

2017

# Wedding

PLANNER



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DAILY JOURNAL

THE LAURINBURG  
EXCHANGE  
**Bladen Journal**



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# *Celebrating*

THE WEDDING OF

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AND

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ON

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# Before the wedding

## TWELVE TO SIX MONTHS BEFORE

### *Twelve months before the wedding*

Tell all family members.  
Talk to children, if this is a second/third marriage.  
Select a wedding date and time.  
Make a preliminary budget.  
Determine your wedding theme or style and colors.  
Plan your ceremony.  
Determine who will officiate the ceremony.  
Hire a wedding consultant if you plan to use one.  
Reserve your ceremony and reception location.  
Determine the size of your guest list.  
Start compiling names and addresses of guests  
Select bridal attendants.

Have fiancé select his attendants.  
Plan reception.  
Check catering facilities, if at a club or hotel.  
Select a caterer, if one is necessary.  
Select a professional photographer and videographer.  
Select a musical service for reception and wedding.  
Select a professional florist.  
Select your dress and headpiece.  
Announce your engagement in the newspaper.  
Select bridesmaids' dresses.  
Select the men's wedding attire  
and reserve the right sizes .  
Select the engagement ring with  
fiancé if he has not already done so.

## SIX TO TWO MONTHS BEFORE

### *Six months before the wedding*

Shop for wedding rings and  
other symbols of family unity.  
Make final arrangements for ceremony (deposits paid,  
contracts signed).  
Make sure all bridal attire is ordered.  
Have all mothers coordinate and select their dresses.  
Register for bridal registry.  
Complete the guest lists and compile them in order.  
Check the requirements for a marriage license.  
Start planning the honeymoon.  
Decide where you will live after the wedding.  
Begin to shop for the bride's trousseau.

### *Two months before the wedding*

Address the invitations and announcements, which should  
be mailed four to six weeks before the wedding.  
Order wedding cake, if not supplied by caterer.  
Finalize ceremony details with officiant.  
Make rehearsal arrangements.  
Plan bridesmaids' luncheon.  
Make appointments for hair, nails, and make-up.  
Arrange accommodations for out of town attendants,  
guests and family members.  
Finalize honeymoon plans.  
Make sure final musical arrangements are  
made for wedding and reception.



# ENGAGEMENT *Announcement* FOR THE NEWSPAPER

Contact your local newspaper to see what their announcement requirements are. Following are three traditional types of announcements and what to include in each.

**ENGAGEMENTS** This is the first announcement for the paper. It includes the names of the bride-elect and groom-elect, city of residence, parents' names, time, date and place of wedding, names of grandparents, education and honors. The announcement of the engagement

should be submitted no more than six months and no less than two weeks before the wedding date. A photograph can be submitted.

**COUPLES ANNOUNCEMENT** This appears the Friday before the wedding. It includes basic reminder information of the weekend wedding and includes listings of parties given in honor of the bride and groom. This information should include the type of party, hosts, locations and dates.

**WEDDINGS** This is submitted after the wedding. Information should include the names of the couple, parents and grandparents; time, date and location of wedding; officiating minister's name; who gave the bride away; bride's attendants and bridesmaids; flower girls and ring bearer; best man and groomsmen; location of the reception; honeymoon location; and the city where the couple will be living. A photograph can be submitted.

Use this as a guide for what to include in your engagement announcement:

Full name of bride-elect \_\_\_\_\_

Complete address & phone \_\_\_\_\_

Full names of bride's parents \_\_\_\_\_

Full names of bride-elect's grandparents \_\_\_\_\_

Bride-elect's education information \_\_\_\_\_

Bride-elect's employment (job title & location) \_\_\_\_\_

Full name of groom-elect \_\_\_\_\_

Address & phone of groom-elect \_\_\_\_\_

Full names of groom's parents \_\_\_\_\_

Full names of groom's grandparents \_\_\_\_\_

Groom's education information \_\_\_\_\_

Groom's employment (job title & location) \_\_\_\_\_

Date, place and time of wedding (please be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TENTS & PARTY RENTALS

