RECEPTION:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Venue			
Rentals			
Food, service, tip			
Beverages			
Cake			
Tax			
Other			

ATTIRE:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Wedding gown			
Alterations			
Headpiece and veil			
Bridal accessories			
Salon services			
Groom's formalwear			
Groom's accessories			
Other			

WEDDING RINGS:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Bride's ring			
Groom's ring			

FLOWERS & DECORATIONS:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Ceremony floral arrangements			
Reception floral arrangements			
Bride's bouquet			
Bridesmaids' bouquets			
Flower girl			
Boutonnieres			
Ring bearer pillow			
Reception decorations			
Special lighting			
Ice sculpture			

MUSIC:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Ceremony musicians			
Cocktail hour			
Reception entertainment			
Dance floor rental			
Sound system rental			
Other			

PHOTOGRAPHY & VIDEOGRAPHY:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Photographer			
Videographer			
Photobooth			
Other			

STATIONERY:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Save-the-date cards			
Invitations			
RSVP			
Postage			
Place cards			
Menu cards			
Thank-you cards			
Programs			
Other			

TRANSPORTATION:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Limousine or car rental			
Transportation for guests			
Other			

FAVORS & GIFTS:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Welcome gifts for out of towners			
Wedding party gifts			
Other			

TOTAL:	BUDGETED AMOUNT	VENDOR ESTIMATE	ACTUAL COST
Grand total			

Choosing your ceremony and reception location(s) is one of the first things you need to decide on for your wedding day. Read the fine print before signing a contract!

POSSIBLE VENUES:

Ceremony Location _____

Dates Available _____

Indoor/Outdoor _____

Reception Location _____

Dates Available _____

Indoor/Outdoor _____

Miles from ceremony site _____

QUESTIONS TO ASK:

- When is it available?
- How many people can the space accommodate?
- How close/far is it from your ceremony/reception location?
- What sort of parking is available?
- Is the price within your budget?
- Is there an in-house caterer?
- Are the linens, chairs, etc. included?
- Will there be other weddings going on during the day of your wedding?
- Are you allowed to move furniture or hanging art/photos?
- Are there overnight accommodations for your guests? Is there a discount?
- Can you have a band? Candles? Fireworks?
- How late can the bar be open?
- Does the cost include a service charge?

SERVICES PROVIDED:

	YES	NO
Rooms for guests	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>
Staff to cut the cake	<input type="checkbox"/>	<input type="checkbox"/>
Adequate parking	<input type="checkbox"/>	<input type="checkbox"/>
Valet	<input type="checkbox"/>	<input type="checkbox"/>
Coat check	<input type="checkbox"/>	<input type="checkbox"/>
On-site wedding coordinator	<input type="checkbox"/>	<input type="checkbox"/>

ON-SITE AVAILABILITY:

Tables	<input type="checkbox"/>	<input type="checkbox"/>
Chairs	<input type="checkbox"/>	<input type="checkbox"/>
Chair covers	<input type="checkbox"/>	<input type="checkbox"/>
China, glassware, and silverware	<input type="checkbox"/>	<input type="checkbox"/>
Linens	<input type="checkbox"/>	<input type="checkbox"/>
Decorations	<input type="checkbox"/>	<input type="checkbox"/>
Decorating restrictions	<input type="checkbox"/>	<input type="checkbox"/>
Disabled access	<input type="checkbox"/>	<input type="checkbox"/>

SITE FEATURES:

Chandeliers	<input type="checkbox"/>	<input type="checkbox"/>
Piano	<input type="checkbox"/>	<input type="checkbox"/>
Balcony	<input type="checkbox"/>	<input type="checkbox"/>
Stage	<input type="checkbox"/>	<input type="checkbox"/>
Fireplace	<input type="checkbox"/>	<input type="checkbox"/>
View	<input type="checkbox"/>	<input type="checkbox"/>
Dance floor	<input type="checkbox"/>	<input type="checkbox"/>

It's important for you to find a wedding photographer and/or videographer that you click with. Take your time and do your research. You will also want to find out if your ceremony site has any photo restrictions before the big day.

