BRIDE & GROOM CHECKLIST

BRIDES CHECKLIST
SIX TO TWELVE MONTHS BEFORE
____ Select a wedding date and time. Wellers: 734-429-2115 email: wellers2@aol.com
____ Make a preliminary budget. See
____ Determine your wedding theme or style.
____ Reserve your ceremony and reception location.
____ Determine who will
____ 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 catering & reception facility.
____ Select a professional
____ Select a professional
____ Select your dress and
____ Announce your engagement in the newspaper.
____ Select bridesmaids’ dresses.
____ Select engagement ring with fiancé, if he has not already done so

FOUR MONTHS BEFORE
____ Make final arrangements for ceremony (deposits should be paid, contracts signed).
____ Make sure all bridal attire is ordered.
____ Have both mothers coordinate and select their dresses.
____ Register at a bridal registry in the towns of both families.
____ Order invitations and personal stationary.
____ 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.
____ Shop for wedding rings.
____ Start planning the honeymoon.
____ Make appointment for Sixty-Day Planning Meeting with Wellers’: 734-429-2115 or email: wellersinc@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.
____ 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
____ 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 announcements to be mailed on the wedding day.
- 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’ with Jeanne Marcele
- 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 someone 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 THE WEDDING DAY

- Be sure to eat something.
- Take a nice, relaxing bath.
- Arrive at Keeping Room Hospitality House if you have rented it. Time ______ 3-4 hours prior to ceremony.
- Bring video and CDs to Keeping Room to create a relaxing atmosphere.
- 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.
- Mail announcements.
- Write and mail thank-you notes.

GROOMS 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.
___ 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
___ 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 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.
___ 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
___ Together with fiancée, gather necessary documents and get your marriage license.
___ 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.
___ Attend rehearsal dinner, relax and enjoy yourself.
___ Get to bed early. You want to look and feel your best.
___ Checks prepared for service people you will be paying the day of your wedding.

THE WEDDING DAY
___ Allow plenty of time to get dressed.
___ Give the best man the bride’s wedding ring.
___ Place the officiates fee in a sealed envelope.
___ Place bartenders check in an envelop to be filled out at the close of the event
___ Give it to the best man so he may present it after the ceremony.
___ 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!