

# Montrose Mansion Wedding Workbook

## Six or more months ahead

- Think about the type of wedding you want- formal or informal, big or small- and the time of year you want it to take place.
- Set budget.
- Hire wedding coordinator, if desired.
- Compile guest lists, and organize addresses.
- Reserve ceremony and reception sites.
- Finalize wedding date.
- Choose attendants.
- Order dress and accessories, including veil and shoes.
- Book officiant.
- Select wedding cake.
- Book florist.
- Book music for ceremony and reception.
- Book photographer and videographer.
- Plan and book honeymoon.

## Four to six months ahead

- Arrange transportation for the wedding day.
- Order stationary, including invitations and thank-you notes; book calligrapher, if using.
- Register for gifts.
- Send save-the-date cards, if using.
- Purchase wedding rings.
- Purchase or reserve groom's attire.
- Choose attendants' attire.
- Buy stockings and any special lingerie your dress requires.
- Choose favors.
- Choose gifts for wedding party.
- Sign up for dance lessons.
- Write thank-you notes as gifts arrive.

## Two to four months ahead

- Discuss details of menu with caterer.
- Discuss service with officiant.
- Choose readings for ceremony.
- Write you're wedding vows, if you choose.
- Schedule rehearsal time and rehearsal dinner.
- Try out makeup and hairstyle.
- Mail invitations- include diagram.

## One to two months ahead

- Buy guest book.
- Have programs printed.
- If your state requires blood tests, make appointments.
- Obtain marriage license, and request certified copies.
- Begin seating plans, and write place cards.

- If you intend to change your name, prepare the necessary documents.
- Send change-of-address information to the post office.
- Contact local newspapers about publishing wedding announcement.

## Two weeks ahead

- Have final dress fitting with shoes, jewelry, and lingerie.
- Notify caterer of estimated final count.
- Write toasts for rehearsal dinner and wedding reception.
- Address announcements.
- Break in wedding shoes at home.
- Designate someone to look after your home while you are on your honeymoon.

## One week ahead

- Finalize seating plan.
- Assign specific responsibilities, such as handing out corsages and boutonnières, to members of your wedding party.
- Pick up dress or have it delivered.
- Confirm details with the Villanova Conference Center.
- Confirm honeymoon arrangements, and give your itinerary to a friend or family member in case of emergency.
- Pack for honeymoon.
- Notify Villanova Conference Center of final guest count.

## One day ahead

- Confirm transportation arrangements for ceremony and reception.
- Give announcements to an attendant for mailing after the wedding.
- Have manicure and pedicure.
- Rehearse ceremony.
- Hold rehearsal dinner; give gifts to wedding party. If you choose, give gifts to parents to thank them for their support.

## Your wedding day

- Relax, and enjoy yourselves!

# Wedding Budget Planner

## Ceremony and reception

\_\_\_\_\_ Ceremony location fee  
\_\_\_\_\_ Officiant's fee  
\_\_\_\_\_ Marriage license  
\_\_\_\_\_ Food and Bar  
\_\_\_\_\_ Rentals  
\_\_\_\_\_ Couple's transportation  
\_\_\_\_\_ Guests' transportation and parking  
  
\_\_\_\_\_ Subtotal

## Photography

\_\_\_\_\_ Photographer's fee  
\_\_\_\_\_ Engagement portrait  
\_\_\_\_\_ Wedding album  
\_\_\_\_\_ Parents' Album  
\_\_\_\_\_ Additional prints  
\_\_\_\_\_ Videography  
  
\_\_\_\_\_ Subtotal

## Music

\_\_\_\_\_ Ceremony music  
\_\_\_\_\_ Cocktail-hour music  
\_\_\_\_\_ Reception music  
  