POSSIBLE PHOTOGRAPHERS:

QUESTIONS TO ASK:

- Are they the photographer who will be taking your wedding photos or is it an assistant?
- Do they have a website of their work?
- What is their shooting style?
- How many photos will they take?
- Who has the copyright of the images?
- Do they provide a disc with images?
- How many hours will they shoot?
- Have they photographed at your ceremony or reception site before?
- Will they visit the venue beforehand?
- How long does it take to see the proofs?
- How long does it take to get the final images?
- Will they make an online gallery?
- Do they shoot digitally?
- Is a deposit required? If so, how much?
- Do they offer a photobooth?

CHECKLIST OF PEOPLE, PLACES, EVENTS, AND THINGS YOU WANT PHOTOGRAPHED:

Pre-wedding:

- Bride having her hair styled and make up applied
- Wedding gown on hanger
- Bride's veil, shoes, and accessories
- Candid shots of bride preparing with bridesmaids
- Bride putting on dress
- Bridesmaids getting ready
- Groom getting ready
- Groomsmen getting ready
- Ceremony location before arrival
- Guests arriving at ceremony
- _____
- _____
- _____
- _____

Formal Portraits:

- Bride
- Groom
- Bride and Groom
- Bride and Groom with each set of parents and grandparents
- Bride and groom with entire wedding party
- _____
- _____
- _____
- _____

Bride:

- Bride, full length front
- Bride, full length back
- Bridal bouquet
- Bride with both parents
- Bride with mother and father separately
- Bride with grandparents

- Bride with siblings
- Bride with maid/matron of honor
- Bride with each bridesmaid
- Bride with all attendants
- Bride with flower girl and ring bearer
- Bride with groomsmen
- _____
- _____
- _____

Groom:

- Groom, full length
- Groom with both parents
- Groom with mother and father separately
- Groom with grandparents
- Groom with siblings
- Groom with best man
- Groom with each groomsman
- Groom with all his attendants
- Groom with bridesmaids
- _____
- _____
- _____

Ceremony:

- Exterior and interior shots of venue
- Musicians
- Groomsmen entering ceremony
- Parents being seated
- Bridesmaids walking down the aisle
- Flower girl and ring bearer walking down the aisle
- Officiant and groom
- Bride and father walking down the aisle

- Groom's expression at seeing bride
- Father giving bride's hand to groom
- Guests watching ceremony
- Vow exchange
- Ring exchange
- Candid shots of bride and groom's faces
- Other ceremonious events
- First kiss
- Recessional
- _____
- _____
- _____

Reception:

- Exterior and interior shots of venue
- Place cards
- Centerpieces
- Place settings
- Favors
- Guests at cocktail party
- Guests signing guestbook
- Bridal party introductions
- Toasts
- Musicians
- Bride and groom's first dance
- Father/Daughter dance
- Mother/Son dance
- Guests dancing
- Cake and cake cutting
- Bouquet/Garter toss
- Newlywed transportation
- _____
- _____
- _____
- _____
- _____

POSSIBLE VIDEOGRAPHERS:

QUESTIONS TO ASK:

- Do they have examples of their work?
- How long have they been a professional wedding videographer? How many weddings have they worked on?
- What sorts of packages do they offer?
- Are they able to accommodate restrictions at the ceremony location?
- Are you able to keep unedited footage? Is there an additional fee?
- Does the videographer work alone or in a team? Can you meet the other people?
- What is the charge per DVD if your friends or family want a copy?
- Have they worked at your reception venue before?
- Do they offer other services like lighting design?
- What types of cameras will they use? How new is their equipment?
- How long will it take to finish the video?
- How far in advance must you book their services?
- What is their cancellation policy?
- Is a deposit required? If so, how much?

CHECKLIST OF EVENTS YOU WANT FILMED:

Pre-wedding:

- Salon
- Make up
- Getting dressed
- _____
- _____
- _____

Ceremony:

- Guests arriving
- Wedding party
- Ceremony
- Guests leaving
- _____
- _____
- _____

Reception:

- Guests arriving
- Announcing newlyweds and wedding party
- Toasts
- First dance
- Father/Daughter dance
- Mother/Son dance
- Cake cutting
- Bouquet & garter toss
- Wedding wishes from individual guests
- Guests dining
- Guests dancing
- Bride and groom departing
- _____
- _____
- _____
- _____

Music can make or break your wedding day. You will need music at your ceremony and reception—whether you hire the same vendor to do both or separate groups is totally up to you. Make sure you do your homework and check references.

