

Wedding Planner & Bridal Party Guide

Plan Early!

Most Wedding Ceremonies require anywhere from 9 to 12 months to properly plan. This is information that should be on the checklist when planning begins:

- Select your wedding date.
- Hire a wedding consultant.
- Determine budget.
- Consolidate guest lists.
- Select and reserve ceremony site.
- Select and reserve your officiant.
- Select and reserve reception site.
- Select and order bridal gown and headpiece.
- Determine your color scheme.
- Send engagement notice with photo to newspaper.
- Select dates for events.
- Arrange for home or garden improvements.
- Order passport, visa or birth certificate.
- Select and reserve photographer/videographer.
- Select wedding party.

Six to Nine Months

- Give responsibility cards to wedding party.
- Select and reserve wedding night bridal suite.
- Select attendant's dresses, shoes and accessories.
- Select flower girl's dress, shoes and accessories.
- Select and reserve caterer.
- Select and reserve ceremony musicians.
- Select and reserve reception musicians or DJ.
- Schedule fittings and delivery dates.

Four to Six Months

- Start shopping for bride and groom wedding gifts.
- Reserve ceremony and reception rental items.
- Finalize guest list.
- Select and order invitations and other stationary.
- Address invitations or hire a calligrapher.
- Select and reserve rehearsal dinner location.
- Arrange accommodations for out of town guests.
- Start planning the honeymoon.
- Register for gifts.
- Purchase shoes and accessories.
- Begin to break in your shoes.

Two to Four Months

- Select bakery and order wedding cake.
- Order party favors.
- Select and order room decorations.
- Purchase honeymoon attire and luggage.
- Select and book wedding day transportation.
- Check blood test and marriage license requirements.
- Shop for wedding rings and engrave them.
- Consider having your teeth cleaned or bleached.
- Consider a will and/or a prenuptial agreement.
- Plan activities for out-of-town guests.
- Purchase gifts for wedding attendants.

Six to Eight Weeks

- Mail Invitations
- Maintain a record of RSVPs and gifts received.
- Determine hair style and make-up.
- Schedule to have your hair, make-up and nails done.
- Finalize wedding day accessory shopping.
- Set up an area in your home to display gifts.
- Check with newspaper for announcement requirements.
- Have your formal wedding portrait taken.
- Send wedding announcement and photo to newspaper.
- File a change of name and address.
- Select groom's wedding attire.
- Select a guest book attendant.
- Mail invitations to rehearsal dinner.
- Get blood test and health certificate.
- Obtain marriage license.
- Plan a luncheon or dinner with your bridesmaids.
- Find something old, something new,....
- Finalize your menu.

Two to Six Weeks

- Confirm ceremony details with your officiant.
- Arrange final fitting of bridesmaid's dresses.
- Have final fitting of your gown and headpiece.
- Finalize rehearsal dinner plans.
- Make final floral selections.
- Make a detailed timeline for the wedding party.
- Make a detailed timeline for the service provider.
- Confirm details with service provider.
- Start packing for the honeymoon.
- Finalize addressing and stamping announcements.
- Decide if you want to form a receiving line.
- Contact guests who haven't responded.
- Pick up rings.
- Meet with photographer and confirm special photos.
- Meet with musicians and confirm special music.
- Continue writing thank you notes as gifts arrive.
- Remind bridesmaids and ushers to pick up attire.
- Purchase bridesmaids lipstick, nail polish, etc.
- Determine ceremony seating.
- Plan reception room layout and seating.

One Week

- Pick up wedding attire and check for fit.
- Do final guest count.
- Gather things for the rehearsal and wedding day.
- Arrange for someone to drive the getaway car.
- Review events with service providers.
- Confirm honeymoon reservations and pick up tickets.
- Finish packing for the honeymoon.
- Familiarize yourself with guests' names.
- Forward your mail while away.

Wedding Day

- Eat breakfast
- Remain calm
- Carry safety/straight pins
- Enjoy your day & go get married!



The Wedding Party

MAID OF HONOR

- ❖ Helps bride select attire and address invitations.
- ❖ Plans bridal shower for bride.
- ❖ Arrives at dressing site 2 hours before ceremony to assist bride in dressing.
- ❖ Arrives dressed at ceremony site 1 hour before the wedding for photographs.
- ❖ Arranges the bride's veil and train before the processional and recessional.
- ❖ Holds bride's bouquet and groom's ring, if no ring bearer, during the ceremony.
- ❖ Witnesses the signing of the marriage license.
- ❖ Keeps bride on schedule.
- ❖ Dances with best man during the bridal party dance.
- ❖ Helps bride change into her going away clothes.
- ❖ Mails wedding announcements after the wedding.
- ❖ Returns bridal slip, if rented.

BEST MAN

- ❖ Responsible for organizing ushers' activities.
- ❖ Organizes bachelor party for groom.
- ❖ Drives groom to ceremony site and sees that he is properly dressed before the wedding.
- ❖ Arrives dressed at ceremony site 1 hour before the wedding for photographs.
- ❖ Brings marriage license to wedding.
- ❖ Pays the clergyman, musicians, photographer, and any other service providers the day of the wedding.
- ❖ Holds the bride's ring for the groom, if no ring bearer, until needed by officiant.
- ❖ Witnesses the signing of the marriage license.
- ❖ Drives newlyweds to reception if no hired driver.
- ❖ Offers first toast at reception, usually before dinner.
- ❖ Keeps groom on schedule.
- ❖ Dances with maid of honor during the bridal party dance.
- ❖ May drive couple to airport or honeymoon suite.
- ❖ Oversees return of tuxedo rentals for groom and ushers, on time and in good condition.

BRIDESMAIDS

- *Assist maid/matron of honor in planning bridal shower.
- *Assist bride with errands and addressing invitations.
- *Participate in all pre-wedding parties.
- *Arrive at dressing site 2 hours before ceremony.
- *Arrive dressed at ceremony site 1 hour before the wedding for photographs.
- *Walk behind ushers in order of height during the processional, either in pairs or in single file.
- *Sit next to ushers at the head table.
- *Dance with ushers and other important guests.
- *Encourage single women to participate in the bouquet-tossing ceremony.

USHERS

- *Help best man with bachelor party.
- *Arrive dressed at ceremony site 1 hour before the wedding for photographs.
- *Distribute wedding programs and maps to the reception as guests arrive.
- *Seat guests at the ceremony.
- *Two ushers may roll carpet down the aisle after both mothers are seated.
- *Helps clean-up after ceremony..
- *Direct guests to the reception site.
- *Dance with bridesmaids and other important guests.

FLOWER GIRL

- *Usually between the ages of four and eight.
- *Attends rehearsal to practice but is not required to attend pre-wedding parties.
- *Arrives dressed at ceremony site 45 minutes before the wedding for photos.
- *Carries a basket filled with loose rose petals to strew along bride's path during processional, if allowed by ceremony site.
- *If very young, may sit with her parents during ceremony.

RING BEARER

- *Usually between the ages of four and eight.
- *Attends rehearsal to practice but is not required to attend pre-wedding parties.
- *Arrives at ceremony site 45 minutes before the wedding for photographs.
- *Carries a white pillow with rings attached.
- *If younger than 7 years, carries artificial rings.
- *If very young, may sit with his parents during ceremony.
- *After ceremony, carries ring pillow upside down so artificial rings do not show.