



EMS Disc Jockey | 4257 Goeglein Road | Fort Wayne IN | 46815

CHECK LIST

The following is a checklist that will help brides prepare for their wedding.

BRIDAL ATTIRE

Determine formality of the wedding.

Select and order wedding gown.

Select and order headpiece and veil.

Select color and style of attendants' dresses.

Mothers select their dresses (Bride's Mother First, the Groom's Mother).

Purchase shoes, hosiery, lingerie, garter, and accessory jewelry.

Select flower girl dress.

Have attendants' shoes dyed.

Schedule your fittings and alterations.

Schedule fittings and alterations for attendants.

Arrange for a pick up of your gown. Will it be pressed and packaged with a tissue in the sleeves and a bodice mold.

Arrange for someone to take the gown to a reputable dry cleaner after the wedding for cleaning and preservation.

Do you have something old – something new – something borrowed – something blue.

BRIDAL BEAUTY

Eat healthy, nutritious meals throughout the months preceding the wedding, and drink lots of water.

Have hair permed, cut, or colored 2-3 weeks prior to the wedding.

Get a facial 2-3 weeks before the wedding.

Schedule a massage the week before your wedding.

Schedule a pre-wedding beauty consultation 3-6 months prior to the wedding.

Schedule a make-up and hair styling for the wedding day at least 3-6 months prior to the wedding.

Schedule appointment for waxing 1-2 weeks prior to the wedding.

Get plenty of sleep night before wedding.

Eat a healthy breakfast on the day of the wedding and have snacks available if it is a late afternoon wedding.

Get a manicure and pedicure.

CATERING

Decide on the type of cuisine and general style of catering you like for your wedding rehearsal and reception. Research to find the caterers in your area who will have the capability to deliver your ideal wedding events. Plan a budget, listen to referrals, and begin the delicious process of finding the perfect caterer.

Visit as many as 3 caterers: If you already selected a venue find out whether you may use the caterer of your choice or if the venue uses a specific individual or list of caterers.

Check the credentials: does your caterer have a Certified Professional Catering Executive [CPCE] designation? Is your caterer and member of the National Association of Catering Executives [NACE]? The additional training and professionalism earned will serve you as the client, well. Were the catering references exceptional? What did the bridal references say about the caterer, the cuisine, the service, and the presentation?

Review the portfolio: spend some time reviewing the photo archive of past events. You will learn a great deal about a caterer's capabilities visually.

Inquire about customizing: will your caterer work with you to design a menu that represents your style and remains within your budget? Ask for an

inclusive proposal; do not be afraid to ask if you can change, add, or delete an item.

Taste the possibilities: when you have narrowed your catering search to the final one or two candidates, arrange a tasting session.



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Review your search: how flexible, reliable, responsive, enthusiastic and fun is your caterer? How innovative were their ideas about menu choices and presentation style? Did you feel you could trust them on your special day?
Sign the contract: on the day of the tasting session, when you are comfortable with the budget, the proposal, and the cuisine, sign a contract and make the initial deposit. You might want to establish a payment plan. The caterer will have date your final head count is needed when your final balance is due. Payment in full is due before the event. You've found the wedding caterer for your special day.

CEREMONY

Determine the level of formality.
Select and reserve ceremony site.
Select an officiant and plan ceremony.
Inquire about restrictions and notify appropriate vendors.
Attend pre-marital classes.
Select attendants.
Hire organist, vocalist or other musicians for ceremony music.
Select music.
Write vows (if desired).
Reserve Rental Items.
Candelabra
Kneeler
Aisle Runner
Select individuals to read prayers or passages during ceremony.
Schedule rehearsal.
Place officiants fee in envelope and give to best man.

ENTERTAINMENT

Check with the reception site for any music restrictions.
Select a DJ or band, sign agreement, pay deposit.
Read and sign all agreements and be sure that all the details are included in the agreement.
Be sure you receive a copy when paying deposit.
Set a final consultation about four weeks prior to your wedding date to cover all of the details you would like the entertainer to address on your wedding day(i.e. special songs, names for introductions, activities to be performed/not be performed). Pay balances as per your contract.

FLORAL

Decide if you will have fresh, silk or dried flowers.
Select florist 5-6 months before wedding.
Sign agreement, pay deposit.
Bring swatches/pictures of your dress, attendants' dresses, and mothers' dresses to match colors.
Ask about floral/decorating restrictions at the ceremony and reception site.