**POSSIBLE DJS/
BANDS/MUSICIANS:**

QUESTIONS TO ASK:

- Do they have a package for the ceremony and reception?
- Do they have a versatile playlist?
- If you provide them with a list of songs, will they play them?
- If they are a band, do they play recorded music between sets?
- Do they have a demo CD?
- How many people need to be added to the catering head count?
- Do they need a room to get dressed?
- Can you control the volume of the music?
- How much time do they need to set up?
- Will they act as the master of ceremonies?
- When do they start charging overtime? What is the cost?
- Do they have their own public address system?
- How far in advance must you book their services?
- Is a deposit required? If so, how much?
- What is their cancellation policy?

CEREMONY:

Prelude _____

Processional _____

Service _____

Recessional _____

Postlude _____

RECEPTION:

Cocktail hour _____

Couple's first dance _____

Father/Daughter dance _____

Mother/Son dance _____

Dinner _____

Cake cutting _____

Last dance _____

SONG LIST FOR RECEPTION:

DO NOT PLAY LIST:

What's a party without the food? Your venue may provide their own catering services, or you might have to hire a caterer on your own. A full-service caterer should be able to provide you with more than a great meal—they should also supply experienced servers, rentals, such as linens, china, glassware, and silverware, and will also guide you in planning your sumptuous menu.

POSSIBLE CATERERS:

QUESTIONS TO ASK:

- What sorts of packages do they offer?
- What exactly do the packages include?
- Can you create a mix and match menu?
- Will they adapt their menu to your budget?
- Will they have a menu tasting for you?
- Do you have to pay for the tasting?
- Have they worked at your reception site before? If not, will they visit before your wedding day?
- What is the deadline for the final head count?
- How far in advance must you book their services?
- When must the menu be finalized?
- Do they provide silverware, stemware, china, salt and pepper shakers, etc.? Can you see them?
- Do they provide chairs, linens, or tables? Can you see them?
- What will the server to guest ratio be?
- Where will the leftover food go?
- Do they have a license to operate and serve liquor?
- Do they provide bar service?
- Do they charge an opening fee per bottle?
- Will they have a beverage service for the tables?
- Do they provide the alcohol? If so, do they charge a corking fee?
- Do they have photos of previous buffet arrangements?
- Do they have references you can call?
- Is there a deposit required? If so, how much?
- What is their cancellation policy?

TYPE OF MEAL:

- Brunch Lunch Cocktails Dinner

COURSES:

- Hors d'oeuvres Appetizer Soup
- Salad Entree Dessert

SERVICE:

- Cocktail
- Passed hors d'oeuvres (or) Stationary hors d'oeuvres
- Buffet
- Staff-served (or) Self-served
- Seated meal
- Family style American style French style
- Russian style White glove

ENTREES:

- Beef _____
- Chicken _____
- Pork _____
- Seafood _____
- Lamb _____
- Pasta _____

Special requirements:

- Vegetarian Kosher Halal Other

DESSERT:

- Cake _____
- Will staff cut/serve the cake? Yes No
- Other _____

ALCOHOL:

- Full bar Beer and wine only Wine with dinner
- Champagne toast Specialty cocktail(s)

RENTALS:

- Tables Chairs Chair covers Linens
- China, stemware, silverware, etc.

If your venue or caterer doesn't provide a wedding cake, you're going to have to go shopping. Grab your fork and hit the streets! When meeting with your baker, bring images of cakes you love and swatches from your color palette.

POSSIBLE BAKERIES:

QUESTIONS TO ASK:

- Do they specialize in certain flavors?
- Do they have a website or photos of their work?
- Can they create a custom cake from a photo or idea?
- Can they match your wedding palette colors?
- Do they typically use fondant, buttercream, or something else?
- Can they create special cakes for certain dietary needs?
- Do they offer a cake tasting? If so, what is the fee?
- How are the cakes priced? By the serving or by the cake?
- Can they create a cake with different flavors for each layer?
- How far in advance do you need to book their services?
- Do they deliver the cake? If so, what is the fee?
- Do they supply a base or cake stand? If so, can you return it?
- Do they provide take home boxes?
- Is a deposit required? If so, how much?
- What is their cancellation policy?