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## SAVE THE DATE

# Master the wedding

Many couples' weddings take more than a year to plan. Couples want all of the special people in their lives to witness their vows, and giving guests advance notice can ensure as many loved ones as possible attend the ceremony. To be certain that guests have ample notice to clear their schedules, many couples now turn to save-the-date cards, which announce weddings well in advance of the actual wedding day. Save-the-date cards once were reserved only for weddings that required travel or special circumstances, such as destination weddings. But such cards have now become commonplace for all weddings. That's because

many people plan vacations or business trips anywhere from four to six months in advance. Busy people require plenty of notice to include this important date on their calendars, particularly when wedding dates fall during popular travel seasons or around the holidays. Kleinfeld Bridal, a premiere New York bridal boutique, says that save-the-date cards are typically mailed six to eight months prior to the wedding, though some are sent as early as a year before the big day. Once a date and a location is secured, save-the-dates can be ordered and mailed. Save-the-date cards require couples to assemble their guest

lists well in advance of the wedding. The leading bridal resource The Knot notes that everyone who will get a wedding invitation should also receive a save-the-date card. There's no turning back once cards are sent, so couples will need to be certain everyone they want to attend is getting advanced notice.

It's acceptable to mail save-the-date cards even if some wedding day details are still up in the air. Guests really only need to know the date and location of the wedding. Couples also can use the save-the-date card to direct invitees to a wedding website where guests can learn the details of the wedding as

they unfold. RSVP information does not need to be included on the save-the-date card. Save-the-date cards are much less formal than invitations, so couples can have fun with them. They can showcase couples' clever personalities or funny quirks. Keep in mind it is in poor taste to mention gifts or registries on save-the-date cards. There will be plenty of time to direct guests to registries later on. Couples are increasingly turning to save-the-date cards when planning their weddings to make sure busy friends and family will have enough time to make plans to attend their weddings.

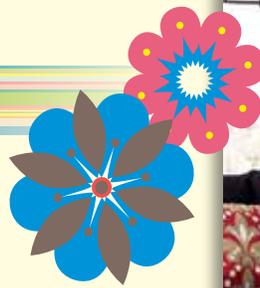
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# BUDGET WORKSHEET

TOTAL BUDGET AMOUNT \$ \_\_\_\_\_

BUDGET	ACTUAL		
Total Reception (45%)	\$ _____	\$ _____	_____
Reception Site	\$ _____	\$ _____	_____
Catering	\$ _____	\$ _____	_____
Drinks	\$ _____	\$ _____	_____
Wedding Cake	\$ _____	\$ _____	_____
Miscellaneous (e.g., security)	\$ _____	\$ _____	_____
<b>Total Attire (10%)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>_____</b>
Dress and veil	\$ _____	\$ _____	_____
Jewelry and shoes	\$ _____	\$ _____	_____
Hair and makeup	\$ _____	\$ _____	_____
Lingerie	\$ _____	\$ _____	_____
Groom's tux	\$ _____	\$ _____	_____
<b>Total Photography (10%)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>_____</b>
Photographer	\$ _____	\$ _____	_____
Videographer	\$ _____	\$ _____	_____
Bridal/Engagement photos	\$ _____	\$ _____	_____
<b>Total Stationery (4%)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>_____</b>
Invitations	\$ _____	\$ _____	_____
Postage	\$ _____	\$ _____	_____
Ceremony programs	\$ _____	\$ _____	_____
Save-the-date notes	\$ _____	\$ _____	_____
Thank-you notes	\$ _____	\$ _____	_____
<b>Total Transportation (5%)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>_____</b>
Wedding party transportation	\$ _____	\$ _____	_____
Bride and groom transportation	\$ _____	\$ _____	_____
<b>Total Entertainment (10%)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>_____</b>
Ceremony music	\$ _____	\$ _____	_____
Reception music (e.g., Band, DJ)	\$ _____	\$ _____	_____
<b>Total Flowers (10%)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>_____</b>
Ceremony arrangements	\$ _____	\$ _____	_____
Bouquets and Boutonnieres	\$ _____	\$ _____	_____
Parent's flowers	\$ _____	\$ _____	_____
Reception site arrangements	\$ _____	\$ _____	_____
<b>Total Miscellaneous (6%)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>_____</b>
Ceremony site and officiant fees	\$ _____	\$ _____	_____
Gifts for each other, attendants	\$ _____	\$ _____	_____
Wedding rings	\$ _____	\$ _____	_____
Marriage License	\$ _____	\$ _____	_____

