

Sight & Sound Entertainment

WEDDING PLANNER CHECKLIST

Planning a wedding can be overwhelming at times. Organization is the key to smooth nuptials and having a calander to follow can help. Here is a basic guide to what should be done when to help make your wedding day less stressful!

12 MONTHS AHEAD

- Choose the kind of wedding, date and time.
- Reserve the wedding and reception locations.

6 to 10 MONTHS AHEAD

- Announce the engagement.
- Discuss the budget with the groom and both families, determine which expenses will be paid by whom, and which expenses will be shared.
- Make the guest list.
- Make the arrangements with the Minister or Officiant.
- Choose the bridesmaids and groomsmen.
- Select and register wedding gift patterns.
- Meet with florist, photographer, videographer, and caterer to discuss budgets and options.
- Select a color scheme for the wedding/reception.
- Select and order wedding dress and veil.
- Choose the bridesmaid's gowns with the help of your honor attendant.
- Make honeymoon plans, including arranging for time off from work for both the wedding and honeymoon.
- Contact (and book!) the Disc Jockey or band, as most are booked well in advance.

3 to 6 MONTHS AHEAD

- Meet with your cleric to discuss the service and pre-marital counseling, which many churches require.
- Plan the wedding ceremony.
- Plan all the reception details from menus to the Master of Ceremonies. In most cases the D.J. will act as the "M.C."
- Plan the music for your First Dance, Wedding Party Dance, Father/Daughter Dance, and any other "special" dances you may want. Your D.J. can assist you with music suggestions.
- Engage the photographer and schedule a portrait.
- Complete the guest list.
- Make list for announcements, if necessary.
- Order the invitations, announcements and personal stationary.
- Contact the florist.
- Choose and order your wedding bands, and have them engraved.
- Order men's attire.
- Coordinate mother's dresses and father's attire.

3 to 6 Months Ahead Continued

- Check with the State agency that grants marriage licenses and follow instructions. (See Back Page.)
- Make honeymoon reservations.
- Arrange for immunizatons for the honeymoon, if going out of the country.

2 to 3 MONTHS AHEAD

- Address invitations and announcements.
- As soon as the wedding gown is delivered, sit for a formal black & white photograph to appear with the wedding announcement.
- Purchase gifts for the attendants.
- Plan the bridesmaid's luncheon.
- The groom and his family plan the bachelor dinner.
- Mail invitations so that they will arrive three to six weeks before the wedding.
- Order the wedding cake.
- Have final dress fitting for the bride and her bridesmaids.
- Conform the flower order, from the bride's bouquet to the boutonnieres.
- Make arrangements for the rehearsal dinner.
- Make reservations for luncheon and bachelor dinner.
- Choose wedding presents for each other.
- Make appointments for facial, manicure, pedicure, hairstylist and barber.
- Arrange health and life insurance, making each other the new beneficiary.

2 WEEKS AHEAD

- Get the marriage license.
- Write and deliver newspaper announcements of marriage to the editor.
- Arrange for transportation to the ceremony, reception and honeymoon getaway for you and the entire wedding party.
- Make a list of the photographs you want taken.
- Decide on your wedding hairstyle and have your hair done now, in case you decide to change later.
- Make name changes, if any, to banks, charge accounts, driver's license, etc.
- Reconfirm the honeymoon reservations.
- Hear the wedding ceremony music.

Continued on reverse side ...

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WEDDING PLANNER CHECKLIST

Continued

1 WEEK AHEAD

- Pack for the honeymoon.
- Give caterer final estimate of guests who will attend the reception.
- Go over final details with the florist, photographer, and Disc Jockey (if needed).
- Confirm rehearsal dinner plans.
- Make seating arrangements, if any, for the reception.
- Brief the head usher on any special seating arrangements for the ceremony.
- Bridesmaids' luncheon takes place.
- Write as many thank-you notes as possible before the wedding.

To Obtain Marriage Licenses in the WASHINGTON-METROPOLITAN AREA:

- Washington, D.C. - The D.C. Marriage License Bureau at (202) 879-4840.
- Prince Georges County - The Clerk of the Circuit Court at (301) 952-3288.
- Montgomery County - The Clerk of the Circuit Court at (301) 217-7075.
- Arlington, VA. - The Clerk of the Circuit Court at (703) 358-7010.
- Alexandria, VA. - The Clerk of the Circuit Court for the City of Alexandria at (703) 838-5046.
- Fairfax, VA. - The Clerk of the Circuit Court at (703) 246-2993.

THE DAY BEFORE

- Greet out-of-town guests as they arrive or arrange for them to be met and directed to their accommodations.
- Pack everything you will need at the church or wedding site. (Make sure you have all the bridal accessories, spare hose, safety pins, and other emergency items.)
- Attend the rehearsal and rehearsal dinner.
- At the rehearsal dinner, give the attendants their gifts.
- Find a quiet moment to give your fiance his wedding gift.

RECEPTION TIPS!



HEAD TABLE - Decide how you want the wedding party seated at the head table. Do you want all boys on one side and all girls on the other, or do you want it set up as "boy-girl, boy-girl?" This information is important to both the caterer and the disc jockey.



LITTLE ONES - Decide now if the Flowergirl and Ringbearer will be seated at the head table. If not, they need to know exactly what table to go to when they are announced in by the disc jockey.



DOLLAR/APRON DANCE - If you plan to do a dollar dance, make sure you bring a decorated box, hat, apron, or other container for the Maid of Honor to collect the money in.



DISPOSABLE CAMERAS - If you plan to have a Kodak disposable camera on each table, notify the D.J. so that an announcement can be made. It is important for the guests to know that the cameras are there for them to take pictures for YOU, and that the camera are to be left on the tables when they leave. Otherwise guests may take the cameras with them!

THE BIG DAY!

- See your hairstylist for final beauty preparations.
- Attend the wedding breakfast.
- Write out necessary final checks for the Rental Hall, Caterer, Photographer, Videographer, Limo Driver and Disc Jockey, as most of these services require final payment on the day of the wedding. Put the checks someplace where you will not forget them, such as your "emergency bridal accessories bag," to avoid embarrassment at the reception.
- Gather any "special" song CD's, Tapes, etc. which may be needed for the ceremony or for the reception, and make sure someone gets them to the church or to the D.J. before they the event actually starts.
- Forget any nagging details. (Anything forgotten in the rush will be forgiven.)
- Now **STOP WORRYING, Got Get Married, and have a GREAT TIME!**

If You Have Questions

CALL US - We'll be happy to help!

(301) 440-2778 or 1-800-318-0879

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