CAKE STYLE:

Type of cake _____

Cake flavor and filling _____

Type of frosting _____

Frosting flavor _____

CAKE ACCESSORIES:

Cake topper _____

Flowers _____

Decorations _____

Cake stand _____

Cake boxes _____

Cake knife and server _____

CAKE COST:

Total cake cost _____

Delivery charge _____

Cake stand rental fee _____

Cake knife and server rental fee _____

Deposit amount _____

Balance and due date _____

SET UP DETAILS:

Location _____

How to decorate cake table _____

Part to save for bride and groom _____

Person to clean and store rental accessories _____

Time of delivery _____

GROOM'S CAKE:

Type of cake _____

Cake flavor and filling _____

Type of frosting _____

Frosting flavor _____

Total cake cost _____

Flowers are a beautiful way to add color and style to your wedding day. No bride is complete without a bouquet and your bridesmaids would look amiss with nothing natural in their hands. And don't forget the groom! Clever boutonnieres are all the rage right now.

POSSIBLE FLORISTS:

QUESTIONS TO ASK:

- Do they have examples of their work?
- Will they be doing arrangements for another wedding on the same day?
- Will the florist you had your consultation with actually be doing the work?
- What is the maximum distance they'll travel?
- How far in advance do you need to confirm your order?
- Can they provide flowers for the cake?
- Do they charge for breakage?
- Do they handle the set up at the venue?
- Will they label each piece for its intended party member?
- Do they rent or provide props such as columns or arches?
- Will the flowers be moved from the ceremony to the reception? Will the florist staff handle the move?
- Is a deposit required? If so, how much?
- What is their cancellation policy?

WEDDING PARTY:

Bride's bouquet _____

Bridesmaid's bouquet _____

Flower girl's bouquet or basket _____

Groom's boutonniere _____

Groomsmen's boutonniere _____

Usher's boutonniere _____

Ring bearer's boutonniere _____

Ring bearer's pillow _____

Mother of the bride/groom's corsage _____

Father of the bride/groom's boutonniere _____

Wedding coordinator _____

Officiant _____

CEREMONY:

Altar/Chuppa _____

Aisle markers _____

Other _____

RECEPTION:

Entryway _____

Table centerpieces _____

Cake table flowers _____

Gift table arrangement _____

Guest book table arrangement _____

Restrooms _____

YOUR DECORATING COLOR PALETTE:

Swatch 1	Swatch 2
Swatch 3	Swatch 4

DECORATING IDEAS:

What's the best part of planning a wedding? Dress shopping! Your wedding day attire will be the most special outfit you'll ever wear. No matter your style, consider all of your options.

WEDDING GOWN RETAILERS:

QUESTIONS TO ASK:

- What designers do they carry?
- Do you place an order or buy your dress off the rack?
- If you order your dress, how long will it take to arrive?
- Can they guarantee a delivery date?
- Do they have a website where you can shop online?
- Do they handle alterations? If so, what will the added cost be?
- Do they have sales?
- Do they sell shoes and accessories?
- Do they dye shoes?
- Do your bridesmaids have to physically try on their dresses or can they send measurements?
- Is there a discount if you buy your gown and the bridesmaids dresses at the same place?
- Do they offer refunds?
- Is a deposit required? If so, how much?

BRIDE:

Gown _____

Headpiece _____

Veil _____

Lingerie _____

Hosiery _____

Petticoat _____

Garter _____

Shoes _____

Jewelry & accessories _____

Gloves _____

Wrap or shawl _____

Other _____

BRIDESMAIDS:

Dress _____

Hosiery _____

Shoes _____

Jewelry & accessories _____

Wrap or shawl _____

Other _____

FLOWER GIRL(S):

Dress _____

Hosiery _____

Shoes _____

Jewelry & accessories _____

Wrap or shawl _____

Other _____

MOTHER OF THE BRIDE/MOTHER OF THE GROOM:

Dress _____

Hosiery _____

Shoes _____

Jewelry & accessories _____

Wrap or shawl _____

Other _____

Women go crazy for a sharp dressed man—so don't disappoint on your wedding day. Whether you and your groomsmen decide to rent tuxes or buy suits and ties, don't forget you need to look good, too.

