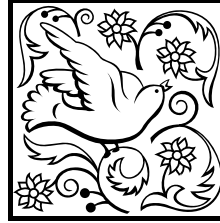
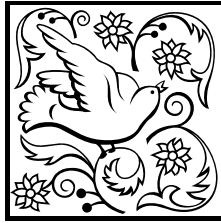


Sunset Hills Country Club



A Wedding Planner

Your Wedding Budget and Checklists

Keeping track of your budget can be the hardest part of planning a Wedding. The important thing to remember is that once you have set your budget, stay within your guidelines. It's the incidentals at the last minute, that add up. So, it is in the Bride's best interest to head off a crisis by prioritizing upfront. Ask yourself, do you want to have great flowers, do you want to have a great gown, is the food important, and go from there.

Total Budget \$_____

Rings	<i>Budget</i>	<i>Actual</i>
<i>Engagement Ring</i>	_____	_____
<i>Bride's Wedding Band</i>	_____	_____
<i>Groom's Wedding Band</i>	_____	_____

It is the responsibility of the Groom to pay for the Bride's Rings and the Bride's responsibility for the Groom's.

Ceremony - Bride's Family	<i>Budget</i>	<i>Actual</i>
<i>Officiates Fee</i>	_____	_____
<i>Site Rental</i>	_____	_____
<i>Rental Equipment</i>	_____	_____
<i>Marriage License</i>	_____	_____
<i>Blood Test</i>	_____	_____
<i>Flowers & Decorations</i>	_____	_____
<i>Musicians</i>	_____	_____

The place you choose for your ceremony could be anywhere that is unique to both your personalities. It should be a special place for both of you as a couple. The site should comfortably accommodate the number of guests you plan to invite. When choosing your ceremony date, take into consideration the weather, family commitments and other special events and celebrations. Contract your officiate early to discuss your own special wishes, ceremonial rites and how they can be combined to make your ceremony personal and meaningful. Be sure to check the facility's policies, if there are any restrictions as to decorations, music, photography, or videography and let your wedding vendors know.

Ceremony Checklist

- | | |
|--|---|
| <input type="checkbox"/> Determine the level of formality
<i>Inquire about restrictions</i> | <input type="checkbox"/> Write vows (if desired) |
| <input type="checkbox"/> Select and reserve ceremony sit
<i>Attend pre-marital classes</i> | <input type="checkbox"/> Reserve Rental Items |
| <input type="checkbox"/> Select an officiate and plan
<i>ceremony Select attendants</i> | <input type="checkbox"/> Schedule rehearsal |
| <input type="checkbox"/> Hire organist, vocalist or other
<i>musicians</i> | <input type="checkbox"/> Select individuals to read prayers
<i>or passages</i> |
| | <input type="checkbox"/> Place officiate fee in envelope
<i>and give to best man</i> |
| | <input type="checkbox"/> Select music |

	<i>Budget</i>	<i>Actual</i>
Rehearsal Dinner - Groom's Family		
Food	-----	-----
Beverages	-----	-----
Gratuities	-----	-----
Room Rental	-----	-----
Flowers/Decorations	-----	-----
Other	-----	-----

The rehearsal dinner is usually held after the ceremony rehearsal. It can also be held just before the rehearsal or even on an entirely different day. The groom's parents usually host it. The purpose of the rehearsal dinner is to let the families of the bride and groom to merge together in a relaxed setting. Sunset Hills Country Club provides a setting that welcomes your guests and makes them feel special. Either at the beginning or during the meal, the bride and the groom can introduce their families. If you desire, you can add a personal comment about each guest to make it more personable. This is also a time to thank your parents and attendants and give your attendants their gifts.