\_\_\_\_\_ Subtotal

## Stationary

\_\_\_\_\_ Save-the-date cards  
\_\_\_\_\_ Invitations and envelopes  
\_\_\_\_\_ Programs  
\_\_\_\_\_ Seating cards, place cards, and menu cards  
\_\_\_\_\_ Thank-you notes  
\_\_\_\_\_ Postage  
\_\_\_\_\_ Calligraphy  
\_\_\_\_\_ Announcements  
\_\_\_\_\_ Subtotal  
\_\_\_\_\_ Reception music  
  
\_\_\_\_\_ Subtotal

## Flowers

\_\_\_\_\_ Ceremony decorations  
\_\_\_\_\_ Bride's bouquet  
\_\_\_\_\_ Maid of honor's and bridesmaids' bouquets  
\_\_\_\_\_ Flower girl's accessories  
\_\_\_\_\_ Corsages  
\_\_\_\_\_ Boutonnieres  
\_\_\_\_\_ Reception centerpieces and decorations  
  
\_\_\_\_\_ Subtotal

## Attire

\_\_\_\_\_ Bride's dress  
\_\_\_\_\_ Headpiece and veil  
\_\_\_\_\_ Bride's shoes  
\_\_\_\_\_ Lingerie  
\_\_\_\_\_ Jewelry and accessories  
\_\_\_\_\_ Hair and makeup  
\_\_\_\_\_ Groom's tuxedo or suit  
\_\_\_\_\_ Groom's shoes  
\_\_\_\_\_ Grooms accessories  
\_\_\_\_\_ Bride's and Groom's rings  
  
\_\_\_\_\_ Subtotal

## Gifts, favors, and extras

\_\_\_\_\_ Maid of honor's gift  
\_\_\_\_\_ Bridesmaids' gifts  
\_\_\_\_\_ Best man's gift  
\_\_\_\_\_ Groomsmen's gifts  
\_\_\_\_\_ Child attendants' gifts  
\_\_\_\_\_ Bride's parents' gifts  
\_\_\_\_\_ Groom's parents' gifts  
\_\_\_\_\_ Guest-room gifts  
\_\_\_\_\_ Favors  
\_\_\_\_\_ Ring pillow  
\_\_\_\_\_ Guest Book  
  
\_\_\_\_\_ Subtotal

\_\_\_\_\_ Total

# Wedding Party Roster: The Bride's Entourage

Maid / Matron of honor

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Dress size \_\_\_\_\_  
Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

Bridesmaids

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Dress size \_\_\_\_\_  
Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

Bridesmaids

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Dress size \_\_\_\_\_  
Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

Bridesmaids

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Dress size \_\_\_\_\_  
Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

Bridesmaids

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Dress size \_\_\_\_\_  
Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

Bridesmaids

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Dress size \_\_\_\_\_  
Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

Bridesmaids

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Dress size \_\_\_\_\_  
Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

Bridesmaids

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Dress size \_\_\_\_\_  
Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

# Wedding Party Roster: The Groom's Entourage

## Best Man

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Groomsmen / Ushers

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Groomsmen / Ushers

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Groomsmen / Ushers

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Groomsmen / Ushers

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Groomsmen / Ushers

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Groomsmen / Ushers

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Groomsmen / Ushers

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Work number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Fax number \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

# Wedding Party Roster: Additional Members of the Entourage

## Junior Bridesmaid

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Dress size / Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Junior Bridesmaid

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Dress size / Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Junior Bridesmaid

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Dress size / Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Flower girl

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Dress size / Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Flower girl

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Dress size / Measurements \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Junior Groomsmen

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Junior Groomsmen

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Junior Groomsmen

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Ring Bearer

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

## Ring Bearer

Name \_\_\_\_\_  
Parents name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Tuxedo / Suit size \_\_\_\_\_  
Shoe size \_\_\_\_\_

# Guest – List Planner

(Please make as many copies of this page as necessary.)