FORMALWEAR RETAILER/RENTAL:

QUESTIONS TO ASK:

- What designers do they carry?
- How far in advance do you have to rent your tux/suit?
- Can they guarantee a delivery date?
- Do they have a website where you can shop online?
- Do they sell/rent shoes, ties, vests, etc.?
- Do your groomsmen have to physically try on their suit/tux or can they send measurements?
- When can you pick up your suit/tux?
- Do they carry large sizes?
- Do they offer refunds?
- Is a deposit required? If so, how much?
- When do you have to return your suit/tux after your wedding?

GROOM:

Coat _____

Shirt _____

Vest _____

Pants _____

Cummerbund _____

Tie or bowtie _____

Cufflinks _____

Socks & shoes _____

Other _____

GROOMSMEN:

Coat _____

Shirt _____

Vest _____

Pants _____

Cummerbund _____

Tie or bowtie _____

Cufflinks _____

Socks & shoes _____

Other _____

RING BEARER(S):

Coat _____

Shirt _____

Vest _____

Pants _____

Cummerbund _____

Tie or bowtie _____

Cufflinks _____

Socks & shoes _____

Other _____

FATHER OF THE BRIDE/FATHER OF THE GROOM:

Coat _____

Shirt _____

Vest _____

Pants _____

Cummerbund _____

Tie or bowtie _____

Cufflinks _____

Socks & shoes _____

Other _____

Planning a wedding is hard work—but don't forget about the honeymoon! You and your fiancé deserve some rest and relaxation.

TRAVEL AGENTS:

IDEAS:

QUESTIONS TO ASK:

- Are you a certified travel counselor?
- What is the tipping etiquette overseas?
- How do you convert your currency?
- Are there safety concerns where you're going?
- Who do I call after hours with an emergency?
- Should you rent a car?
- How many airport connections?
- Are there nonsmoking/smoking accommodations?

It's important to thank your wedding party with thoughtful gifts. After all, they've probably spent a pretty penny to just be in your wedding.

BUDGET:

GIFT RETAILERS:

GROOMSMEN/USHERS:

BRIDESMAIDS:

RINGBEARER:

FLOWER GIRL(S):

PARENTS:

Use this wedding day checklist to make sure you have everything you need on your special day.

BRIDE'S ATTIRE

- Gown
- Headpiece and veil
- Lingerie
- Hosiery and garter
- Shoes
- Jewelry and accessories
- Shawl, wrap
- Gloves

GROOM'S ATTIRE

- Coat and pants
- Shirt
- Cummerbund or vest
- Tie/bowtie

- Cufflinks
- Belt/suspenders
- Shoes and socks

OTHER STUFF...

- Rings and marriage license
- Ring bearer pillow and flower girl basket
- Ceremony programs
- Cake knife and server
- Toasting flutes
- Favors
- Guestbook and pen
- Unity candle or Kiddush cup

- Checks for officiant and vendors
- Assign someone to transport flowers

EMERGENCY KIT

- Phone numbers for wedding party, wedding planner, and vendors
- Sewing kit
- Small snack
- Skin care
- Hair care
- Nail polish
- Hand sanitizer
- Make up

- Two-sided tape
- Extra earring backs
- Extra nylons
- Toothbrush, toothpaste
- Iron or steamer
- Compact mirror
- Disposable wipes and tissues
- Static spray
- Deodorant
- Medications
- Breath mints
- Cash
- Plastic bags
- Spray on spot remover

It's important to have an agenda mapped out for your big day so that you, your family, and your wedding party know what is expected of them.

	WHO	WHERE	WHEN
Breakfast:			
Hair & makeup:			
Flowers arriving:			
Gifts given to attendants:			
Photographer arrives:			
Wedding party gets dressed:			
Transportation to ceremony:			
Ushers arrive at ceremony:			
Wedding party arrives at ceremony:			
Receiving line:			
Post-ceremony photography:			
Transportation to reception:			
Cocktails and hors d'oeuvres begin:			
Food is served:			
Toasts happen:			
Dancing begins:			
Wedding cake cutting and service:			
Reception ends:			
Decorations removed/venue cleaned:			
Tuxes and rented items returned:			