	<i>Budget</i>	<i>Actual</i>
Reception - Bride's Family		
Site Rental	-----	-----
Food	-----	-----
Ice Sculptures	-----	-----
Beverage	-----	-----
Bar and/or Champagne Toast	-----	-----
Champagne Flutes	-----	-----
Wedding Cake & Knives	-----	-----
Groom's Cake & Knives	-----	-----
Napkins	-----	-----
Cake Attendants	-----	-----
Punch Attendants	-----	-----
Other Attendants	-----	-----
Music/Entertainment	-----	-----
Dance Floor	-----	-----
Flowers & Decorations	-----	-----
Rentals	-----	-----
Linens	-----	-----
Guests Favors	-----	-----
Place Cards	-----	-----
Guest Book	-----	-----
Other	-----	-----

Sunset Hills Country Club offers various types of set-up for your reception space. We are a full service facility that is equipped to handle all of the little details and extras that you need to make your reception special and for you to feel at ease. All linens such as tablecloths, skirting and napkins are provided. The menu can be as simple as cake and punch or as elaborate as a formal dinner. You may want Hors d'oeuvres or have a Buffet reception. It all depends on the time of day, formality and your budget. Consider special touches, an ice sculpture, balloon or flower arch for the entrance, personalized guests favors or special ritual for your departure. Some guests may have special dietary needs, such as low-fat foods, vegetarian or diabetics. Choosing in season food will be easier on your budget.

Questions for the Reception Site Director

- *How many people can the facility comfortably hold?*
- *How large is the dance floor?*
- *Are tables, chairs, dinnerware, and linens supplied? What about decorations?*
- *Is the site an appropriate one for live music? Is there proper spacing, wiring, and equipment?*
- *Can you see photos of previous reception setups?*
- *How many hours is the site available for? Is there a minimum you must meet? Are there charges if the reception runs overtime?*
- *Is there a separate room where you can change into your going away clothes?*
- *What is the layout of the tables? How many people can sit comfortably at each table?*
- *Will your deposit be returned in the event of a cancellation?*
- *What types of meal service are offered? Sit down? Buffet? Russian?*
- *Are there several meal options? Do they specialize in any particular cuisine?*
- *Is the catering service covered by insurance? Do they have a liquor license?*
- *What will be the ratio of staff to guests? Will the staff be dressed appropriately for the occasion?*
- *Will they make provisions for guests with special dietary needs or small children?*
- *Does the caterer's fee include gratuities for the staff?*
- *What is the refund policy?*
- *What does the caterer do with the leftover food?*

Reception Checklist for the Bride

- Reserve site & rentals*
- Sign agreement and pay deposit*
- Decide style, theme, decorations*
- Hire caterer or Contract with Site*
- Plan menu*
- Determine seating assignments*
- Select someone to be the guest book attendant and other attendants*
- Determine sequence of events with your DJ, band or Master of Ceremonies*
- Order or make favors for guests*
- Determine if alcohol will be served. If so, will it be open bar, limited bar or cash bar?*
- Give final guest count to reception site or caterer*

The Wedding Cake

Today, the Wedding Cake comes in a variety of flavors, fillings, and icings. When you meet with bakers, ask to see pictures and if they offer free taste testing. If you have a picture of a cake in a magazine or book that you absolutely love and have to have, make sure the baker can create it with the same creativity and professionalism. Cake topper can be anything from traditional, imaginative to fresh flowers. You may like to use one that was on your parents' or grandparents' wedding cake. The cake table should be on a separate table covered with a white tablecloth and decorated with flowers and greenery.

History of the Wedding Cake

The history of the wedding cake began with bread (usually wheat) and was subsequently broken over the head of the bride for a plentiful life and years of happiness. Guests scrambled for the crumbs and partook of them eagerly as they were assumed to be tokens of good luck. More recently, brides and grooms kissed over a bunch of little cakes and later, the cakes were made into one with icing over them and thus the tiered wedding cake custom began.

The Groom's Cake

The Groom's cake can be in any shape, size, flavor or theme. It is meant to be a reference to the Groom's interests, whether it be one of his hobbies, favorite sport, alma mater or profession. You may have a personal choice when to serve the cake - as an alternate choice with the wedding cake, or as a late night dessert for the wedding party and is even now appearing at many rehearsal dinners.

History of the Groom's Cake

Having its roots in Southern tradition, the groom's cake has been around for quite some time and making a fashionable comeback on the wedding scene. Traditionally, the groom's cake was a "fruit cake", was sliced and boxed for the unmarried girls attending the wedding take home and place under their pillows in hopes that the man they dreamed of would be their husband.

