

# BRIDE & GROOM CHECKLIST

## BRIDES CHECKLIST

### SIX TO TWELVE MONTHS BEFORE

- \_\_\_\_\_ Select a wedding date and time. Wellers: 734-429-2115 email: [wellers2@aol.com](mailto:wellers2@aol.com)
- \_\_\_\_\_ Make a preliminary budget. See
- \_\_\_\_\_ Determine your wedding theme or style.
- \_\_\_\_\_ Reserve your ceremony and reception location.
- \_\_\_\_\_ Determine who will
- \_\_\_\_\_ Decide on your color scheme.
- \_\_\_\_\_ Determine the guest list.
- \_\_\_\_\_ Start compiling names and addresses of guests.
- \_\_\_\_\_ Select bridal attendants.
- \_\_\_\_\_ Have fiancé select his attendants.
- \_\_\_\_\_ Plan reception the style of reception you want to have.
- \_\_\_\_\_ Select catering & reception facility.
- \_\_\_\_\_ Select a professional
- \_\_\_\_\_ Select a professional
- \_\_\_\_\_ Select your dress and
- \_\_\_\_\_ Announce your engagement in the newspaper.
- \_\_\_\_\_ Select bridesmaids' dresses.
- \_\_\_\_\_ Select engagement ring with fiance, if he has not already done so

### FOUR MONTHS BEFORE

- \_\_\_\_\_ Make final arrangements for ceremony (deposits should be paid, contracts signed).
- \_\_\_\_\_ Make sure all bridal attire is ordered.
- \_\_\_\_\_ Have both mothers coordinate and select their dresses.
- \_\_\_\_\_ Register at a bridal registry in the towns of both families.
- \_\_\_\_\_ Order invitations and personal stationary.
- \_\_\_\_\_ Complete the guest lists and compile them in order.
- \_\_\_\_\_ Select the men's wedding attire and reserve the right sizes.
- \_\_\_\_\_ Check requirements for blood test and marriage license in your state.
- \_\_\_\_\_ Make appointment for physical exam.
- \_\_\_\_\_ Shop for wedding rings.
- \_\_\_\_\_ Start planning the honeymoon.
- \_\_\_\_\_ Make appointment for Sixty-Day Planning Meeting with Wellers': 734-429-2115 or email: [wellersinc@aol.com](mailto:wellersinc@aol.com)

### TWO MONTHS BEFORE

- \_\_\_\_\_ **SIXTY DAY PLANING MEETING** with Wellers' Date & Time \_\_\_\_\_
- \_\_\_\_\_ Finalize menu, linen, glassware details and estimated guest count at Sixty-Day Planning Meeting with Wellers'
- \_\_\_\_\_ Pay Two-Thirds of your Estimated Invoice at this time. To view Base estimates go to **ROOMS** page
- \_\_\_\_\_ Give Wellers name of your **CONTACT PERSON**. Usually a friend, they will handle: guest book, favors, gifts, cake parts
- \_\_\_\_\_ Give **CONTACT PERSON** a copy of your Worksheet once you have it filled out.
- \_\_\_\_\_ Address invitations and announcements. They should be mailed four to six weeks before wedding.
- \_\_\_\_\_ Finalize all details , photographer, florist, **menu**, linens, etc.
- \_\_\_\_\_ Let your florist, cake person and band or **DJ** know that rooms open 3 hours prior to your event for deliveries.
- \_\_\_\_\_ Order **wedding cake**
- \_\_\_\_\_ Finalize **ceremony** details with officiate.
- \_\_\_\_\_ Make rehearsal arrangements & plan rehearsal dinner. You may rehearse at Wellers on Thursdays.
- \_\_\_\_\_ Plan bridesmaids' **luncheon**.
- \_\_\_\_\_ Make appointments with **hairstylist**.
- \_\_\_\_\_ Finalize honeymoon plans.

### ONE MONTH BEFORE

- \_\_\_\_\_ Have a final fitting for your gown and bridal attendants' gowns.
- \_\_\_\_\_ Have a formal bridal portrait taken.
- \_\_\_\_\_ Complete all physical or dental appointments.
- \_\_\_\_\_ Get blood test and marriage license.
- \_\_\_\_\_ Purchase gifts for attendants.
- \_\_\_\_\_ Purchase gift for fiancé, if gifts are being exchanged.
- \_\_\_\_\_ Have the bridesmaids' luncheon.
- \_\_\_\_\_ Make sure you have all accessories, toasting goblets, ring pillow, garter, candles, etc.