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E – Mail Address \_\_\_\_\_  
Gift \_\_\_\_\_

\_\_\_\_\_ Save-the-date card sent  
\_\_\_\_\_ Invitation Sent  
\_\_\_\_\_ RSVP Received  
\_\_\_\_\_ Thank-you sent  
Number Attending \_\_\_\_\_

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E – Mail Address \_\_\_\_\_  
Gift \_\_\_\_\_

\_\_\_\_\_ Save-the-date card sent  
\_\_\_\_\_ Invitation Sent  
\_\_\_\_\_ RSVP Received  
\_\_\_\_\_ Thank-you sent  
Number Attending \_\_\_\_\_

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E – Mail Address \_\_\_\_\_  
Gift \_\_\_\_\_

\_\_\_\_\_ Save-the-date card sent  
\_\_\_\_\_ Invitation Sent  
\_\_\_\_\_ RSVP Received  
\_\_\_\_\_ Thank-you sent  
Number Attending \_\_\_\_\_

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E – Mail Address \_\_\_\_\_  
Gift \_\_\_\_\_

\_\_\_\_\_ Save-the-date card sent  
\_\_\_\_\_ Invitation Sent  
\_\_\_\_\_ RSVP Received  
\_\_\_\_\_ Thank-you sent  
Number Attending \_\_\_\_\_

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E – Mail Address \_\_\_\_\_  
Gift \_\_\_\_\_

\_\_\_\_\_ Save-the-date card sent  
\_\_\_\_\_ Invitation Sent  
\_\_\_\_\_ RSVP Received  
\_\_\_\_\_ Thank-you sent  
Number Attending \_\_\_\_\_

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E – Mail Address \_\_\_\_\_  
Gift \_\_\_\_\_

\_\_\_\_\_ Save-the-date card sent  
\_\_\_\_\_ Invitation Sent  
\_\_\_\_\_ RSVP Received  
\_\_\_\_\_ Thank-you sent  
Number Attending \_\_\_\_\_

Total guests this page \_\_\_\_\_

# The Reception Outline

Now it is time to set the stage for the day. To get started, familiarize yourself with major events that traditionally take place during a wedding reception:

**The Cocktail Reception:** This is the beginning to your wedding reception.

**The Receiving Line (Optional):** This is a way to ensure that you will be able to personally greet all of your guests. The line should be set up at the entrance of the dining area before your guests are invited to take their seats. A receiving line can also be set up at the back of the ceremony site, as your guests are filing out after the wedding service. Be sure to control the flow of the line by only sharing a few words with each person. Who participates in the receiving line is up to you, but typically it includes the following people in the following order:

- The Bride's Mother
- The Bride's Father
- The Groom's Mother
- The Groom's Father
- The Bride
- The Groom

**The Grand Entrance:** The master of ceremonies (the DJ, bandleader, etc.) will introduce and announce the entrance of the parents, the wedding party, and the newlyweds to their guests.

**The Toast:** The first toast is traditionally offered by the Best Man. Additional toasts can follow from other family members, friends, or the couple.

**Meal Service:** Guests will be served the meal at their table or may be invited to help themselves to a buffet or an assortment of food stations.

**Greeting of the Guests (if there was no receiving line):** The bride and groom can circulate from table to table to greet their guests.

**The First Dance:** The bride and groom dance together for the first time as husband and wife.

**The Father / Daughter Dance:** The bride will share a special dance with her father.

**Dancing:** All of your guests will be invited onto the dance floor to dance and have a good time.

**The Cake Cutting Ceremony:** With the groom's hand over the bride's, they will cut a piece from the bottom tier of the wedding cake, then feed it to each other. Afterward, the catering staff will cut and serve the cake to the guests.

**The Bouquet Toss:** All of the single female guests will be invited to assemble together. The bride will then turn her back to the group and throw her bouquet up in the air for someone to catch. The person who catches it is supposed to be the next in the group to get married.

**The Garter Toss:** All of the single male guests will be invited to gather around the groom, who will throw the bride's garter behind him for someone to catch. The man who catches the garter is supposed to be the next one to get married.