Questions to ask the Baker

Do you have any photos of previous designs? *The idea is to see the bakery's actual work, not to look through generic picture books with designs they may never have created.*

Can we have a taste test? *You may have to wait for a day when they are making cakes, but the best bakeries will offer you a free taste test.*

Are there any extra charges? *Some bakeries prefer to break down the charges for almost everything. These items may include: fillings, complex decorations, silk or fresh flowers, delivery, set-up, cake plates, columns, cake boxes for left over cake to take home and for the cake top, and more. Find out exactly what these items will cost and get a written proposal.*

Who will decorate the cake with fresh or silk flowers? *If you prefer this type of decoration, find out how the flowers will be provided and who will decorate the cake. Some bakers can purchase the flowers and decorate it themselves. Others will get the flowers from your florist.*

How far in advance is the cake prepared? This may be a delicate question to ask, but you will want to know how fresh the cake is that you are buying

The Cake Checklist with Baker

Number to Serve _____ Size of Cake _____

Shape: two tier____ three tier____ four tier____ flat____ other____

Flavor: white____ yellow____ chocolate____ spice____ other____

Filling Flavor_____ Icing flavor & color_____

Decoration_____

Bride and Groom *Wedding Bells* *Lovebirds* *Flowers*

Cake knife included?_____

Cutting Instructions_____

Cost \$_____

Delivery Reception site_____

Address_____

Contact Person_____ Phone Number_____

Date_____ Time _____

Groom's Cake Description _____

How many packages_____ Cost \$ _____

Total Cake Cost \$_____

Cake Checklist for the Bride

- Select baker 3 to 6 months in advance*
- Choose shape, size, flavor, filling, icing, decorations for wedding cake*
- Order groom's cake*
- Provide bakery with delivery information (date, time, location)*
- Pay deposit*
- Purchase cake knife and server*
- Decorate cake knife and server*
- Purchase cake topper*
- Assign someone to be responsible for getting cake knife, server and cake topper to the bakery or reception site*
- Determine who will be cutting the cake at the reception*
- Pay balance*

- ❑ *Arrange for someone to take the top of the cake home after the reception and preserve it for you*
- ❑ *Assign someone to return cake stands and pillars to the bakery*



Flowers

Flowers add color, fragrance, and life to your wedding like nothing else can. When discussing the floral arrangements with your florist, consider the style, season, your budget and what you like. Have your gown, bridesmaids' dresses and the color theme of your wedding selected beforehand. It will be helpful to have fabric swatches of your selected gowns and the attire of the groom and his attendants. Blossoms may enhance your beauty in the form of bridal bouquets and head wreaths. Sunny arrangements convert stony cathedrals into garden palaces and single flowers on men's lapel or small arrangements on reception tables add a loving touch of nature's splendor.

Consider other floral pieces such as; displays for the alter, centerpieces for reception tables, sprays for candelabra, corsages for those who assist with various reception duties and floral "tokens" for special guests. Ask your florist for guidance. His or her artistry, knowledge of wedding protocol and ability to listen to your needs will ensure that you'll get a good value for your money and have the perfect floral accents to enhance your wedding day.

In addition to adding beauty to a ceremony, flowers also convey meanings and secret messages. Since the sixteenth century when women began carrying small posies of rosemary, rosewater, and marigolds, bridal bouquets have come symbolize fertility, fidelity, and wishes of happiness. What messages of love and romance are you conveying with your wedding flowers?

Carnation: Woman's Love Daisy: Innocence Lily: Purity

Tulip: Eternal Love Orchid: Rare Beauty Rose: Love

Lilac: First Emotions of Love

Flowers Checklist

- ❑ *Decide if you will have fresh, silk or dried flowers*
- ❑ *Select florist 5-6 months before wedding*
- ❑ *Sign agreement, pay deposit*
- ❑ *Bring swatches/pictures of your dress, attendant's dresses and mother's dresses to match colors.*
- ❑ *Ask about floral/decorating restrictions at the ceremony and reception sites*

Select Flowers For:

- ❑ *Bride's bouquet*
- ❑ *Attendants' bouquets*

- Flowers for helpers
- Flowers girl's basket
- Corsages for mothers, grandmothers
- Groom and Ushers' boutonnieres
- Boutonnieres for fathers, grandfathers
- Give florist names, addresses and times for delivery of floral bouquets, boutonnieres and arrangements
- Floral decorations for reception
- Pay Balance



Music & Entertainment

When choosing your entertainment, there are various options, including DJ's, live bands, and soloists. Make sure the type you choose are experienced, professional. They should earn your trust and confidence that they are going to make your wedding day special. Get references and/or a video of their performance. Have them provide copy of their Insurance, written Contract specifying time of performance and rates.

