



TIMETABLE

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WEDDING DAY SCHEDULE

HOLIDAYS / CALENDAR

Timetable

Careful planning will enable you to truly enjoy every moment of your wedding day. Arrangements for a large formal wedding ideally begins at least 8-12 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 fiance, your families and your attendants.

TWELVE MONTHS

- Begin interviewing potential reception locations _____
- Select a wedding coordinator _____

SIX TO TWELVE MONTHS

- Create a budget and discuss sharing of expenses
- What type of wedding? formal semi-formal informal _____
- Choose location of ceremony _____
- Compile combined families guest list _____
- Contract your reception location _____
- Interview caterers, sample foods, decide on menu _____
- Plan all details of reception _____
- Shop and select gown, veil and accessories _____
- Select attendants' apparel _____
- Interview and select a photographer _____
- Interview and select a florist _____
- Schedule engagement photo session. Date _____
- Interview and select a videographer _____
- Select ceremony musicians and music _____
- Select type of music for reception _____
- Consult your travel agent about honeymoon plans _____

FOUR 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 for honeymoon _____
- Shop for wedding rings _____
- Register gift preferences with one or more bridal registries _____
- Decide on new living arrangement _____
- Begin to plan home decorating, colors, etc. _____
- Schedule physical exams and update immunizations _____
- Reserve limousine, carriage, trolley or coach transportation _____
- Select make-up artist _____
- Reserve hotel rooms for out-of-town guests _____

TWO TO FOUR MONTHS

- Reserve rental items; candelabra, arches, linens, etc. _____
- Send local newspaper wedding announcement/photograph _____
- Shop for trousseau wardrobe for honeymoon, parties _____

TWO TO FOUR MONTHS CONT'D.

- Arrange professional addressing of invitations _____
- Plan attendants' gifts; gifts for each other _____
- Review floral and decorating arrangements, finalize _____
- Experiment with hairstyles and make-up with veil/hat _____
- Buy all wedding party shoes at the same time, send to dyer _____
- Sample and order wedding and groom's cakes _____

ONE TO TWO MONTHS

- Mail invitations four to six weeks before wedding _____
- Send activity information to out-of-town guests from
Convention Bureau and/or local Chamber of Commerce _____
- Confirm all professional services, in writing _____
- Final gown fitting. Date _____
- Final attendants' fitting. Date _____
- Make reservations for rehearsal dinner _____
- Schedule bridal portrait (remember make-up artist). Date _____
- Arrange ice sculptures _____
- Make reservations for bridesmaid's brunch/luncheon _____
- Confirm honeymoon reservations, select luggage _____
- Select reception decorations; balloons, candies, etc. _____
- Select ceremony accessories; unity candle, ring pillow, etc. _____
- Secure marriage license. _____
- Schedule appointments for hair stylist, facial, massage,
pedicure and manicure, make-up artist _____

TWO WEEKS

- Record gifts as you receive them, write thank you notes _____
- Invite wedding party and guests to rehearsal dinner _____
- Confirm time and wedding rehearsal schedule with everyone _____
- Review reception seating; order place cards from calligrapher _____
- Confirm wedding party transportation and arrival times _____
- Confirm out-of-town guests lodging with reserved hotels _____
- Schedule caterer for gift opening party _____
- Arrange for professional gown and bouquet preservation _____
- Arrange name/address changes on bank account, credit cards,
driver's license, social security and utilities _____
- Move your personal and mutual belongings to new home _____

ONE TO TWO WEEKS

- Pick up wedding rings, check sizes and engravings _____
- Final consultations, wedding consultant, florist, musicians, photographer,
video, 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 _____
- Relax the day before; keep personal appointments, finish honeymoon packing _____
- Your planning is complete. Your day will be wonderful! _____

*F*inancial Responsibilities

*Even with the
modification
of traditions,
the majority
of financial
obligations are
still divided
according to
tradition.*

“Who will pay for all of this?” That’s the question facing every couple (and their families) immediately after wedding plans are announced.

Traditions of the past dictated that the primary financial burden be borne by the bride’s family. However, today’s rules are more relaxed; and most brides and grooms and their respective families take a practical approach, considering who is most able, most willing and the most logical to pay the various expenses for this mutual celebration.