**The Last Dance:** The DJ or bandleader will invite everyone onto the dance floor for the final dance of the evening.

**The Getaway:** The bride and groom make a grand departure. Their guests can shower them with rose petals, bubbles, birdseed, etc., as they walk to and get into their car or other form of transportation.

There is no set rule dictating if and when any of the above activities must take place during your reception; however the listing above follows the most traditional ordering. When deciding what pacing works best for your celebration, there are many factors to take into consideration, including:

- **The Time of Day:** If your ceremony concludes close to a mealtime, you may want to offer the meal service as soon as possible, and save the other reception activities for later. This will ensure that your guests do not get too hungry.
- **Photography and Videography Time Constraints:** If your photographer or videographer is scheduled to leave before the end of the reception, you should schedule all of the important events that you want captured on film or on tape before his departure.

# The Reception Outline Worksheet

Place numbers in front of the following events according to the order you want them to take place. Next to the number, within the parenthesis, place the approximate time that the event should take place. Add any notes regarding the event on the lines provided.

\_\_\_\_\_ ( : ) The Cocktail Reception: \_\_\_\_\_

\_\_\_\_\_ ( : ) The Receiving Line: (list names of those participating in order) \_\_\_\_\_

\_\_\_\_\_ ( : ) \_\_\_\_\_

\_\_\_\_\_ ( : ) \_\_\_\_\_

\_\_\_\_\_ ( : ) The Grand Entrance: (list names of those participating in order) \_\_\_\_\_

\_\_\_\_\_ ( : ) \_\_\_\_\_

\_\_\_\_\_ ( : ) \_\_\_\_\_

\_\_\_\_\_ ( : ) The Toast: (list names of people performing toasts) \_\_\_\_\_

\_\_\_\_\_ ( : ) \_\_\_\_\_

\_\_\_\_\_ ( : ) \_\_\_\_\_

\_\_\_\_\_ ( : ) Dinner Service \_\_\_\_\_

\_\_\_\_\_ ( : ) \_\_\_\_\_

\_\_\_\_\_ ( : ) Greeting of the Guests: \_\_\_\_\_

\_\_\_\_\_ ( : ) The First Dance: (list name of song) \_\_\_\_\_

\_\_\_\_\_ ( : ) The Father / Daughter dance: (list name of song) \_\_\_\_\_

\_\_\_\_\_ ( : ) Dancing: \_\_\_\_\_

\_\_\_\_\_ ( : ) The Cake Cutting: \_\_\_\_\_

\_\_\_\_\_ ( : ) The Bouquet Toss: \_\_\_\_\_

\_\_\_\_\_ ( : ) The Garter Toss: \_\_\_\_\_

\_\_\_\_\_ ( : ) The Last Dance: (list name of song) \_\_\_\_\_

\_\_\_\_\_ ( : ) The Getaway: \_\_\_\_\_

# Reception Seating Planner

(Please make as many copies of this page as necessary.)

Table no. \_\_\_\_\_

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Table no. \_\_\_\_\_

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Table no. \_\_\_\_\_

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# Flower Planner

## Wedding party description

- Bride's bouquet \_\_\_\_\_
- Bride's headpiece \_\_\_\_\_
- Maid of honor's bouquet \_\_\_\_\_
- Bridesmaid's bouquets \_\_\_\_\_
- Flower girl's headpiece and basket \_\_\_\_\_
- Groom's boutonnieres \_\_\_\_\_
- Best man's and groomsmen's boutonnieres \_\_\_\_\_
- Ring bearer's boutonniere \_\_\_\_\_
- Mothers' corsages \_\_\_\_\_
- Other special guests' corsages \_\_\_\_\_
- Fathers' boutonnieres \_\_\_\_\_
- Other special guests' boutonnieres \_\_\_\_\_
- Other arrangements \_\_\_\_\_