Checklist for Music & Entertainment

- Determine your choice of band, DJ, or soloist
- Check with reception site for any restrictions
- Select entertainment, sign agreement and pay deposit
- Will they provide any special effects? If so, include these in the agreement
- Inform entertainment of date, time, and location of reception
- Inquire if they have any special needs such as electrical, space, etc. and help coordinate with the site.
- Will you allow alcoholic beverages for the entertainers?
- Choose your music selections
- Determine sequence of events with bandleader or DJ and will they act as Master of Ceremonies?
- Pay balance

Ceremony

Prelude selections _____
 First Solo _____
 Processional _____ Other _____
 Recessional _____
 Postlude Selections _____
 Instrumentalist _____ Cost \$ _____
 Soloist _____ Cost \$ _____
 Ensemble or Choir Leader _____ Ensemble members _____
 Ensemble Cost \$ _____ Total Ceremony Music Cost \$ _____

Entertainment Information

Disc Jockey's Name _____
 Company _____ Phone Number _____
 Selections should include _____
 Receiving line selections _____
 Bride & Groom's arrival _____

First Dance _____
Cake-cutting _____ *Dance Music* _____
Tossing the bouquet _____ *Throwing the garter* _____
Last Dance _____ *Other* _____
Size of orchestra _____ *Hours of Music* _____ *Hourly Rate* _____
Overtime Rate _____ *Total Reception Music Cost \$* _____ *Total Music Cost \$* _____



Photography & Video

Choose a photographer that is an experienced wedding photographer. It takes a certain personality and talent to take wedding pictures so interviewing, ask what percentage of their business is in wedding photography.

Preview the work of the photographer who will actually be photographing your wedding. Make sure you are comfortable with and like the person you choose.

Check on any ceremony site restrictions and inform the photographer and videographer. For videographers, ask to see a demo tape and check for clarity, steadiness, and a smooth transition in the coverage of events.

Ask if you will be purchasing an edited or unedited tape. You may want to think of adding childhood photos, titles, special music or other special effects. This would be an edited tape. They are more expensive, but provide a more finished, professional look due to the time, skill and talent required.

Checklist for Photography

- Select photographer*
- Sign agreement and pay deposit*
- Inform photographer of date, time, location of wedding and reception*
- Schedule sitting for engagement portrait*
- Schedule sitting for bridal portrait*
- Schedule make-up and hair appointments for bridal portrait*
- Notify photographer of any restrictions the ceremony site and/or reception site has in regards to photography*
- Decide if you will have formal wedding pictures done before or after the ceremony. Inform the bridal party*
- Give photographer a list of photos you'd like taken*
- Notify photographer the sequence of events for the reception*
- Pay balance*

Checklist for Videography

- Select videographer
- Sign agreement, pay deposit
- Inform videographer of date, time, location of wedding and reception
- Inform videographer of any restrictions the ceremony site and/or reception site has in regards to videography
- Inform the videographer of sequence of events for the reception
- Pay balance
- Give videographer any special music you would like included on your video (if you are purchasing an edited tape)

Photography & Video Information

Name of Photographer _____

Company _____

Wedding Album Package includes _____

Total Photography Cost \$ _____

Name of Videographer _____

Company _____

Camera used _____ Back-up _____

Special Effects _____

Music Selections _____

Length of edited tape _____

Free copy for parents? _____

Finished Tape will be ready on _____

Can you keep the unedited master? _____

Total Video Cost \$ _____

The Bride's Calendar

As Soon As Possible:

