

BRIDE & GROOM CHECKLIST

BRIDE'S CHECKLIST

SIX TO TWELVE MONTHS BEFORE

- _____ Select a wedding date and time.
- _____ Make a preliminary budget.
- _____ Determine your wedding theme or style.
- _____ Reserve your ceremony and reception location. Wellers will hold a date for seven days without obligation.
- _____ Book your ceremony, reception (contracts and deposits). Wellers: 734-429-2115 email: wellers2@aol.com
- _____ Decide on your color scheme.
- _____ Determine the guest list.
- _____ Start compiling names and addresses of guests.
- _____ Select bridal attendants.
- _____ Have fiancé select his attendants.
- _____ Plan reception the style of reception you want to have.
- _____ Select your dress
- _____ Select bridesmaids' dresses.
- _____ Select engagement ring with fiance, if he has not already done so
- _____ Announce your engagement in the newspaper.

FOUR MONTHS BEFORE

- _____ Make final arrangements for ceremony location and officiants.
- _____ Make sure all bridal attire is on order with your vendor.
- _____ Have both mothers coordinate and select their dresses.
- _____ Register at a bridal registry in the towns of both families.
- _____ Complete the guest lists and compile them in order.
- _____ Select the men's wedding attire and reserve the right sizes.
- _____ Check requirements for blood test and marriage license in your state. Make appointment for physical exam.
- _____ Write wedding vows together if doing non-traditional ceremony.
- _____ Shop for wedding rings.
- _____ Start planning the honeymoon.
- _____ Make appointment for Sixty-Day Planning Meeting with Wellers': 734-429-2115 or email: wellers2@aol.com

TWO MONTHS BEFORE

- _____ SIXTY DAY PLANING MEETING with Wellers' Date & Time _____
- _____ Finalize menu, linen, glassware details and estimated guest count at Sixty-Day Planning Meeting with Wellers'
- _____ Pay Two-Thirds of your Estimated Invoice at this time. To view Base estimates go to ROOMS page
- _____ Give Wellers name of your CONTACT PERSON. Usually a friend, they will handle: guest book, favors, gifts, cake parts
- _____ Give CONTACT PERSON a copy of your Worksheet once you have it filled out.
- _____ Order invitations and personal stationary. (Don't send invitations until one month prior to wedding)
- _____ Address invitations and announcements. They should be mailed four to six weeks before wedding.
- _____ Finalize all details , photographer, florist, menu, linens, etc.
- _____ Let your florist, cake person and band or DJ know that rooms open 3 hours prior to your event for deliveries.
- _____ Order wedding cake. Make sure you also order cake boxes for guests to take home cake.
- _____ Finalize ceremony details with officiate.
- _____ Make rehearsal arrangements & plan rehearsal dinner. You may rehearse at Wellers on Thursdays.
- _____ Plan bridesmaids' luncheon
- _____ Make appointments with hairdresser
- _____ Finalize honeymoon plans.

ONE MONTH BEFORE

- _____ Have a final fitting for your gown and bridal attendants' gowns.
- _____ Have a formal bridal portrait taken.
- _____ Complete all physical or dental appointments.
- _____ Get blood test and marriage license.
- _____ Purchase gifts for attendants.
- _____ Purchase gift for fiancé, if gifts are being exchanged.
- _____ Have the bridesmaids' luncheon.
- _____ Make sure you have all accessories, toasting goblets, ring pillow, garter, candles, etc.

TWO WEEKS BEFORE

- _____ Attend to business and legal details.
- _____ Get necessary forms to change names on Social Security card, driver's license, insurance and medical plans, bank accounts
- _____ Prepare wedding announcements to be sent to newspaper.
- _____ Reconfirm the accommodations for out-of-town guests. Arrange to have possessions and gifts moved to your new home.
- _____ Give a change-of-address card to the post office.
- _____ Finish addressing Thank You cards and announcements to be mailed the day after your wedding.
- _____ Contact guests who have not responded.
- _____ Give photographer the list of pictures you want.
- _____ Give the videographer a list of shots you would like included in the video.
- _____ Give all musicians and or DJ the list of music for the ceremony and reception.
- _____ Email driving directions to all service people. to Wellers mapquest. 555 West Michigan Ave. Saline, MI 48176
- _____ Make sure you have the marriage license.
- _____ Make sure you have the wedding rings, and they fit.
- _____ Make sure all wedding attire is picked up and fits properly.

ONE WEEK BEFORE

- _____ Final Meeting at Wellers': Final guest count and make final one-third payment. DATE & TIME _____
- _____ Review details of your wedding with Wellers' planner.
- _____ Give copy of Final seating arrangements to Wellers.
- _____ Give final guest count to Wellers.
- _____ Make final payment to Wellers.
- _____ Give Wellers your change of address if you are moving so refund is sent to correct mailing address.
- _____ Send or email map and directions to Hospitality House: 113 W. McKay Saline, MI 48176
- _____ Arrange for friend or relative to assist with last-minute errands and to help you dress.
- _____ Practice having your hair done to make sure it comes out properly, and determine the time it will take.
- _____ Practice using your make-up in the same type of lighting you will have on the wedding date.
- _____ Keep up with the writing of your thank-you notes.
- _____ Pack your suitcase for the honeymoon.
- _____ Rehearsal with all participants, reviewing their duties.
- _____ Email Map and driving directions to rehearsal participants
- _____ Attend rehearsal dinner party. Stay calm and enjoy yourself.
- _____ Stay with the family the night before the wedding.
- _____ Get to bed early. You will want to look and feel great the next day.