## Ceremony description

- Aisle runner \_\_\_\_\_
- Pew or chair decorations \_\_\_\_\_
- Altar or huppa arrangements \_\_\_\_\_
- Candles and holders \_\_\_\_\_
- Other ceremony arrangements \_\_\_\_\_

## Reception description

- Entryway arrangements \_\_\_\_\_
- Bar decorations \_\_\_\_\_
- Dining-table centerpieces \_\_\_\_\_
- Bride's and groom's chair decorations \_\_\_\_\_
- Buffet-table decorations \_\_\_\_\_
- Cake and cake-table decorations \_\_\_\_\_
- Powder-room arrangements \_\_\_\_\_
- Other reception arrangements \_\_\_\_\_

## Flowers by season

- Year round flowers  
Calla lily, Carnation, Freesia, Gardenia, Lily, Orchid, Ranunculus, Rose, Stephanotis.
- Spring flowers  
Cherry blossom, Daffodil, Dogwood, Forsythia, Hellebore, Hyacinth, Lilac, Lily-of-the-valley, Muscari, Peony, Quince, Sweet pea, Tulip, Vidurnum.
- Summer flowers  
Astilbe, Cosmos, Dahlia, Daisy, Delphinium, Garden rose, Gladiolus, Hollyhock, Lady's mantle, Larkspur, Marigold, Scabiosa, Snapdragon, Violet, Zinnia.
- Fall flowers  
Autumn leaves, Chrysanthemum, Dahlia, Hydrangea, Seasonal berries, Sun flower.
- Winter flowers  
Amaryllis, Anemone, Evergreen, Forced bulbs, Paper-white, Poinsettia

# The Florist Checklist

(Continued)

## Questions To Ask

- What type of flowers will be in season around our wedding date?
- What suggestions do you have for the bridal bouquet? Can you explain the different styles?
- What suggestions do you have for flowers for the rest of the wedding party? Can you explain the different styles of bouquets, corsages, and boutonnieres?
- Can you provide us with samples?
- When is payment due in full for our order? Do you require a deposit?
- What is your cancellation policy?
- What type of guarantee do you offer on the freshness and quality of your flowers?
- What is your policy on substituting the flowers that I have selected? (What happens if the flowers I select are not available on the wedding day?)
- What time will you arrive to deliver flowers to the ceremony site? By what time will all of the flowers be completely set up at the ceremony site?
- What time will you deliver the flowers to the reception site? By what time will all of the flowers be completely set up at the reception site?
- Will you decorate our wedding cake with flowers if we choose to do so?
- Are there any additional costs for delivery, travel, or set-up time? Is there an additional fee for setting up at two locations (the ceremony and the reception site)?
- Will you be the contact person on site the day of the wedding? If not, who will it be? At what phone number (or pager, or cellular phone number) can I best reach someone that day if there are any problems?
- Can you provide other accessories such as an aisle runner, columns, candelabras, or potted plants? At what cost? Is there a security deposit required?
- If I need to add to my floral order (i.e., additional centerpieces, bouquets, and boutonnieres), what is the deadline for changes?
- Are you familiar with the ceremony site? If yes, how would you recommend we decorate it? If no, Will you be willing to visit the site with me?
- Are you familiar with the reception site? If yes, how would you recommend we decorate it? If no, will you be willing to visit the site with me?
- Will you need a map or driving instructions to any of the locations?
- Will you need any special equipment, such as a ladder, at the ceremony site or at the reception site?
- Will you preserve my bouquet after the wedding? If no, can you recommend a company that will?