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# Invitations



## COMPILE NAMES AND ADDRESSES OF GUESTS

- Bride's guest list
- Groom's guest list
- Bride's parents' guest list
- Groom's parents' guest list
- Finalize the guest list and determine number of invitations needed
- Double-check spellings of names and addresses
- Order the invitations and stationery at least four to six months before the wedding

## COST FOR EACH:

Invitations \_\_\_\_\_  
 Envelopes \_\_\_\_\_  
 Liners \_\_\_\_\_  
 Response cards \_\_\_\_\_  
 Envelopes \_\_\_\_\_  
 Reception cards \_\_\_\_\_  
 Pew cards \_\_\_\_\_  
 Announcements \_\_\_\_\_  
 Wedding programs \_\_\_\_\_  
 Place cards \_\_\_\_\_  
 Thank you notes \_\_\_\_\_  
 Other \_\_\_\_\_

## INVITATIONS

- Number ordered \_\_\_\_\_  
 Date ordered \_\_\_\_\_  
 Delivery date \_\_\_\_\_  
 Style/font \_\_\_\_\_  
 Paper/color \_\_\_\_\_  
 Ink color \_\_\_\_\_
- Design and print maps to be included in the invitations if needed.
  - Address and assemble the invitations.
  - Ensure you are using the proper postage when stamping the envelopes.
  - Mail the invitations, ask the post office to hand-cancel.
  - Mail the announcements.
  - Write thank-you notes.
  - Mail thank-you notes.

## ORDERING INVITATIONS

Stationer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact: \_\_\_\_\_

## Ordinary II Extraordinary

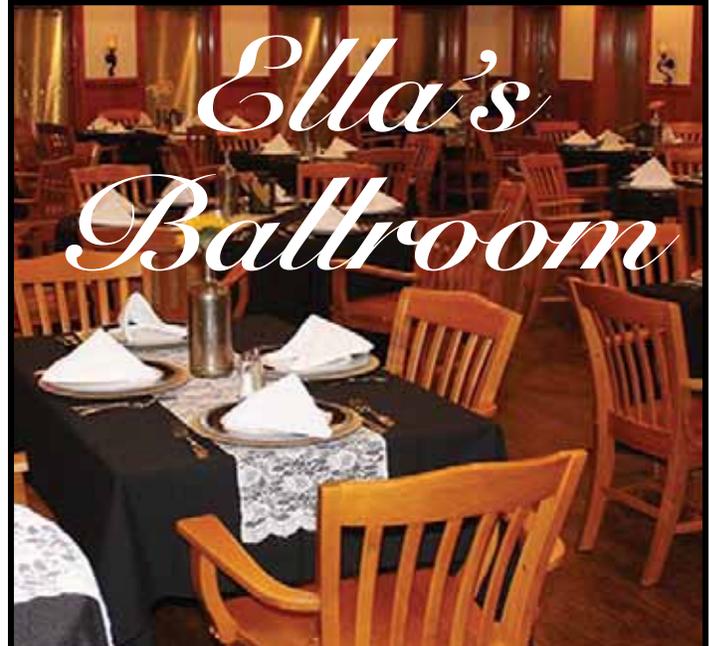
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 910-995-0709. or 910-995-6101



# The wedding party

Maid of Honor

Matron of Honor

Best Man

Flower Girl

Ring Bearer

Bridesmaids

Groomsmen

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# Choosing a site

**DECIDE ON A LOCATION**

Location address: \_\_\_\_\_  
 Location phone: \_\_\_\_\_  
 Type of location: \_\_\_\_\_  
 Deposit required: \_\_\_\_\_  
 Cancellation policy: \_\_\_\_\_  
 Restrictions: \_\_\_\_\_  
 Size description: \_\_\_\_\_  
 Site rental fee: \_\_\_\_\_  
 Clergy fee: \_\_\_\_\_  
 Parking: \_\_\_\_\_

**Handicap Accessible: Yes No**

**THEME | REHEARSAL TIMES & DATE**

My Theme: \_\_\_\_\_  
 My style/colors: \_\_\_\_\_

Date reserved: \_\_\_\_\_  
 1st rehearsal time: \_\_\_\_\_  
 1st rehearsal date: \_\_\_\_\_  
 2nd rehearsal time: \_\_\_\_\_  
 2nd rehearsal date: \_\_\_\_\_  
 Final rehearsal time: \_\_\_\_\_  
 Final rehearsal date: \_\_\_\_\_  
 Set up time: \_\_\_\_\_  
 Start time: \_\_\_\_\_  
 End time: \_\_\_\_\_  
 Photo time: \_\_\_\_\_  
 Clean up time: \_\_\_\_\_