## **TWO WEEKS BEFORE**

- \_\_\_ Attend to business and legal details.
- \_\_\_ Get necessary forms to change names on Social Security card, driver's license, insurance and medical plans, bank accounts
- \_\_\_ Prepare wedding announcements to be sent to newspaper.
- \_\_\_ Reconfirm the accommodations for out-of-town guests. Arrange to have possessions and gifts moved to your new home.
- \_\_\_ Give a change-of-address card to the post office.
- \_\_\_ Finish addressing announcements to be mailed on the wedding day.
- \_\_\_ Contact guests who have not responded.
- \_\_\_ Give photographer the list of pictures you want.
- \_\_\_ Give the videographer a list of shots you would like included in the video.
- \_\_\_ Give all musicians and or DJ the list of music for the ceremony and reception.
- \_\_\_ Email driving directions to all service people. to Wellers mapquest. 555 West Michigan Ave. Saline, MI 48176
- \_\_\_ Make sure you have the marriage license.
- \_\_\_ Make sure you have the wedding rings, and they fit.
- \_\_\_ Make sure all wedding attire is picked up and fits properly.

## **ONE WEEK BEFORE**

- \_\_\_ Final Meeting at Wellers': Final guest count and make final one-third payment. DATE & TIME \_\_\_\_\_
- \_\_\_ Review details of your wedding with Wellers' with Jeanne Marcele
- \_\_\_ Give copy of Final seating arrangements to Wellers.
- \_\_\_ Give final guest count to Wellers.
- \_\_\_ Make final payment to Wellers.
- \_\_\_ Give Wellers your change of address if you are moving so refund is sent to correct mailing address.
- \_\_\_ Send or email map and directions to Hospitality House: 113 W. McKay Saline, MI 48176
- \_\_\_ Arrange for someone to assist with last-minute errands and to help you dress.
- \_\_\_ Practice having your hair done to make sure it comes out properly, and determine the time it will take.
- \_\_\_ Practice using your make-up in the same type of lighting you will have on the wedding date.
- \_\_\_ Keep up with the writing of your thank-you notes.
- \_\_\_ Pack your suitcase for the honeymoon.
- \_\_\_ Rehearsal with all participants, reviewing their duties.
- \_\_\_ Email Map and driving directions to rehearsal participants
- \_\_\_ Attend rehearsal dinner party. Stay calm and enjoy yourself.
- \_\_\_ Stay with the family the night before the wedding.
- \_\_\_ Get to bed early. You will want to look and feel great the next day.

## **ON THE WEDDING DAY**

- \_\_\_ Be sure to eat something.
- \_\_\_ Take a nice, relaxing bath.
- \_\_\_ Arrive at Keeping Room Hospitality House if you have rented it. Time \_\_\_\_ 3-4 hours prior to ceremony.
- \_\_\_ Bring video and CDs to Keeping Room to create a relaxing atmosphere.
- \_\_\_ Fix hair or have an appointment to have it done at least three to four hours before the ceremony.
- \_\_\_ Have all accessories together.
- \_\_\_ Start dressing one to one-and-a-half hours before the ceremony.
- \_\_\_ If pictures are being taken before the ceremony, then have yourself and attendants ready about two hours before the ceremony.
- \_\_\_ Have the music start thirty minutes before ceremony.
- \_\_\_ Have your ushers seat guests five minutes before the ceremony, have groom's parents seated.
- \_\_\_ Immediately before procession, the bride's mother is seated

## **AFTER THE WEDDING**

- \_\_\_ Send announcements and wedding picture to newspapers.
- \_\_\_ Mail announcements.
- \_\_\_ Write and mail thank-you notes.

## **GROOMS CHECKLIST**

### **SIX TO TWELVE MONTHS BEFORE**

- \_\_\_ Purchase the bride's engagement ring.
- \_\_\_ Discuss with fiancée the date and type of wedding.

- \_\_\_\_\_ Start on your guest list.
- \_\_\_\_\_ Choose best man and ushers.
- \_\_\_\_\_ Start planning and making necessary arrangements for the honeymoon.