# Hire a Professional Photographer

Hiring a professional photographer will ensure that you, your families, and your special friends will all have wonderful photographs to enjoy from the wedding day for years to come. The main points to consider when hiring a wedding photographer are:

- The quality and style of his work
- The photographer's personality
- The cost

Before starting your search, you and your fiancé should determine what style of wedding photographer you would like to hire. Discuss the following factors to determine what photographic style you prefer:

- A skilled portrait photographer who will take mainly posed photographs
- A photojournalistic photographer who shoots more candid photographs
- An expert color photographer
- An expert black-and-white photographer
- An expert at both color and black-and-white photography
- Multiple photographers on site, shooting from different angles

To further determine the quality of photographers' work, study their sample wedding albums and portraits. Keep in mind that photographers only put their best work in the sample albums. If you do not like what you see in these, it would be unrealistic to expect better at your own wedding. Look for the following qualities when reviewing a photographer's work:

- How well are the shots composed?
- Are the photographs in focus?
- Does he or she make good use of lighting (natural and artificial)?
- Do all of the people in the photographs look good (do they look relaxed, are they smiling, are their eyes open, is everybody looking at the camera)?

At first you may not think this is a very important consideration, but a photographer's personality plays a key role in the success of your wedding day photographs. On the wedding day, your photographer will probably spend more time with you than any other person at your wedding. You want to be sure this person is someone you won't mind spending time with, as well as someone who will be comfortable around all of the other important people at your wedding. A photographer who has a good sense of humor, and can easily get along with you, your wedding party, family members, and guests, will be able to capture more relaxed and happy images of your wedding day. Lastly, you want to make sure that your photographer has the ability to remain unobtrusive. Your photographer should never be a distraction during any part of the ceremony or reception.

Before meeting with any photographers you should discuss the following with them:

- Find out their availability: You can rule out photographers automatically if they are already booked the day of your wedding.
- Ask them to send you information: Request a brochure, price list, and a few samples of their work to be sent to you.
- Make an appointment to meet them: Plan on making the appointment well in advance. Most photographers are busy shooting wedding on weekends, so weekend appointment times can be minimal during peak wedding months. You may have to schedule a midweek meeting.
- Ask if you can view samples of their wedding albums and portraits: Confirm that these will be available to view during your appointment time.
- Ask for references: If you are unfamiliar with the photographer's work, you may want to check a few of their references before taking the time to meet with them (especially if their office or studio is a great distance away from your home).

When you have finally found the perfect photographer, don't consider him hired until you have signed a contract that details the points covered during your initial meeting. Turn in any necessary deposits in a timely manner to ensure that the photographer you select is reserved for your wedding day. Good wedding photographers can get booked up fairly quickly (especially on Saturdays during high season). If you are dealing with a studio that employs several photographers, be sure that the name of the photographer you want is clearly indicated on the contract.

# The Photographer

Name of Company: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Photographer's Name (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Available: \_\_\_\_\_

## Questions To Ask

- What type of camera do you use?
- On what format film?
- Do you shoot in color? Do you shoot in black and white? What is your specialty or preference between the two?
- What type of lenses and filters do you shoot with?
- What type of effects do they produce?
- What type of lighting equipment do you use?
- How would you describe your shooting style?
- What does your price include:
- How many total photographs do you take?
- Do you work alone, or does your pricing include an assistant or any additional photographers?
- Does it include processing and printing fees?
- Does it include proofs? Can we keep the proofs? (If not, at what cost can I purchase them?)
- Does it include an album? If yes, what type?
- How many and what size photographs do we get?
- How many enlargements are included? If none, at what cost can I purchase enlargements?
- Can we purchase the prints a la carte or must we purchase an album?
- Is travel and set-up time included?
- May we purchase the negatives? At what cost?
- If we do not purchase the negatives, how long do you keep them on file? Where do you store them?
- When will the proofs be available to view?
- When will our finished prints and / or album be ready?
- What attire do you wear while shooting the wedding / reception?
- What time can you arrive on our wedding day? How late will you stay on our wedding day?
- Are you familiar with where we are getting married?
- Are you familiar with where we are holding our reception?
- Should I send you driving instructions and a map?
- Will you honor any special requests we have as far as certain poses or group shots we wish to take?
- Will you provide us with a checklist of important shots and important people we can choose to include in the photographs? If not, can we provide you with a list?

