

Wedding Planning Guide

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9 - 24 MONTHS BEFORE THE WEDDING

- ANNOUNCE YOUR ENGAGEMENT TO FRIENDS & FAMILY
- START PLANNING AN ENGAGEMENT PARTY/CELEBRATION
- DISCUSS & SET YOUR WEDDING DATE
- DISCUSS AND SET A BUDGET & DECIDE HOW EXPENSES WILL BE SHARED
- DISCUSS LEVEL OF FORMALITY, # OF GUESTS AND COLOR SCHEME
- DISCUSS PRENUPTIAL AGREEMENT AND RELATED ISSUES
- HIRE A WEDDING CONSULTANT (optional)
- MAKE A NEAT FILE FOR CONTRACTS, FORMS, IMPORTANT PAPERS, ETC.
- SELECT YOUR BRIDAL PARTY
- SELECT READERS FOR CEREMONY (optional)
- START COMPILING AN INVITATION LIST
- ATTEND BRIDAL SHOWS/EXPOS
- TAKE AN ENGAGEMENT PHOTO
- SEND ENGAGEMENT ANNOUNCEMENT AND PHOTO TO LOCAL NEWSPAPER(S)
- CHOOSE AND BOOK YOUR RECEPTION SITE
- HIRE A CATERER (if necessary)
- SELECT A SITE FOR THE CEREMONY
- SPEAK TO AND RESERVE AN OFFICIANT
- DISCUSS APPAREL FOR THE BRIDE, GROOM AND BRIDAL PARTY
- DISCUSS HEADPIECE & OTHER ACCESSORIES FOR THE BRIDE
- ORDER BRIDAL GOWN, HEADPIECE AND OTHER ACCESSORIES
- ORDER BRIDESMAIDS' DRESSES & TUXEDOS
- SCHEDULE FITTINGS FOR THE BRIDE, GROOM AND BRIDAL PARTY
- SEND THANK YOU NOTES FOR ENGAGEMENT GIFTS
- CHOOSE AND HIRE A PHOTOGRAPHER
- CHOOSE AND HIRE A VIDEOGRAPHER

- CHOOSE AND HIRE A DJ/BAND/OTHER ENTERTAINMENT FOR THE RECEPTION
- CHOOSE AND HIRE CEREMONY MUSICIAN(S) (optional)

6 - 9 MONTHS BEFORE THE WEDDING

- SCHEDULE SPECIAL EVENTS
 - * Rehearsal and Rehearsal Dinner
 - * Bachelor Party (optional)
 - * Bridesmaids' or Bachelorette Party (optional)
- RESERVE ADDITIONAL ITEMS FOR THE CEREMONY & RECEPTION (if necessary)
 - * Tents
 - * Tables, Chairs and Linens
 - * Dishes, Glasses and Utensils
 - * Arches
 - * Balloons
 - * Additional Decorations
 - * Other Items
- HIRE A FLORIST AND CHOOSE FLORAL ARRANGEMENTS
- CONFIRM DELIVERY DATE OF GOWNS AND DRESSES
- MAKE NECESSARY ARRANGEMENTS FOR TIME OFF FROM WORK
- MAKE ARRANGEMENTS TO TAKE DANCING LESSONS IF NECESSARY (optional)
- MAKE HONEYMOON PLANS AND RESERVATIONS
- RESERVE A BRIDAL SUITE FOR THE WEDDING NIGHT

3 - 6 MONTHS BEFORE THE WEDDING

- PURCHASE OTHER NECESSARY ITEMS FOR THE CEREMONY & RECEPTION
 - * Toasting Glasses
 - * Cake Knife, Server Set & Cake Top
 - * Guest Book & Pen
 - * Ring Pillow
 - * Flower Girl Basket
 - * Aisle Runner (optional)
 - * Candelabras (optional)
 - * Wishing Bubbles (optional)
 - * Rice or Confetti (optional)
 - * Wedding Bells (optional)
 - * Candle(s) for Ceremony (optional)
 - * Candle Holder(s) (optional)
- FINALIZE HONEYMOON PLANS
 - * Be sure to find out about passports, photo identification and other documents required if you will be leaving the country.
- ORDER INVITATIONS & THANK YOU NOTES