**GUEST**

Number of guests invited: \_\_\_\_\_  
 Number of guests confirmed: \_\_\_\_\_

**DRESSING ROOMS**

Available: Yes No  
 Number Available: \_\_\_\_\_  
 Capacity: \_\_\_\_\_

**DRESSING LOCATION**

Bride: \_\_\_\_\_  
 Maid/Matron of Honor: \_\_\_\_\_  
 Bridesmaids: \_\_\_\_\_  
 Flower girl: \_\_\_\_\_  
 Groom: \_\_\_\_\_  
 Best Man: \_\_\_\_\_  
 Groomsmen: \_\_\_\_\_  
 Ushers: \_\_\_\_\_  
 Ring Bearer: \_\_\_\_\_



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# Clergy

If you are planning on writing your own vows, discuss this with the officiant. Arrange for the officiant to be paid in private after the ceremony. Invite the officiant and a guest to the reception.

**Officiant Information**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Religious denomination: \_\_\_\_\_  
 Dates available: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Available for date desired? Yes No  
 Estimated total cost: \_\_\_\_\_  
 Cancellation policy: \_\_\_\_\_  
 Arrival time: \_\_\_\_\_  
 Wedding date: \_\_\_\_\_  
 Wedding location: \_\_\_\_\_  
 Wedding time: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_  
 Rehearsal time: \_\_\_\_\_  
 Rehearsal location: \_\_\_\_\_  
 Special classes required? Yes No  
 Date of classes (if required): \_\_\_\_\_  
 Time of classes (if required): \_\_\_\_\_  
 Class fee: \_\_\_\_\_  
 Class location: \_\_\_\_\_  
 Book officiant six months in advance  
 Confirm fees  
 Make sure officiant is available to attend rehearsal dinner before scheduling it.  
 Discuss your music plans with the officiant making sure that there are no restrictions.

**Happily Ever After**  
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# Music

## FOR CEREMONY & RECEPTION

### CEREMONY MUSIC

- Decide on music budget: \_\_\_\_\_
- Estimated total cost: \_\_\_\_\_
- Cancellation policy?    Yes    No
- Equipment provided?    Yes    No
- Decide on type of music: \_\_\_\_\_
- Make sure there are no ceremony music restrictions.
- Audition Musicians: \_\_\_\_\_
- Audition Soloists: \_\_\_\_\_
- Book Musicians: \_\_\_\_\_
- Book Soloists: \_\_\_\_\_
- Pay Deposits: \_\_\_\_\_
- Sign Agreements: \_\_\_\_\_
- Make musical selections for prelude: \_\_\_\_\_
- Make musical selections for processional: \_\_\_\_\_
- Make musical selections for ceremony: \_\_\_\_\_
- Make musical selections for recessional: \_\_\_\_\_
- Confirm major ceremony details: \_\_\_\_\_
- Give copy of music to officiant: \_\_\_\_\_
- Have musicians attend rehearsal: \_\_\_\_\_
- Site description: \_\_\_\_\_
- Site rental fee: \_\_\_\_\_
- Clergy fee: \_\_\_\_\_
- Parking: \_\_\_\_\_
- Handicap Accessible: \_\_\_\_\_

### RECEPTION MUSIC

- Decide on music budget: \_\_\_\_\_
- Estimated total cost: \_\_\_\_\_
- Cancellation policy: \_\_\_\_\_
- Equipment provided?    Yes    No
- Decide on type of music: \_\_\_\_\_
- Reception date: \_\_\_\_\_
- Reception location: \_\_\_\_\_
- Setup location: \_\_\_\_\_
- Type of music: \_\_\_\_\_
- Type of entertainment: \_\_\_\_\_
- Music restrictions: \_\_\_\_\_
- Time needed to set up: \_\_\_\_\_
- Music start time: \_\_\_\_\_
- Special requests?    Yes    No
- Setup location: \_\_\_\_\_
- Number of breaks needed: \_\_\_\_\_
- Recorded music interludes during breaks?    Yes    No
- Desired attire for musicians: \_\_\_\_\_
- Number of musicians: \_\_\_\_\_
- Refreshments needed?    Yes    No

