



BLISS!

WEDDINGS

WEDDING PLANNER

version 5.1

[jan 2004]

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WELCOME

We are happy to present you with this collection of worksheets, checklists, vendor comparison charts, responsibility cards and other information from our website Bliss! Weddings [www.blissweddings.com] in a printable and easy-to-fill-in format. This planner is meant to be used as a supplement to the information you'll find at our website. We hope that both our website and this planner will help you achieve wedding day bliss!

You may check to see if you have the latest version of this wedding-day planner by going to blissweddings.com and comparing the version number on the front cover of this planner with that listed on the website.

For more wedding-planning information, please be sure to visit our website where you can find:

- | | |
|-----------------------|-----------------------------------|
| Wedding floral charts | Discussion forums |
| Articles and guides | Ask the Experts |
| Interactive tools | Bridal fashion galleries |
| Tips and tricks | Instructional bridal craft videos |

Also available for free is the Bliss! Weddings Bridesmaid's Mini-Guide which may also be downloaded at blissweddings.com. It contains information that will help bridesmaids better assist in the bride's quest to achieve the perfect wedding!

Spread some Bliss!

Feel free to forward this planner to your engaged friends and family members

VENDOR CONTACT LIST

USE THIS QUICK REFERENCE GUIDE TO HELP YOU KEEP TRACK OF ALL THE IMPORTANT VENDORS YOU WILL NEED FOR YOUR WEDDING DAY.

| BAKER | | BRIDAL SALON | |
|--------------------------|--|--------------------|--|
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |
| CALLIGRAPHER/INVITATIONS | | CATERER | |
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |
| CEREMONY LOCATION | | CEREMONY OFFICIANT | |
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |

| DISC JOCKEY | | FLORIST | |
|---------------------|--|----------------------|--|
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |
| JEWELER | | LIMOUSINE COMPANY | |
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |
| MUSICIAN (CEREMONY) | | MUSICIAN (RECEPTION) | |
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |

| PHOTOGRAPHER | | RECEPTION LOCATION | |
|------------------|--|---------------------|--|
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |
| TUXEDO RENTAL | | VIDEOGRAPHER | |
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |
| VOCALIST | | WEDDING COORDINATOR | |
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |

| WEDDING FAVORS | | WEDDING FAVORS | |
|------------------|--|-----------------------|-----------------------------|
| | | Bliss Weddings Market | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | 866.445.4405 |
| Fax Number | | Fax Number | 516.706.7903 |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | service@blissweddings.com |
| Website | | Website | www.blissweddingsmarket.com |
| Address | | Address | BlissWeddingsMarket.com |
| | | | P.O. Box 363 |
| | | | Woodbury, NY 11797 |
| MISCELLANEOUS | | MISCELLANEOUS | |
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |
| | | | |
| MISCELLANEOUS | | MISCELLANEOUS | |
| | | | |
| Contact Name | | Contact Name | |
| Telephone Number | | Telephone Number | |
| Fax Number | | Fax Number | |
| Cell Phone | | Cell Phone | |
| Pager | | Pager | |
| Email address | | Email address | |
| Website | | Website | |
| Address | | Address | |
| | | | |

BE SURE TO VISIT WWW.WEDDINGFORUMS.COM,
A COMMUNITY OF ENGAGED AND NEWLY MARRIED
COUPLES EXCHANGING IDEAS AND ADVICE.

WEDDING DAY PLANNING ASK THE EXPERTS MONTHLY GROUPS REGIONAL FORUMS - INTERNATIONAL

Beauty & Health
 Budgeting/Financing/
 Legal Issues
 Ceremonies
 Classified Ads
 Dealing with Vendors
 Decorative Arts
 and Crafts
 Ethnic Weddings
 Floral Frenzy
 Groom's Forum
 Guests, Gifts & Registries
 Honeymoon and Destination
 Weddings
 Invites, Announcements,
 & Programs
 Jewelry
 Pre-Wedding Parties
 Religious Weddings
 Second-Time Brides
 The Reception
 Wedding Entourage

Wedding Etiquette
 The Next Step
 (Dance and Music)
 Fashion
 After The Wedding
 Newlywed Journals
 Moving In
 Starting a Family
 Managing a Career
 and Family
 Managing Finances
 and Investments
 Relationships

January Weddings
 February Weddings
 March Weddings
 April Weddings
 May Weddings
 June Weddings
 July Weddings
 August Weddings
 September Weddings
 October Weddings
 November Weddings
 December Weddings

Africa
 Asia
 Australia & New Zealand
 Canada
 Caribbean
 Central America
 Europe
 Mexico
 Middle East
 South America
 South Pacific Islands

REGIONAL FORUMS - INTERNATIONAL

| | | | |
|-------------|---------------|----------------|--------------------|
| Alabama | Indiana | Nebraska | Rhode Island |
| Alaska | Iowa | Nevada | South Carolina |
| Arizona | Kansas | New Hampshire | South Dakota |
| Arkansas | Kentucky | New Jersey | Tennessee |
| California | Louisiana | New Mexico | Texas |
| Colorado | Maine | New York State | Utah |
| Connecticut | Maryland | North Carolina | Vermont |
| Delaware | Massachusetts | North Dakota | Virginia |
| Florida | Michigan | Ohio | Washington (State) |
| Georgia | Minnesota | Oklahoma | Washington, D.C. |
| Hawaii | Mississippi | Oregon | West Virginia |
| Idaho | Missouri | Pennsylvania | Wisconsin |
| Illinois | Montana | Puerto Rico | Wyoming |

CEREMONY PROGRAM WORKSHEET

USE THIS WORKSHEET TO ASSIST YOU IN THE CREATION OF YOUR CEREMONY PROGRAM. IT WILL ALSO HELP YOU RECORD THE PROPER SPELLING OF YOUR WEDDING PARTY'S NAMES.