Begin with a realistic budget and communicate openly to your families the type of celebration you would like. It’s important not to expect a more expensive wedding that you and your families can sensibly afford. Be courteous, and grateful, remembering they are not “obligated” to finance your wedding. However, most parents are happily anticipating the celebration and expect to pay for a significant portion of it.

The following is a summary of the traditional division of financial responsibilities.

BRIDE

- Personal stationery
- Groom's wedding ring
- Wedding gift for groom
- Gifts for attendants
- Attendants dresses (optional)
- Lodging for out-of-town attendants (optional)
- Physical examination
- Bridesmaid's Luncheon
- Gifts for parents (optional)

BRIDE'S FAMILY

- First engagement party (optional)
- Wedding gift for newlyweds
- Entire reception
- Rental of sanctuary or chapel
- Bride's wedding attire and trousseau
- Parent's wedding attire
- Invitations, announcements, personal stationery, thank-you notes, and postage
- Wedding programs
- Engagement and wedding photographs
- Musicians/Vocalists
- Videographer
- Aisle carpets and/or canopy
- Bridesmaids' bouquets
- Flowers for church
- Flowers for reception
- Transportation for bridal party to ceremony and reception
- Bridesmaids' bouquets
- Flowers for flower girl
- Security and insurance for gifts
- Welcome buffet or cocktail party for out-of-town guests (optional)

BRIDE'S ATTENDANTS

- Bridal shower
- Bridesmaid's dress, shoes & hosiery
- Lodging

GROOM

- Bride's rings
- Honeymoon
- Transportation to airport
- Wedding gift for bride
- Bridal bouquet and going away corsage
- Boutonnieres for all men in wedding party
- Mothers' corsage
- Physical examination
- Gifts for best man, groomsmen and ushers
- Groomsmen's attire (optional)
- Gloves, ties or ascots for men in wedding party (optional)
- Lodging for out-of-town attendants (optional)
- Marriage license
- Fee for officiant
- Gift for parents (optional)

GROOM'S FAMILY

- Engagement Party (following party given by bride's parents)
- Travel expenses and hotel bills
- Groom's personal stationery, thank-you notes
- Groom's wedding attire
- Parent's wedding attire
- Rehearsal dinner
- Wedding gift for the newlyweds
- Shipment of wedding gifts to the couple's new home
- Welcome buffet or cocktail party for out-of-town guests (optional)

GROOM'S ATTENDANTS

- Bachelor party
- Formalwear rental
- Lodging

Wedding Budget

ITEM	BUDGET	ACTUAL	ITEM	BUDGET	ACTUAL
WEDDING RINGS	_____	_____	VIDEOGRAPHY	_____	_____
WEDDING ATTIRE	_____	_____	MOTHERS' APPAREL	_____	_____
Bridal Gown	_____	_____	FORMAL WEAR	_____	_____
Headpiece/Veil	_____	_____	Groom's Tuxedo	_____	_____
Undergarments	_____	_____	Father's Tuxedos	_____	_____
Accessories	_____	_____	FLOWERS	_____	_____
Alterations	_____	_____	Ceremony Site	_____	_____
RECEPTION	_____	_____	Bridal Bouquet	_____	_____
Site Rental	_____	_____	Attendants	_____	_____
Caterer/Food	_____	_____	Parents and Grandparents	_____	_____
Beverages	_____	_____	Honored Guests	_____	_____
Decorations	_____	_____	Reception Site	_____	_____
Gratuities and Taxes	_____	_____	CLERGY/OFFICIATOR	_____	_____
ENTERTAINMENT	_____	_____	MARRIAGE LICENSE	_____	_____
Ceremony Music	_____	_____	ACCOMMODATIONS	_____	_____
Dinner Music	_____	_____	Wedding Night	_____	_____
Dance Band/DJ	_____	_____	Other	_____	_____
PHOTOGRAPHY	_____	_____	ATTENDANTS' GIFTS	_____	_____
Engagement	_____	_____	TRANSPORTATION	_____	_____
Formal Portraits	_____	_____	RENTALS	_____	_____
Wedding Day	_____	_____	Aisle Runner	_____	_____
Wedding Albums	_____	_____	Other	_____	_____
Extra Prints	_____	_____	MISCELLANEOUS	_____	_____
STATIONERY	_____	_____	_____	_____	_____
Invitation/Announcement	_____	_____	_____	_____	_____
Reply Cards	_____	_____	_____	_____	_____
Thank You Notes	_____	_____	SUB-TOTAL this column	_____	_____
Mailing Costs	_____	_____	SUB-TOTAL left column	_____	_____
SUB-TOTAL	_____	_____	TOTAL	_____	_____

Ceremony Sequence of Events

Take note of the order and timing of the following events ...