- ❖ *Choose wedding date. Make an appointment with your clergyman or officiant.*
- ❖ *Discuss the type of wedding you would like.*
- ❖ *Decide where the ceremony will take place. Call and set the date and time for the ceremony and the rehearsal.*
- ❖ *Discuss with your fiancée and family how much you want to spend.*
- ❖ *Contact Sunset Hills Country Club and make the reservation for your reception.*
- ❖ *Assemble your wedding guest list in consultation with both families. Set a deadline for when both families must have their lists completed.*
- ❖ *Shop for the engagement ring if you do not already have one.*
- ❖ *Consider working with a professional wedding planner*
- ❖ *Choose your maid of honor, bridesmaids, best man, and groomsmen from family and longtime friends. Find out their sizes. Have one usher for every 50 guests.*

Eight to ten months before the wedding:

- ❖ *Shop for your wedding dress, veil and accessories. Allow three to four months for delivery of dress. Insist that your gown be available for final fitting at least six weeks before the wedding.*
- ❖ *Set the date to order dresses for the bridesmaids and attendants. Keep to one color theme including the maid of honor. Have them measured.*
- ❖ *Select china, crystal and silverware patterns and register them in the Wedding Gift Registry at your favorite store.*
- ❖ *Pick a Honeymoon destination. Check to see if your passports need to be renewed and if any inoculations are required for foreign destinations.*
- ❖ *Hire a photographer and video professional. Inform him/her of the location of the wedding, reception, and any other functions you want photographed.*
- ❖ *Contact hotel to gather out-of-town guest accommodation information.*
- ❖ *Audition and meet with bandleaders to discuss available dates, prices, size and instrumentation of band and music selections.*
- ❖ *Bride and her mother select mother's dress and accessories*
- ❖ *Inform groom's mother of color scheme, style of dresses and hem length chosen.*
- ❖ *Select a florist. Fresh flowers create the most elegant ambiance. Talk about which flowers will match the color scheme you've chosen.*

Six to eight months before the wedding:

- ❖ *Make travel arrangements for the honeymoon.*
- ❖ *Make reservations for the honeymoon and wedding night.*
- ❖ *Finalize your guest list and compare it with your fiancée's. Divide the list into those receiving invitations and those receiving announcements only.*
- ❖ *Order your invitations, announcement, thank you notes and stationery. Your invitations should be mailed four weeks before the wedding.*
- ❖ *Bride and groom select tuxedos. Have groomsmen and fathers measured and place the order.*
- ❖ *Contact limousine service for bride and groom transportation and make transportation arrangements for the wedding party to and from the church.*

Three months before the wedding:

- ❖ *Confirm the delivery date of your gown and make the final selection of the attendant's dresses.*
- ❖ *Send a note to each bridesmaid with your selection for shoes, stockings, lipstick and accessories.*
- ❖ *Arrange for final fitting of bridesmaids' dresses and set up delivery of dresses accessories.*
- ❖ *Make appointment with photographer for conference and make an appointment for your bridal portrait*
- ❖ *Place order for your wedding and groom's cake, if it is not to be made by the reception caterer.*
- ❖ *Make appointment with florist to finalize arrangements.*
- ❖ *Make appointment with catering director to finalize reception details.*
- ❖ *Inform your clergyman or officiant of all the details of your ceremony including flowers, music, photographs, canopies, carpets, etc.*
- ❖ *If renting any equipment for your ceremony or reception, reserve it now (i.e. tables, linens, candelabras, back-drops, etc.).*

One month before the wedding:

- ❖ *Mail invitations. Have card file ready to check off acceptances.*
- ❖ *Have the final fitting for your gown and confirm the date for your bridal portrait.*
- ❖ *Bride and groom arrange and complete physicals and blood tests.*
- ❖ *Select wedding rings and have them engraved.*
- ❖ *Select and order gifts for the attendants. Bridesmaids usually receive the same gift. For the maid or matron of honor get something a little more special.*
- ❖ *Make room reservations for out-of-town attendants.*
- ❖ *Make necessary arrangements for the bridesmaids' luncheon or dinner.*
- ❖ *Discuss plans for the rehearsal dinner with the hosts, this is a good time to give attendants their gifts.*
- ❖ *Bride changes name on social security card, insurance, policies, driver's license, credit cards and bank accounts.*
- ❖ *Arrange for wedding gifts to be displayed at home and at reception.*
- ❖ *Select thank you gifts for shower hostesses.*
- ❖ *Check with the newspaper about announcing your wedding.*