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# CATERING & *Wedding cake*

## FIND A CATERER

- Caterer \_\_\_\_\_
- Address \_\_\_\_\_
- Phone \_\_\_\_\_
- Establish menu \_\_\_\_\_
- My menu \_\_\_\_\_
- Final guest count \_\_\_\_\_
- Establish guideline \_\_\_\_\_
- Buffet or served dinner \_\_\_\_\_
- Time food will be set out/served \_\_\_\_\_
- Time food will be taken away \_\_\_\_\_
- Number of bartenders and servers \_\_\_\_\_
- Confirm list of equipment provided by caterer
- If self-catered \_\_\_\_\_
- Meat \_\_\_\_\_
- Vegetables \_\_\_\_\_
- Fruits \_\_\_\_\_
- Breads, Rolls, Crackers \_\_\_\_\_
- Cheese, Dips, Dairy \_\_\_\_\_
- Condiments \_\_\_\_\_
- Desserts \_\_\_\_\_
- Beverages \_\_\_\_\_

## ORDER THE WEDDING CAKE

- Select bakery \_\_\_\_\_
- Make arrangements for pick-up or delivery \_\_\_\_\_
- Decide where cake table will be located \_\_\_\_\_
- Purchase a cake topper \_\_\_\_\_
- Decide time of cake cutting ceremony \_\_\_\_\_

*If you are saving the top cake layer, make arrangements to have it taken home and preserved. Confirm all major details of your cake order one month in advance.*

# *Decorations*

Locate supplies at party stores

- Party store: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Contact: \_\_\_\_\_
- Party store: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Contact: \_\_\_\_\_

Locate rental supplies

- Rental store: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Contact: \_\_\_\_\_
- Rental store: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Contact: \_\_\_\_\_



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# The reception

Reserve the reception site

Reception site \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contact \_\_\_\_\_

Ask about any restrictions: liquor, decorations, bird seed, etc. Find out what supplies are provided by the facility caterer, and purchase or rent supplies needed for the reception.

- Guest register table
- Gift table
- Cake table
- Place card table
- Buffet tables

- Guest tables
- Chairs
- China dinnerware
- Plastic/paper dinnerware
- Silver flatware
- Plastic flatware
- Cloth napkins
- Paper napkins
- Cloth tablecloths
- Plastic/paper table cloths
- Serving bowls/dishes
- Utensils
- Trays
- Bubbles, rice, birdseed, flower petals to toss
- Audio equipment
- Microphone
- Lighting

- Dance floor
- Tents
- Trash cans

Hire a caterer, if not provided by facility

- Plan the menu

Hire the wedding professionals

- Reception coordinator
- Band, DJ, or musicians
- Photography/videographer
- Caterer
- Bakery
- Master of Ceremonies
- Florist/decorator coordinator
- Rental company
- Transportation

Confirm all reception details one month before the wedding.



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**RICHMOND**  
COMMUNITY COLLEGE



# Flowers

## HIRE A PROFESSIONAL FLORIST

Florist \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contact \_\_\_\_\_

Pay deposit and sign agreement

Decide the types of flowers that you want

- Fresh flowers
- Dried flowers
- Silk flowers

## SELECT FLOWERS FOR:

- Bride's bouquet
- Bouquet for tossing
- Floral headpiece if needed
- Going away corsage
- Matron/Maid of Honor's flowers

- Floral headpiece if needed
- Bridesmaids' Flowers
- Floral headpiece if needed
- Flower girl
- Floral headpiece if needed
- Groom's boutonniere
- Best Man's boutonniere
- Groomsmen's boutonnieres
- Ring Bearer's boutonniere
- Mothers' corsages
- Fathers' boutonnieres
- Flowers for helpers

## FLORAL DECORATIONS FOR CEREMONY SITE

- Arch/canopy
- Altar
- Candelabras

- Pews
- Aisles
- Windows

## FLORAL DECORATIONS FOR RECEPTION SITE

- Bride and groom's table
- Attendants' table
- Parents' table
- Guest tables
- Buffet table
- Cake table
- Guest register table
- Gift table
- Champagne/punch table
- Wedding Cake
- Wedding Cake topper

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