FLOWERS

Bride's bouquet
Attendants' bouquets
Flowers for helpers.
Flower girl's basket.
Corsages for mother and grandmothers.
Groom and Users' boutonnieres .
Boutonnieres for fathers and grandfathers.
Floral Decorations for Ceremony
Floral Decorations for Reception





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Give florist names, addresses and times for delivery of floral bouquets, boutonnieres, and arrangements
 Pay Balance
 Contact Floral Preservationist

HONEYMOON

Select travel agent.
 Select destination and determine length of time.
 Request time off from your jobs.
 Pay deposit.
 Make reservations for wedding night accommodations.
 Make hotel reservation.
 Reserve transportation.
 Purchase Travel Insurance
 Obtain passport and visas if needed
 Shop for honeymoon wardrobe
 Pay balance
 Pick up tickets and itinerary information from travel agent.
 Pack suitcases for wedding night and honeymoon.
 Leave travel plan information with family members.
 Make arrangements for someone to pick up the mail and newspapers, feed pets, water plants, and watch house.

INVITATIONS

Finalize guest list and determine number of invitations to order.
 Order invitations three to four months before the wedding.
 Determine if you want engraved or thermo graphed invitations. Engraved invitations take six to eight weeks to order.
 Select Paper, Script, Ink, Color, Wording, & Format
 Invitations
 Wedding Programs
 Enclosures
 Response Cards
 Announcements
 Thank You Notes
 Reception Cards
 Place Cards
 Pew Cards
 Maps
 Personalized Napkins
 Matchbooks
 Compile names and addresses of guests as soon as possible.
 Double check all spellings, dates, and addresses on your order.
 If necessary, design and print maps to assist guests.
 Carefully examine your order for accuracy prior to leaving the store.
 Address and assemble invitations.
 Take finished invitations to post office and have them weighed to determine the correct postage.
 Mail invitations four to six weeks prior to your wedding.
 Mail announcements on day of wedding.

JEWELRY

Receive engagement ring and say yes.
 Order wedding bands 3 months before the wedding .
 Arrange engraving for the wedding bands.
 Give bride's ring to best man to hold at ceremony.





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Give grooms ring to maid of honor to hold at ceremony .
Purchase accessory jewelry for wedding day – necklace, earrings, etc.

MENS FORMALWEAR

Choose Tuxedo Store
Inquire about special offers or discounts.
Select style.
Select colors for cummerbund and other accessories.
Reserve formalwear 2-3 months ahead.
Inquire about damage/stain policy.
Schedule fittings for groom, attendants, and fathers.
Pick-up tuxedos and try on for fit.
Arrange to have someone return the groom's tuxedo after the wedding.

PHOTOGRAPHY

Select Photographer
Sign agreement, pay deposit.
Inform photographer of date, time, location of wedding and reception.
Schedule sitting for engagement portrait.
Schedule sitting for bridal portrait.
Notify photographer of any restrictions the ceremony site and or reception has in regards to photography.
Decide if you will have formal wedding pictures done before or after the ceremony. Inform the bridal party.
Give the photographer a list of photos you'd like taken.
Notify the photographer the sequence of events for the reception.
Pay Balance

VIDEOGRAPHY

Select a videographer.
Sign agreement, pay deposit.
Inform the videographer of the date, time ,and location of the wedding and reception.
Inform the videographer of any restrictions the ceremony site and or reception site has in regards to videography.
Inform the videographer the sequence of events for the reception.
Pay balance.
Give videographer any special music you like included on the video (if you are purchasing an edited tape).
If your video will include photos of you both as children, give these to your videographer(again if you are purchasing an edited tape).

WEDDING CAKE

Select baker 3 to 6 months in advance.
Choose shape, size, flavor, icing, decorations for wedding cake.
Order groom's cake.
Provide bakery with delivery information(date, time, location).
Pay deposit.
Purchase cake knife and server.
Decorate cake knife and server.
Purchase Cake Topper
Assign someone to be responsible for getting the cake knife, server, and cake topper to the bakery or reception site.
Determine who will be cutting the cake at the reception.
Pay balance.
Arrange for someone to take the top of the cake home after the reception and preserve it for you.
Assign someone to return cake stands and pillars to the bakery.