Two weeks before the wedding:

- ❖ *Bride and groom go to fill out the necessary forms for your marriage license.*
- ❖ *Plan with your hairdresser for a wedding hair-do. Bring your headpiece and veil, and make an appointment if you want your hair done the day of the wedding.*
- ❖ *Make appointment with manicurist day before wedding.*
- ❖ *Decide who will assist the bride on the wedding day and set arrival time.*
- ❖ *Decide where the bridesmaids will dress - not at the bride's home. Inform them of times for photos in your home and transportation to the church.*
- ❖ *Make one last check with each of the following: Sunset Hills Country Club, Limousine service and drivers for all transportation, Musicians for ceremony and reception, Bridal Salon for delivery of dress and accessories, Church for final arrangements, Photographer, Baker, Hotel for guest accommodations.*

One week before the wedding:

- ❖ *Make sure thank you notes for shower gifts have been written.*
- ❖ *Put everything you will need to dress for the wedding in one place, i.e. make-up, lingerie, gown, veil, shoes and stockings.*
- ❖ *Start your honeymoon packing and double check travel arrangements.*
- ❖ *Check to see wedding announcements are all addressed, stamped and ready for your parents to mail the day after the wedding.*
- ❖ *Contact cleaner for wedding gown preservation.*
- ❖ *Make plans for your bridal bouquet to be preserved.*
- ❖ *Notify Sunset Hills County Club of final guest count.*
- ❖ *Provide Sunset Hills Country Club with the final seating diagram and place cards.*
- ❖ *Remind groom, groomsmen, ushers, and fathers to have final fitting of tuxedos.*
- ❖ *Arrange for refreshments for people at the bride's home.*
- ❖ *Arrange for someone to watch the bride's home during wedding and reception to guard against theft of wedding gifts.*
- ❖ *Make a time chart for the wedding day activities and give copies to all involved.*
- ❖ *Schedule your rehearsal for one or two days before the wedding.*
- ❖ *Inform participants of the exact time and place.*
- ❖ *Wrap and present gifts to your attendants at the bridesmaid's luncheon.*
- ❖ *Groom wrap and present gifts to attendants at rehearsal dinner.*

Relax and follow your time schedule.

Make sure to take a day off before the wedding to pamper yourself with a facial, pedicure, manicure and massage. It's the perfect way to prepare for the big day.

All the little details have been taken care of. So enjoy the day, it belongs to you!

For The Bride



You want to try and get as much sleep as possible in the week prior to your wedding but especially the night before. At your Rehearsal Dinner, drink plenty of water, avoid salt, and limit alcohol consumption. This will help avoid puffiness around the eyes and also dark circles.

Try to eat well-balanced meals and drink plenty of water. Not only will you feel better and have more energy, your hair, skin and nails will also look their best.

A great way to relieve all the stress from the previous weeks and months is to pamper yourself with a massage the week before your wedding.

If you want to have your hair cut, colored, or permed before the wedding, schedule these at least 2-3 weeks prior to the wedding.

Avoid overexposure to sun the week prior. Also, avoid alcohol until the reception.

Groom's Checklist



- ❑ *Make sure your guest list is completed and give to the bride's family on time.*
- ❑ *Change the beneficiary on your life insurance. Make sure bank accounts for both of you are adjusted and appointment is made to draw up a will.*
- ❑ *Select a wedding ring and gift for your bride.*
- ❑ *Select gifts for your wedding party – best man, groomsmen and ushers. These are usually given at the rehearsal dinner or bachelor party.*
- ❑ *Choose attire for all men in the wedding party and have everyone meet to be fitted.*
- ❑ *Make all arrangements for honeymoon. An experienced travel agent can be of invaluable service.*
- ❑ *Have a complete physical and dental check-up. Get blood test.*
- ❑ *Make all arrangements for your new home or apartment. Have utilities and phone installed and functioning upon return from your honeymoon.*
- ❑ *Obtain marriage license.*
- ❑ *Put clergyman's fee in an envelope and give it to your best man. He will give it to the clergyman just before or after the ceremony.*
- ❑ *Have the florist bill you for the bride's bouquets, going away corsage, mothers' corsages, and boutonnieres for you, your groomsmen and ushers.*
- ❑ *It is a fine gesture to offer to pay the reception bar bill.*
- ❑ *The groom's family usually makes arrangements for and pays for the rehearsal dinner, to be held before or after the wedding rehearsal. Invite the entire wedding party and their spouses.*