- ORDER CEREMONY PROGRAMS (optional)
- HIRE A CALLIGRAPHER (optional)
- FINALIZE YOUR INVITATION LIST
- START ADDRESSING INVITATIONS
- HIRE A LIMOUSINE OR TRANSPORTATION SERVICE
- HIRE A MAKE-UP ARTIST AND/OR HAIR STYLIST (optional)
- SET UP AT LEAST TWO BRIDAL REGISTRIES
- HELP BOTH MOTHERS SHOP FOR THEIR DRESSES
- PURCHASE SHOES, GARTER AND OTHER ACCESSORIES FOR THE BRIDE
- BUY YOUR WEDDING RINGS
- GROOM BUYS A WEDDING GIFT FOR THE BRIDE
- BRIDE BUYS A WEDDING GIFT FOR THE GROOM
- BUY GIFTS FOR THE BRIDAL PARTY
- SELECT A SONG FOR YOUR FIRST DANCE
- SELECT SONGS FOR PARENT DANCES
- SELECT OTHER SPECIAL SONGS (Cake Cutting, etc.)

1 - 3 MONTHS BEFORE THE WEDDING

- DISTRIBUTE SCHEDULE OF EVENTS TO BRIDAL PARTY
 - * Wedding Day (Time & Place To Meet and Other Details)
 - * Rehearsal and Rehearsal Dinner
 - * Bachelor Party (if available)
 - * Bridesmaids' or Bachelorette Party (if available)
 - * Final Fittings and Pick-Up Dates for Tuxedos and Dresses
- CHECK MARRIAGE LICENSE REQUIREMENTS
 - * Blood Tests
 - * Medical Exams
 - * Birth Certificates
 - * Other
- SEND OUT INVITATIONS (AT LEAST 6 WEEKS IN ADVANCE)
- MAKE A LIST AND RECORD RSVP's AND GIFTS RECEIVED
- SCHEDULE FINAL GOWN/HEADPIECE & DRESS FITTINGS
- SCHEDULE FINAL TUXEDO FITTINGS
- ORDER FAVORS FOR THE RECEPTION

- ORDER YOUR WEDDING CAKE & CAKE TOP
- ARRANGE FOR MOVING BELONGINGS TO NEW RESIDENCE
- GET THE MARRIAGE LICENSE
- MAKE APPOINTMENT(S) WITH HAIR/BEAUTY SALON (optional)
- MAKE ARRANGEMENTS TO HAVE YOUR TEETH CLEANED OR BLEACHED (optional)
- CONFIRM HONEYMOON RESERVATIONS
- ARRANGE FOR TRANSPORTATION TO THE AIRPORT
- START PACKING AND PREPARING FOR THE HONEYMOON
- PLAN TO TAKE A FORMAL WEDDING PORTRAIT
- PLACE WEDDING ANNOUNCEMENT IN LOCAL NEWSPAPER(S)

3 - 4 WEEKS BEFORE THE WEDDING

- FINAL CONSULTATION/CONFIRMATION WITH ALL SERVICES
(Discuss arrival times, locations, special details and payments due.)
 - * DJ/Band/Other Entertainment (don't forget SPECIAL SONGS you want played)
 - * Ceremony Musician(s) (don't forget to discuss any SPECIAL DETAILS)
 - * Photographer (don't forget to discuss any SPECIAL PICTURES you want taken)
 - * Videographer (notify them about any SPECIAL FOOTAGE you want on the tape)
 - * Limousine Service (don't forget to discuss TIMES, LOCATIONS & DIRECTIONS)
 - * Florist (don't forget to discuss ARRIVAL TIMES at ceremony/reception sites)
 - * Baker (don't forget to discuss any SPECIAL DETAILS)
 - * Tuxedos (don't forget to discuss FITTING & PICK-UP dates)
 - * Bridal Gown & Dresses (don't forget to discuss FITTING & PICK-UP dates)
 - * Clergyman/Judge (don't forget to discuss CEREMONY & REHEARSAL DETAILS)
 - * Rehearsal Dinner Site (don't forget to discuss MENU & OTHER DETAILS)
 - * Make-Up Artist (don't forget to discuss any SPECIAL DETAILS)
 - * Hair Stylist (don't forget to discuss any SPECIAL DETAILS)
 - * Other Service(s)
- ARRANGE FOR NAME AND ADDRESS CHANGES
 - * Bank Accounts & Loans
 - * Credit Cards
 - * Driver's License
 - * Social Security
 - * Passport
 - * Other Important Documents
- CONTACT GUESTS WHO HAVE NOT RESPONDED
- MAKE SEATING PLANS FOR THE RECEPTION
- PREPARE RECEPTION PLACE CARDS
- MAKE SEATING PLANS FOR THE CEREMONY (optional)
- FINALIZE YOUR MENU WITH CATERER AND/OR RECEPTION SITE