ON YOUR WEDDING DAY

- _____ Be sure to eat something.
- _____ Take a nice, relaxing bath.
- _____ Arrive at Keeping Room Hospitality House if you have rented it, 4 hours prior to ceremony.
- _____ Fix hair or have an appointment to have it done at least three to four hours before the ceremony.
- _____ Have all accessories together.
- _____ Start dressing one to one-and-a-half hours before the ceremony.
- _____ If pictures are being taken before the ceremony, then have yourself and attendants ready about two hours before the ceremony.
- _____ Have the music start thirty minutes before ceremony.
- _____ Have your ushers seat guests five minutes before the ceremony, have groom's parents seated.
- _____ Immediately before procession, the bride's mother is seated

AFTER THE WEDDING

- _____ Send announcements and wedding picture to newspapers.
- _____ Write and mail thank-you notes.
- _____ Set up meeting with photographer to make selections
- _____ Honeymoon
- _____ Moving etc..life goes back to normal!

GROOM'S CHECKLIST

SIX TO TWELVE MONTHS BEFORE

- _____ Purchase the bride's engagement ring.
- _____ Discuss with fiancée the date and type of wedding.
- _____ Start on your guest list for your side of the family.
- _____ Choose best man and ushers.
- _____ Start planning and making necessary arrangements for the honeymoon.

FOUR MONTHS BEFORE

- _____ Shop with fiancée for wedding rings.
- _____ Complete your guest list.
- _____ Check requirements for blood test and marriage license in your state, or the state you are being married in.
- _____ Select and order men's wedding attire with your fiancée.
- _____ Arrange hotel accommodations for out-of-town attendants or guests.
- _____ Finalize all honeymoon plans and send in deposits if required (don't delay-some resorts fill up fast in popular months)
- _____ Arrange for ushers

TWO MONTHS BEFORE

- _____ 60-Day Planning meeting with Wellers': Date & Time _____
- _____ Finalize menu, linen, glassware details and estimated guest count at Sixty-Day Planning Meeting with Wellers'
- _____ Pay Two-Thirds of your estimated Invoice at this time. To view Base estimates go to ROOMS page
- _____ Give the name of your Bar Contact Person to Wellers at Sixty Day Planning Meeting with Wellers.
- _____ Meet with **A&L Wine Shoppe Contact Person: Maher 734-665-9463**
- _____ Meet with officiate to finalize ceremony details.
- _____ Assist parents with plans for the rehearsal dinner party.
- _____ Discuss the amount and the financial arrangement for the flowers that are the groom's responsibility.
- _____ Arrange accommodations for out-of-town attendants.
- _____ Give all ushers, and contact people a copy of your worksheet with time line

ONE MONTH BEFORE

- _____ See that all attendants have been fitted and wedding attire has been ordered.
- _____ Purchase gifts for best man and ushers. Purchase wedding gift for fiancée, if gifts are being exchanged.
- _____ Make transportation arrangements for the wedding day to and from the reception and hotel.
- _____ Pick up wedding rings and make sure they fit.
- _____ Take care of business and legal affairs for joint accounts i.e. insurance policies and medical plans, checking accounts.
- _____ If you have both agreed to a pre-nuptial agreement, have it drawn up and signed.

TWO WEEKS BEFORE

- _____ Get your marriage license. 200 North Main Street, Suite 100, Vital Records, Ann Arbor, Michigan, 734-222-6720.
- _____ Arrange wedding day transportation.
- _____ Reconfirm accommodations for out-of-town guests.
- _____ If moving, give change-of-address card to post office; utilities and phone service turned on in the new home.
- _____ If not moving, finish cleaning and reorganize your home; help your fiancée move her things.

THE WEEK BEFORE

- _____ See that attendants get their wedding attire.
- _____ Pack clothes for honeymoon and reconfirm reservations. _____ If flying, make sure you have plane tickets.
- _____ See to it that you and your attendants are at the rehearsal and they know their duties.
- _____ Go over ceremony seating with ushers.
- _____ Arrange for gifts brought to the reception to be taken to your new home.
- _____ Checks prepared for service people you will be paying the day of your wedding.

THE WEDDING DAY

- _____ Give the best man the bride's wedding ring.
- _____ Place the officiates fee in a sealed envelope.
- _____ Don't forget to take the marriage license to the ceremony, or make sure the best man will bring it.
- _____ Have the best man and the maid of honor sign the wedding certificate as witnesses.

AFTER THE WEDDING

____ Send flowers or a telegram of appreciation thanking the parents for a beautiful wedding day!