# Photography Planner

## Portraits

- Bride
- Groom
- Bride and groom
- Bride, with detail of back of dress
- Groom with best man
- Groom with groomsmen
- Bride with maid of honor
- Bride with bridesmaids
- Ring Bearer with flower girl
- Entire wedding party
- Bride with parents
- Groom with parents
- Bride and groom with bride's parents
- Bride and groom with bride's family
- Bride and groom with groom's parents
- Bride and groom with groom's family
- Bride and groom with both sets of parents
- \_\_\_\_\_
- \_\_\_\_\_

## Pre-Wedding

- Bride and attendants getting ready
- Groom and attendants getting ready
- Mother or maid of honor helping bride get ready
- Reception site being set up
- Bride leaving the ceremony
- Groom leaving the ceremony
- \_\_\_\_\_
- \_\_\_\_\_

## Ceremony

- Signs directing guests to wedding
- Ceremony site, with guests arriving
- Ushers escorting special guests to their seats
- Both sets of parents entering
- Groom walking down the aisle
- Bridal party at ceremony spot, awaiting bride
- Child attendants walking down the aisle
- Bride walking down the aisle
- Special guests watching ceremony
- Wedding kiss
- Bride and groom leading recessional
- Guests throwing rice or flower petals
- Signing of wedding certificate
- Bride's and groom's hands displaying rings
- \_\_\_\_\_

## Reception

- Friends signing guest book
- Guests at cocktail hour
- Reception site, set for dinner
- Centerpieces
- Place settings
- People giving toasts
- Bride and groom listening to toasts
- Group pictures of guests at each table
- Bride and groom's first dance
- Bride dancing with her father
- Groom dancing with his mother
- Guests dancing
- Favors
- Wedding cake
- Bride and groom cutting the cake
- Bride and groom departing
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Hire a Videographer

Not every bride and groom decide to enlist the services of a professional videographer, but those who do get a lasting record of every moment of their wedding day. Couples who were either too nervous or too swept away by all of the activity on the actual day can watch the video later and experience it all again with a much more relaxed state of mind. Wedding videos are also a sharing experience with family members or friends who were unable to attend. You can relive the event for many years to come, and who knows, you may even show the wedding video to your kids some day.

Before meeting with any videographers you should first discuss the following with them:

- Find out their availability: You can rule out a videographer automatically if they are already booked the day of your wedding.
- Ask them to send you information: Request a brochure, price list, and demo tape of their work to be sent to you.
- Make an appointment to meet them: Plan on making the appointment well in advance. Most videographers are busy shooting weddings on weekends, so weekend appointment times can be minimal during peak wedding months. You may have to schedule a midweek meeting.
- Ask for references: If you are unfamiliar with a videographer's work, you may want to check a few of their references before taking the time to meet with them (especially if their office is a great distance away from your home).

Many of the guidelines you will use for selecting a photographer apply to hiring a videographer as well. When reviewing samples of a potential videographer's work, examine the following basic elements to determine his shooting style and quality of work:

- Are the shots in the video framed well?
- Is the video in focus?
- Is the camera work steady?
- Is all of the audio (especially during the wedding ceremony) clear and easy to hear?
- Is the editing concise, interesting, and transitional?

Just as with a photographer, the videographer's personality is an important element to take into consideration. Your videographer will be front and center during all of the important moments of your wedding day, so be sure that you can handle spending time with this person. The ability to "blend into the background" is an important skill for a wedding videographer to have. A videographer should never draw attention away from the bride and groom.

After you find a videographer you feel comfortable working with, make sure you get a written contract detailing all of the arrangements agreed upon during your meeting. Try not to delay signing the contract and turning in the necessary deposits, as good videographers get booked up quickly and will not reserve the day for you until you have given a deposit.

