

BRIDES CHECKLIST

12 TO 10 MONTHS PRIOR TO YOUR WEDDING

- Announce your engagement and set date
- Determine budget and size of guest list
- Hire a wedding coordinator
- Decide on the type of wedding (informal/formal)
- Determine theme or color scheme
- Book your event at the Polo Fields Golf and Country Club
- Book a room for the wedding night
- Choose and book officiant of ceremony
- Consult both families for any appropriate traditions
- Contact caterers and bakers for menus and prices
- Choose both wedding rings
- Shop for your wedding gown
- Choose photographer and set date for announcement photograph
- Select attendants and ushers

9 TO 6 MONTHS PRIOR TO YOUR WEDDING

- Order invitations, announcements, thank you notes and stationary
- Send save the date cards for out of town guests or destination weddings
- Buy cake knife, cake top, toasting glasses, garter, unity candle, ring pillow, flower basket, guest book and pen
- Order your wedding gown
- Choose a caterer
- Choose a florist
- Book entertainment
- Reserve party rentals and balloon decorations
- Discuss honeymoon plans and apply for visas or passports
- Order bridesmaids dresses and arrange fittings
- Order men's attire
- Book limousine or other transportation services
- Begin bridal registry at the stores you have selected
- Develop record-keeping system for gifts and thank you notes

5 TO 2 MONTHS PRIOR TO YOUR WEDDING

- Mail wedding invitations (6-8 weeks prior)
- Go cake testing and order cake
- Select or make party favors
- Select gifts for groom and wedding attendants
- Meet with entertainer to discuss music during reception
- Sign up for dance lessons if your having a first dance
- Address and mail wedding invitations
- Finalize floral and catering arrangements
- Schedule rehearsal and confirm rehearsal dinner plans
- Choose hair stylist and discuss hairstyle with headpiece or veil
- Buy veil, gloves, shoes, slip and lingerie
- Plan Bridesmaid luncheon

1 MONTH TO 2 WEEKS PRIOR TO YOUR WEDDING

- Arrange welcome baskets for out-of-town guests
- Get marriage license
- Break in wedding shoes
- Final fittings for all gowns
- Finalize seating for the reception and prepare place cards.
- Schedule appointments for hair, makeup, massage, manicure and pedicure
- Assign someone to attend to guest book, hand out corsages and boutonnières, flower basket and ring pillow
- Appoint a reliable person to transport the cake knife, toasting glasses or other heirlooms to and from the reception site
- Write thank you notes
- Confirm delivery of wedding gown and all formal wear
- Give final count to caterer

7 TO 3 DAYS PRIOR TO YOUR WEDDING

- Have bridesmaid's luncheon
- Call and confirm the florist, caterer, baker, entertainment, photographer, transportation and videographer
- Pack for honeymoon
- Confirm limousine service or other transportation service
- Appoint someone to return groom's tuxedo
- Place all final checks and tips in labeled envelopes

2 TO 1 DAY PRIOR TO YOUR WEDDING

- Deliver rings to appropriate parties
- Pack bridal emergency kit, gloves, shoes, nylons, slip, dress, veil, and jewelry
- Rehearsal and rehearsal dinner
- Get manicure, pedicure and massage

THE DAY OF YOUR WEDDING

- Hair and make-up appointment
- Don't forget to bring the marriage license and cash for certified copies if necessary
- Allow 3 hours to dress
- Have a great day!

AFTER THE HONEYMOON

- Take copy of marriage license to DMV, insurance company and bank for name change
- Preserve gown
- Finish thank you notes



GROOMS CHECKLIST

1 YEAR TO 6 WEEKS PRIOR TO YOUR WEDDING

- Select a date for the wedding with your fiancé
- Prepare a wedding, reception and honeymoon budget with your fiancé
- Discuss honeymoon options and costs with your travel agent and/or begin surfing the net to discover special packages at the times/places you prefer
- Book your event at the Polo Fields Golf and Country Club with your fiancé
- Set up filing systems for wedding vendor contracts (including stationer, caterer, rental hall, florist, musicians, photographer, videographer, men's formalwear store, limousine company, rental services for chairs, tables, linens, etc.)
- Shop for both wedding rings
- Select best man and ushers
- Write guest list for yourself, your mother and father including complete addresses, and give to the bride
- Go with your bride to register your gift preferences
- Purchase airline tickets, etc. for honeymoon: confirm any inoculations, visa or passport needs.
- Purchase gifts for the best man and ushers: buy wedding ring and have it sized
- Select and meet with clergymen
- Discuss lodging needs for out-of-town family with bride and block rooms at nearby hotel
- Prepare for rehearsal dinner
- Set up time to order: tuxedo trousers, shirt, coat/jacket, vest, cummerbund, suspenders, neckwear for the groom, best man, father of the groom and bride, and ushers. Select one item for the groom to wear that's different to distinguish him from the other men in the wedding party.
- Secure your marriage license.
- Make arrangements for blood tests if necessary.

2 WEEKS PRIOR TO YOUR WEDDING

- Assist bride in writing thank you notes for early gifts
- With your bride, select what music will be used for: the first dance with the bride, mother – son dance, last dance.
- Bachelor's party
- Rehearsal dinner
- Call all honeymoon- related sites/services to confirm reservations
- Mail out maps (if needed) to ushers and best man detailing site and schedule for rehearsal dinner
- Inform your ushers regarding any special instructions as to who will sit where
- Pick up tuxedo items 2-3 days before wedding and check to see all items are clean and sized appropriately. Call ushers to do the same.
- Pack honeymoon suitcase
- Pick up travelers' checks

YOUR WEDDING DAY

- Wrap and pack best man and ushers' gifts
- Pack a small sewing kit and at least two extra buttons that match your tuxedo and dress shirt
- Wedding license
- Bride's wedding day gift
- Any honeymoon airline tickets, confirmation numbers for hotel and/or rental cars
- Bride's wedding ring
- Tip funds and cash for: limo driver, valet services at hotel, clergy, d.j. or musicians (when appropriate).
- Pack a small cooler with bottle of champagne or wine and snack items for limo ride from reception to hotel or, if it's a short ride, for your hotel room
- Make arrangements with best man to return all tuxedos the day after the wedding
- Secure boutonnieres and give to ushers. (Best man often assists with retrieving boutonnieres from florist delivery.)