TIPS FOR THE GROOM'S PARENTS

Even though it seems that the bride and her parents are responsible for the wedding, you play a very important role as special guests of honor.

BEFORE THE WEDDING

- ❑ *Have your guest list completed by the deadline and limit your list to number allotted your family.*
- ❑ *Offer to help address the invitations.*
- ❑ *The bride's mother chooses the dress first and your dress should blend into the scheme that she and the bride have created.*
- ❑ *The groom's father should wear the same suit as the men in the wedding party.*

THE REHEARSAL PARTY

The groom's parents usually offer to give the rehearsal party, normally just before or after the wedding rehearsal.

- ❑ *Consider these arrangements: Detailed menus • Wine lists • Private room • Specific seating arrangements • Table settings • Flowers*
- ❑ *Send written invitations to: Wedding party and spouses or fiancés • Special friends and relatives (optional) • Clergyman and wife (optional)*

**FOR THE GROOM'S PARENTS
AT THE WEDDING RECEPTION**

- ❑ Reserve pews for your relatives.
- ❑ The groom's parents are next to last to be seated. The head usher or a son in the wedding party escorts the groom's mother. The groom's father follows two steps behind.
- ❑ Leave the church immediately to assume your special place in the receiving line, either at the church or at the reception.

BEST MAN

1. If suits or tuxedos are rented, it is your responsibility to pick them up and see to it that they are returned.
2. Check attire of all groomsmen and ushers.
3. Make arrangements for bachelor party.
4. Offer to assist in any honeymoon preparation, i.e. getaway car, reservations, etc.
5. Help the groom dress on the wedding day and run any necessary errands.
6. Take bride's wedding ring from groom and take it with you to the ceremony.
7. Take the marriage license to the ceremony and make sure that clergyman in private signs it just before or after the ceremony.
8. Pay the clergyman with the envelope given to you by the groom. Give it to the clergyman in private just before or after the ceremony.
9. Toast the bride and groom before the cake is cut at the reception.
10. You drive the get-away car unless other arrangements have been made.
11. Keep the groom at ease.

MAID OF HONOR

1. Assist the bride in dressing on the wedding day. Hold bride's bouquet during the ceremony.
2. Take groom's ring to the ceremony and hold it until the clergyman asks for it.
3. Assist the bride into her get-away outfit.
4. You are a spare pair of legs for the bride and an extra calm head for her on her wedding day.

USHERS

1. Make sure you have your suit or tuxedo fitted well in advance of the wedding day.
2. Be on time for the wedding rehearsal.
3. Be familiar with the guests who have reserved pew.
4. Be at the church an hour early on the wedding day.
5. Ask guests if they are friends of the bride or groom. Offer your right arm to each female guest. All males and children follow behind. Bride's relatives and friends are seated on the left and the groom's relatives and friends are seated on the right.
6. The head usher escorts the groom's mother with the father following behind. She is to be seated second to last.
7. The head usher escorts the bride's mother. She is the last person seated. If the mother of the bride has a son who is an usher, she may choose to have him escort her.
8. If a white runner is to be laid on the center aisle, it is laid after the mother of the bride is seated.
9. The ushers should make sure they have provided transportation for the bridesmaids from the church to the reception promptly after the ceremony.
10. It is popular the ushers, as a group, to present the groom with a gift. Wedding gifts for the bride may be given as a group or individually.

BRIDESMAIDS

1. Plan a shower or party for the bride.
2. Have gowns, shoes, etc. fitted promptly.
3. Be charming, warm and gracious in the receiving line.