#### **FOUR MONTHS BEFORE**

- \_\_\_\_\_ Shop with fiancée for wedding rings.
- \_\_\_\_\_ Complete your guest list.
- \_\_\_\_\_ Check requirements for blood test and marriage license in your state, or the state you are being married in.
- \_\_\_\_\_ Select and order men's wedding attire with your fiancée.
- \_\_\_\_\_ Arrange **hotel accommodations** for out-of-town attendants or guests.
- \_\_\_\_\_ Finalize all honeymoon plans and send in deposits if required (don't delay-some resorts fill up fast in popular months)
- \_\_\_\_\_ Arrange for ushers

#### **TWO MONTHS BEFORE**

- \_\_\_\_\_ SIXTY DAY PLANING MEETING with Wellers' Date & Time \_\_\_\_\_
- \_\_\_\_\_ Finalize menu, linen, glassware details and estimated guest count at Sixty-Day Planning Meeting with Wellers'
- \_\_\_\_\_ Pay **Two-Thirds** of your Estimated Invoice at this time. To view Base estimates go to **ROOMS** page
- \_\_\_\_\_ Give the name of your Bar Contact Person to Wellers at Sixty Day Planning Meeting with Wellers.
- \_\_\_\_\_ Meet with **A&L Wine Shoppe Contact Person: Maher 734-665-9463**
- \_\_\_\_\_ Meet with officiate to finalize ceremony details.
- \_\_\_\_\_ Assist parents with plans for the rehearsal dinner party.
- \_\_\_\_\_ Discuss the amount and the financial arrangement for the flowers that are the groom's responsibility.
- \_\_\_\_\_ Arrange accommodations for out-of-town attendants.
- \_\_\_\_\_ Give all ushers, and contact people a copy of your worksheet with time line

#### **ONE MONTH BEFORE**

- \_\_\_\_\_ See that all attendants have been fitted and wedding attire has been ordered.
- \_\_\_\_\_ Purchase gifts for best man and ushers. Purchase wedding gift for fiancée, if gifts are being exchanged.
- \_\_\_\_\_ Make **transportation arrangements** for the wedding day to and from the reception and hotel.
- \_\_\_\_\_ Pick up wedding rings.
- \_\_\_\_\_ Make sure they fit.
- \_\_\_\_\_ Take care of business and legal affairs for joint accounts i.e. insurance policies and medical plans, checking accounts.
- \_\_\_\_\_ If you have both agreed to a pre-nuptial agreement, have it drawn up and signed.

#### **TWO WEEKS BEFORE**

- \_\_\_\_\_ Together with fiancée, gather necessary documents and get your marriage license.
- \_\_\_\_\_ Arrange wedding day transportation.
- \_\_\_\_\_ Reconfirm accommodations for out-of-town guests.
- \_\_\_\_\_ If moving, give change-of-address card to post office; utilities and phone service turned on in the new home.
- \_\_\_\_\_ If not moving, finish cleaning and reorganize your home; help your fiancée move her things.

#### **THE WEEK BEFORE**

- \_\_\_\_\_ See that attendants get their wedding attire. Pack clothes for honeymoon and reconfirm reservations.
- \_\_\_\_\_ If flying, make sure you have plane tickets.
- \_\_\_\_\_ See to it that you and your attendants are at the rehearsal and they know their duties.
- \_\_\_\_\_ Go over ceremony seating with ushers.
- \_\_\_\_\_ Arrange for gifts brought to the reception to be taken to your new home.
- \_\_\_\_\_ Attend rehearsal dinner, relax and enjoy yourself.
- \_\_\_\_\_ Get to bed early. You want to look and feel your best.
- \_\_\_\_\_ Checks prepared for service people you will be paying the day of your wedding.

#### **THE WEDDING DAY**

- \_\_\_\_\_ Allow plenty of time to get dressed.
- \_\_\_\_\_ Give the best man the bride's wedding ring.
- \_\_\_\_\_ Place the officiates fee in a sealed envelope.
- \_\_\_\_\_ Place bartenders check in an envelop to be filled out at the close of the event
- \_\_\_\_\_ Give it to the best man so he may present it after the ceremony.
- \_\_\_\_\_ Don't forget to take the marriage license to the ceremony, or make sure the best man will bring it.
- \_\_\_\_\_ Have the best man and the maid of honor sign the wedding certificate as witnesses.

#### **AFTER THE WEDDING**

- \_\_\_\_\_ Send flowers or a telegram of appreciation thanking the parents for a beautiful wedding day!