- MAKE ARRANGEMENTS TO HAVE THE GOWN CLEANED AND PRESERVED
- MAKE ACCOMMODATIONS FOR OUT-OF-TOWN GUESTS
- REMIND BRIDAL PARTY OF SPECIAL EVENTS AND OBLIGATIONS
- WRAP GIFTS FOR THE BRIDAL PARTY

1 WEEK BEFORE THE WEDDING

- DISCUSS ANY LAST MINUTE DETAILS WITH ALL SERVICES (if necessary)

- * DJ/Band/Other Entertainment
- * Ceremony Musician(s)
- * Reception Site
- * Caterer
- * Photographer
- * Videographer
- * Limousine Service
- * Florist
- * Baker
- * Tuxedos
- * Bridal Gown & Dresses
- * Clergyman/Judge
- * Rehearsal Site
- * Rehearsal Dinner Site
- * Make-Up Artist
- * Hair Stylist
- * Other

- PREPARE CHECKS/PAYMENT FOR ALL SERVICES

- * DJ/Band/Other Entertainment
- * Ceremony Musician(s)
- * Ceremony Site
- * Reception Site
- * Caterer
- * Rehearsal Dinner Site
- * Photographer
- * Videographer
- * Limousine Service
- * Florist
- * Baker
- * Tuxedos
- * Bridal Gown & Dresses
- * Clergyman/Judge
- * Make-Up Artist
- * Hair Stylist
- * Other

- GET EVERYTHING READY FOR REHEARSAL AND WEDDING DAY

- * Wedding Rings
- * Ring Pillow
- * Flower Girl Basket
- * Wedding Gown & Accessories
- * Groom's Tuxedo
- * Attire for Rehearsal/Rehearsal Dinner
- * Bride & Groom Gifts

- * Gifts for the Bridal Party
 - * Reception Place Cards
 - * Favors for the Reception
 - * Toasting Glasses
 - * Cake Knife, Server Set & Cake Top
 - * Guest Book & Pen
 - * Payments for ALL SERVICES
 - * Wishing Bubbles (optional)
 - * Rice or Confetti (optional)
 - * Wedding Bells (optional)
 - * Candle for Reception (optional)
 - * Candle Holder (optional)
 - * Tapers (optional)
 - * Taper Holders (optional)
 - * CD(s) or Cassette(s) for the DJ or Band (if required)
- PREPARE AN EXTRA BAG WITH THE FOLLOWING ITEMS:
 - * Aspirin
 - * Breath Mints or Gum
 - * Safety Pin
 - * Extra Lipstick & Make-up
 - * Brush and Comb
 - * Hair Spray and Gel
 - * Mini Sewing Kit
 - * Stain-Fighting Spray or Cleaning Solution
 - * Extra Pairs of Pantyhose
- DISCUSS ANY LAST MINUTE DETAILS WITH THE BRIDAL PARTY (if necessary)
 - FINALIZE GUEST COUNT WITH CATERER/RECEPTION SITE
 - FINISH PACKING AND PREPARING FOR THE HONEYMOON
 - PICK UP TICKETS & TRAVELER'S CHECKS FOR THE HONEYMOON
 - **MOST IMPORTANT** – SIT BACK AND RELAX, YOU DID A GREAT JOB PUTTING IT ALL TOGETHER!