# The Videographer

Name of Company: \_\_\_\_\_

Contacts Name: \_\_\_\_\_

Videographer's Name (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Available: \_\_\_\_\_

## Questions To Ask

- How would you describe your shooting style?
- How would you describe your editing style?
- What type of video camera do you shoot with?
- Can you provide multiple camera videography if we desire it? Can you explain the advantages and disadvantages of shooting with multiple cameras? What would you recommend for us?
- On what type of tape format will the original be shot?
- What type and how many microphones do you use in recording?
- What type of lighting equipment do you have? (This is particularly important if you are planning an evening ceremony or reception.)
- Do you need any additional equipment on site such as extension chords, electrical outlets, or indoor lighting?
- What does your price include:  
How many hours of coverage?  
Does this include editing?  
What type of music and graphics will be included in the edited version of our video?  
How many copies of the tape do we get and on what tape format?  
Is travel and set-up time included?
- When will you guarantee delivery of the edited version of our video?
- Can we purchase the video unedited? If so, how much will you discount off the price?
- Can we have the master tapes? If not, at what cost can they be purchased?
- Will additional copies of the tape be available to purchase? At what cost?
- What attire do you wear while shooting the wedding / reception?
- What time do you arrive on our wedding day? How late will you stay?
- Are you familiar with where we are getting married?
- Are you familiar with where we are having our reception?
- Should I send you driving instructions and a map?
- What type of back-up equipment do you bring along with you, in the event of any technical difficulties?
- Will you honor any special requests we may have in regard to what is shot and how it is edited?
- Will you shoot greetings from our families, wedding party, and guests on tape if we request it?

# The Musical Entertainment

Name of Company: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Musician / Disc Jockey's Name (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Dates available: \_\_\_\_\_

## Questions To Ask

- How would you describe your musical style? (This question is for ceremony musicians or band's)
- How would you describe your music library? (This question is for a disc jockey)
- Will you need any special equipment (chairs, music stands, microphones, access to electrical outlets, speakers, amplifiers, etc.) on site at the ceremony or the reception?
- Will you be able to get any songs that we request? When would we have to turn in any special requests to you? (This question is for disc jockey's)
- If any of our requests are new songs, how much time will you need to learn the music? (This question is for a band)
- Will you take requests from our guests on our wedding day?
- Will you also serve as emcee during our wedding? When do we have to give you any information regarding announcements?
- How will you (and your band members) be dressed on our wedding day?
- When is payment due in full? Do you require a deposit?
- Do you charge a flat rate or an hourly rate?
- If we need you to stay longer than planned on our wedding day, are you open to that? At what rate do you charge for additional time?
- Is travel time included in your rate?
- Is set-up time included in your rate?
- How many breaks will you need to take between sets? How long will the breaks be? Will you play prerecorded music during these breaks? (These questions are for the band)
- Are you familiar with the ceremony site?
- Are you familiar with the reception site?
- Will you need driving instructions?

# Music Planner

## Ceremony

### Prelude

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start Time \_\_\_\_\_

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start Time \_\_\_\_\_

### Processional

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Ceremony

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Recessional

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

## Other

### Announcements

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Dedications

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Toasts

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

## Reception

### Cocktail hour

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

1. Song \_\_\_\_\_
1. Performed by \_\_\_\_\_
2. Start time \_\_\_\_\_

### Couple's first dance

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Bride and father's dance

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Groom and mother's dance

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Guests' first dance

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Cake cutting

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Other special requests

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Last dance

1. Song \_\_\_\_\_
2. Performed by \_\_\_\_\_
3. Start time \_\_\_\_\_

### Don't play list

1. Song \_\_\_\_\_
  2. Performed by \_\_\_\_\_
1. Song \_\_\_\_\_
  2. Performed by \_\_\_\_\_