

Groom's Checklist

THREE TO TWELVE MONTHS BEFORE WEDDING

- Set budget and division of financial obligations
- Buy engagement ring
- Choose best man and ushers (one usher per 50 guests)
- Set appointment with clergyman
- Furnish family guest list to fiancée
- Plan honeymoon with fiancée (check passports and visas, if necessary)
- Order bride's flowers
- Order mother's flowers
- Plan correct formal attire with fiancée and groomsmen
- Make reservations for rehearsal dinner
- Take dance lessons
- Order groom's cake
- Reserve limousine and/or special transportation

TWO MONTHS BEFORE WEDDING

- Select your wardrobe for honeymoon
- Select wedding rings with fiancée
- Choose gifts for ushers and best man
- Select bride's gift

ONE MONTH BEFORE WEDDING

- Arrange all needed insurance and review legal/medical/religious documents
- Arrange lodging and transportation for out-of-town guests
- Have medical examination and blood test

TWO WEEKS TO ONE DAY BEFORE WEDDING DAY

- Get marriage license
- Provide final guest count for rehearsal dinner to caterer or restaurant
- Arrange for clergyman's fee
- Plan bachelor dinner or party with best man
- Pick up wedding bands
- Pack for honeymoon

Best Man's Checklist

- Take charge of ushers
- Be responsible for wedding rings
- Be responsible for clergyman's fee
- Be responsible for license
- Check on all travel arrangements for honeymoon
- Prepare to toast bride and groom

Setting Your Budget

There are many details to investigate before signing any contractual agreements for your wedding services. Once you've checked off the items listed below and made your decisions, get in writing everything you expect.

	BUDGET	EST.COST
Stationery	\$ _____	_____
Invitations		_____
Announcements		_____
Thank You Notes		_____
Reply Cards		_____
Monogrammed Napkins		_____
Photography	\$ _____	_____
Formal Portraits		_____
Engagement		_____
Wedding		_____
Wedding Album		_____
Parent's Album		_____
Extra Prints		_____
Videography	\$ _____	_____
Reception	\$ _____	_____
Food		_____
Beverage		_____
Wedding Cake		_____
Groom's Cake		_____
Gratuities and Taxes		_____
Valet Parking		_____
Officer		_____
Music \$ _____	_____	_____
Wedding		_____
Reception		_____
Soloist		_____
Bridal Attire	\$ _____	_____
Dress		_____
Headpiece and Veil		_____
Undergarments		_____
Jewelry		_____
Shoes	_____	_____
Trousseau		_____
Garter		_____
Preservation-Gown		_____
Hair / Makeup		_____
Nails		_____
Wedding Consultant	\$ _____	_____
Transportation	\$ _____	_____
Limousines		_____
Carriage, etc.		_____
Parking		_____

	BUDGET	EST.COST
Wedding Parties	\$ _____	_____
Bridal Luncheon		_____
Rehearsal Dinner		_____
Out-of-town Guests		_____
Fees	\$ _____	_____
Church/Synagogue		_____
Officiant		_____
Assistants (cantors, altar boys)		_____
Gifts	\$ _____	_____
Maid of Honor		_____
Best Man		_____
Bridesmaids		_____
Groomsmen		_____
Other	_____	_____
Flowers	\$ _____	_____
Ceremony		_____
Bridal Bouquet		_____
Attendants' (male, female)		_____
Mothers' Corsages		_____
Reception		_____
Miscellaneous	\$ _____	_____
Hotel Accommodations (for out-of-town guests)		_____
Honeymoon	\$ _____	_____
Transportation		_____
Accommodations		_____
Daily Allowance		_____
Total Budget	\$ _____	_____
Total Est. Cost	\$ _____	_____

Typical Breakdown of Wedding Expenses

Reception Costs	30%
Clothes and Gifts	30%
Ceremony Costs	11%
Photography	11%
Invitations & Stationery	6%
Miscellaneous	12%

Wedding Planner

THREE TO TWELVE MONTHS BEFORE WEDDING

- Determine budget with parents / number of guests
- Create a website for your wedding
- Type of wedding (very formal, formal, semi-formal)
- Date, time and place for ceremony
- Visit officiating clergy for consultation
- Choose bridal consultant if desired
- Type of reception
- Reserve facility for reception
- Wedding dress
- Bridal attendants
- Attendants' dresses and mothers' gowns
- Start compiling guest list
- Wedding invitations and announcements / calligrapher if desired
- Thank you and personal stationery
- Choose photographer and videographer
- Register for gifts
- Buy a wedding album, gift and guest record file
- Find a new home and plan furnishings
- Start your make-up lessons, skin care, hairstyling program
- Start workout program with personal trainer
- Ceremony and reception music
- Take dance lessons
- Meet with florist
- Make appointment for pre-marital examination
- Consult caterer
- Discuss honeymoon with groom
- Reserve a block of hotel rooms for out-of-town guests

TWO MONTHS BEFORE WEDDING

- Check state requirements for marriage license
- Order bride's cake
- Address and mail invitations
- Develop system for organizing RSVPs
- Wedding gown fittings
- Attendants' gown fittings
- Shop for trousseau
- Coordinate men's formalwear attire
- Select attendants' and groom's gifts

Wedding Planner

ONE MONTH BEFORE WEDDING

- Begin dental treatments to whiten teeth
- Have programs printed
- Set appointment to have make-up and hairstyling
- Check with groom regarding wedding ring(s)
- Final fitting of wedding dress and all gowns
- Make sure musicians/DJ have playlists
- Send portrait to newspapers
- Complete arrangements for reception
- Arrange transportation for out-of-town guests
- Arrange for moving (if necessary)
- Arrange for party rental equipment
- Arrange transportation to ceremony and reception
- Arrange for your joint or new checking accounts
- Have all charge accounts changed / change of address to post office
- Acknowledge each gift as it arrives
- Arrange for yoga class to help with stress from the above
- Pick up marriage license

TWO WEEKS TO ONE DAY BEFORE WEDDING DAY

- Arrange final seating for the rehearsal/reception
- Write toasts for rehearsal dinner
- Check all gowns and accessories / break in wedding shoes at home
- Complete trousseau and going away clothes
- Write checks to vendors, put in envelope and give to event planner to distribute
- Give caterer final estimate of attendance at reception
- Discuss specific shots with photographer
- Make arrangements with Best Man to return tuxedo rentals
- Attend bridesmaid's luncheon and present gifts
- Deliver welcome bags to hotel
- Arrange any last minute transportation
- Put all wedding clothes in one place
- Provide any readers scripture for readings
- Arrange wedding day time schedule with event planner
- Get lots of beauty rest

WEDDING DAY

- Relax – Have a leisurely breakfast
- Take time to bathe and dress leisurely
- Make-up by an artist, manicure, hair styled
- Leave all details to those responsible... *This is your day. Enjoy!*