1. *Seating of the Guests*
Pre-ceremonial music as the ushers seat the guests. Music usually begins 15 minutes before the ceremony.
2. *Seating of Parents*
After the guests are present and seated, the groom's parents are escorted to their seats. The bride's mother is then last to be seated. The bride's father is waiting with the bride.
3. *The Groom Takes His Place*
The officiator, ushers, best man and groom take their positions.
4. *Attendant's Procession*
The processional music for the bridesmaids, maid or matron of honor, flower girl & ring bearer, begins as they are ready to march down the aisle.
5. *Bridal Procession*
Following the attendants, the bride's father offers the bride his right arm as they begin down the aisle. Music is played and the guests rise in honor of the bride.
6. *The Exchange of Vows*
Traditional vows may be exchanged or you may write your own personal vows to recite.
7. *Music with Ceremony*
Music is played during the candle-lighting or other non-verbal portion of the ceremony.
8. *The Ring Exchange*
Be sure to know where your rings are.
9. *The Kiss*
Have Fun!
10. *The Introductions*
At the end of the ceremony, the officiator may introduce the newlyweds, to the guests, as the new Mr. and Mrs.
11. *The Recessional*
The bride and groom lead the wedding party back down the aisle.

Things to remember:

R ception Sequence of Events

Take note of the order and timing of the following events ...

1. *Before the Bride & Groom Arrive*
Background music plays, refreshments, a gift table, the guestbook (from the ceremony) and decorations await the guests.
2. *The Formal Introduction*
(Bride & Groom and/or Wedding Party). Review names with announcer. Know where you are to go upon entrance. Don't enter until you are certain the announcer knows you are entering.
3. *The Receiving Line*
After your introductions, you may wish for time with guests.
4. *The Toast to the Bride & Groom*
To be given by the best man. Make sure the best man is aware of his responsibilities.
5. *The Invocation*
Following the toasts, you may wish to have someone offer a blessing for the meal.
Name of person _____
6. *The Meal Service*
(Buffet or Formal). Background music continues. The wedding party and families should be served first.
7. *The Traditional First Dance*
Song requested: _____
8. *The Cake Cutting*
The newlyweds feed simultaneously or one-at-a-time.
9. *The Bouquet Toss*
All single ladies are assembled to the dance floor. Bride throws the bouquet. The one who catches is thought to be the next to marry.
10. *The Garter Toss*
Single men are assembled to the dance floor. Groom removes garter from the bride's leg. The Groom throws the garter. The one who catches is thought to be the next to marry.
11. *The Money Dance*
This is optional and a way to help couples financially on their honeymoon.

Things to remember:

Bride's Checklist

The smallest forgotten detail can often create the biggest headache. Two weeks before the wedding, as well as the day before, simply review this list to ensure that you have not overlooked any of these easy-to-forget items.

WEDDING DAY APPAREL

- Gown pick-up and pressing
- Shoes
- Bra
- Slip
- Hosiery
- Jewelry
- Garter

LAST BUT NOT LEAST

- Marriage License
- Groom's Ring

WEDDING DAY ACCESSORIES

- Guest book and pen
- Ring pillow
- Cake knife and server
- Toasting flutes/goblets
- Favors
- Other _____

EMERGENCY KIT

- A list of phone numbers for bridal party and vendors
- Sewing kit: matching thread, safety pins and scissors
- Something old, something new, something borrowed and something blue
- Makeup
- Skin cleanser, moisturizer and makeup remover
- Lotion
- Deodorant
- Toothbrush, toothpaste and mouthwash
- Antacid
- Breathmints
- Fingernail polish: color to match nails, clear to stop nylon runs
- Hairstyling items: hair dryer, curlers, comb, brush, hand mirror, hairspray, bobby pins
- Extra pair of hosiery for bride and bridesmaids
- Handi-wipes, Kleenex
- Portable iron or steamer
- Anti-cling spray
- Tape
- Extra cash, coins and bills
- Camera with film

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 and a note section for your convenience.

Jeweler _____	Contact _____	Phone _____
Formalwear Shop _____	Contact _____	Phone _____
Travel Agency _____	Contact _____	Phone _____
Wedding Site _____	Clergyman _____	Phone _____
Restaurant _____	Contact _____	Phone _____

SIX TO TWELVE MONTHS

- Decide division of financial obligations. (see article)
- Set budget.
- Select bride's engagement ring.
- Set appointment with clergy / officiator.
- Prepare your guest list.
- Choose your best man and ushers. (one per every 50 guests)
- Plan your honeymoon.
Check passports and visas.

FOUR MONTHS

- Select formalwear.
- Find a new place to live.
- Shop for new home furnishings.
- Make reservations for honeymoon.
- Have a complete physical exam and update your immunizations.
- Buy wedding rings. Order engraving.

TWO MONTHS

- Make reservations for rehearsal dinner.
- Reserve limousine or arrange special transportation for bridal couple and wedding party.
- Set date with your fiance to get marriage license. (In Virginia, license must be used within 60 days of issue date)

ONE MONTH

- Shop for clothing for wedding trip.
- Select your bride's gift and gifts for your attendants.
- Review legal, medical and church documents.
- Find lodging for out-of-town guests.
- 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 your wedding rings.
- Pick up your formalwear.
- Give best man officiator's fee in sealed envelope for delivery.
- Pack for honeymoon.
- Relax, enjoy your day!

The Wedding Party

You and your groom choose your own attendants, usually about six to nine months before the wedding. The formal wedding generally consists of Best Man, Maid or Matron of Honor, Bridesmaids, Groomsmen, Ring Bearer, Flower Girl and Ushers. (Groomsmen may also serve as Ushers). Attendants are usually responsible for the cost of their own apparel.

See separate editorial entitled "Attendants' Responsibilities" and "Personal Attendant".

PERSONAL ATTENDANTS:

Telephone _____

Address _____

BRIDE'S ATTENDANTS:

Maid or Matron of Honor

Telephone _____

Address _____

Bridesmaid

Telephone _____

Address _____

Bridesmaid

Telephone _____

Address _____

Bridesmaid

Telephone _____

Address _____

Flower Girl

Telephone _____

Address _____

GROOM'S ATTENDANTS:

Best Man

Telephone _____

Address _____

Groomsman/Usher

Telephone _____

Address _____

Groomsman/Usher

Telephone _____

Address _____

Groomsman/Usher

Telephone _____

Address _____

Ring Bearer

Telephone _____

Address _____

Wedding Day Responsibilities

Complete the checklist by filling in the name and phone number of who will be responsible for each category:

	NAME	PHONE
<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 (Guarding Gifts) ..	_____	_____
<input type="checkbox"/> Guest Book Table	_____	_____
<input type="checkbox"/> Securing Invitations 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"/> Videographer	_____	_____
<input type="checkbox"/> Photographer	_____	_____
<input type="checkbox"/> Lighting of Candles Prior to Ceremony	_____	_____
<input type="checkbox"/> Transportation of Gifts from Reception	_____	_____
<input type="checkbox"/> Decorations on Cars	_____	_____
<input type="checkbox"/> Announcing the Couple	_____	_____
<input type="checkbox"/> Food / Catering	_____	_____
<input type="checkbox"/> Beverages	_____	_____
<input type="checkbox"/> Cake Cutting	_____	_____
<input type="checkbox"/> Reception Decorations	_____	_____
<input type="checkbox"/> Music	_____	_____
<input type="checkbox"/> Limousine (other transportation)	_____	_____
<input type="checkbox"/> Hotel Room Accommodations ...	_____	_____
<input type="checkbox"/> Bringing Marriage License (to be signed by clergy & witnesses)	_____	_____
<input type="checkbox"/> Cake Toast	_____	_____
<input type="checkbox"/> Toast for Bride and Groom	_____	_____