BRIDE'S NAME

GROOM'S NAME

LOCATION OF THE CEREMONY

NAME OF LOCATION

STREET ADDRESS

CITY, STATE AND ZIP CODE

LOCATION OF THE RECEPTION

NAME OF LOCATION

STREET ADDRESS

CITY, STATE AND ZIP CODE

WEDDING DATE

CEREMONY TIME

RECEPTION TIME

CELEBRANTS/OFFICIANTS

PARENTS OF THE BRIDE

PARENTS OF THE GROOM

MAID/MATRON OF HONOR, HONOR ATTENDANT (MALE)

BEST MAN, HONOR ATTENDANT (FEMALE BEST MAN)

BRIDESMAIDS, HONOR ATTENDANTS (MALE)

GROOMSMEN/USHERS, HONOR ATTENDANTS (FEMALE)

JUNIOR BRIDESMAIDS

JUNIOR GROOMSMEN

FLOWER GIRLS

RING/COIN BEARERS

READER 1

READER 1

VOCALIST

ORGANIST/PIANIST

WEDDING COORDINATOR

MISCELLANEOUS WEDDING PARTY MEMBERS

GUEST BOOK ATTENDANT

RUNNER ATTENDANT(S)

A GUIDE TO FORMATTING A CEREMONY PROGRAM CAN BE FOUND IN THE CEREMONY SECTION OF BLISSWEDDINGS.COM.
WE HAVE A WIDE VARIETY OF CEREMONY PROGRAM COVERS AVAILABLE AT BLISSWEDDINGSMARKET.COM IN OUR STATIONERY SECTION.

WEDDING BUDGET WORKSHEET

THE FOLLOWING PERCENTAGES ARE NOT SET IN STONE — THEY ARE MERELY SUGGESTIONS. YOU CAN VARY THESE NUMBERS DEPENDING ON WHICH ASPECTS OF THE WEDDING ARE MORE IMPORTANT TO YOU. ALSO, YOU MAY BE FORTUNATE ENOUGH TO HAVE A KIND RELATIVE OR FRIEND PROVIDE FREE SERVICES THAT WILL FURTHER AFFECT THE BUDGET.

AN INTERACTIVE VERSION OF THIS WORKSHEET IS AVAILABLE AT BLISSWEDDINGS.COM.

| TYPICAL % OF BUDGET | DESCRIPTION | ESTIMATE | ACTUAL |
|---------------------|--|-------------|--------|
| 50% | RECEPTION | COST | |
| | Food | | |
| | Drinks | | |
| | Cake | | |
| | Location Fee | | |
| | Service Fee (wait staff, bartenders, valet) | | |
| | Rentals (tables, chairs, etc.) | | |
| | Decorations (other than floral) | | |
| Other: | | | |
| 10% | ATTIRE | COST | |
| | Bridal Dress | | |
| | Tuxedos | | |
| | Headpiece, Veil | | |
| | Jewelry (other than wedding rings) | | |
| | Shoes | | |
| | Garter | | |
| | Accessories | | |
| Other: | | | |
| 8% | PHOTOGRAPHY/VIDEOGRAPHY | COST | |
| | Photographer | | |
| | Videographer | | |
| | Albums | | |
| Other: | | | |
| 7% | MUSIC | COST | |
| | DJ's | | |
| | Band/Musicians for the Ceremony | | |
| | Band/Musicians for the Reception | | |
| Other: | | | |

| TYPICAL % OF BUDGET | DESCRIPTION | ESTIMATE | ACTUAL |
|---------------------|--|----------|--------|
| 6.5% | MISCELLANEOUS | COST | |
| | Marriage License | | |
| | Taxes | | |
| | Tips | | |
| | Other: | | |
| 6% | FLORAL/DECORATIONS | COST | |
| | Bouquets | | |
| | Boutonnieres | | |
| | Corsages for the Mothers | | |
| | Ceremony Flowers | | |
| | Reception Flowers, Table Centerpieces, Cake Table | | |
| | Other: | | |
| 5.5% | STATIONERY | COST | |
| | Announcements | | |
| | Wedding Invitations | | |
| | RSVP Cards | | |
| | Calligraphy | | |
| | Thank You Cards | | |
| | Stamps | | |
| | Reception Napkins/Matches | | |
| | Other: | | |
| 2% | RINGS | COST | |
| | Bride's Wedding Ring | | |
| | Groom's Wedding Ring | | |
| | Other: | | |
| 2% | TRANSPORTATION | COST | |
| | Transportation to the Ceremony | | |
| | Transportation to the Reception | | |
| | Guests Transportation (Trolleys, Vans, Buses) | | |
| | Other: | | |

| TYPICAL % OF BUDGET | DESCRIPTION | ESTIMATE | ACTUAL |
|---------------------|-----------------------------|--------------|--------|
| 2% | GIFTS | COST | |
| | Wedding Favors | | |
| | Gifts for the Bridesmaids | | |
| | Gifts for the Groomsmen | | |
| | Gifts for the Parents | | |
| | Gifts for Each Other | | |
| | Other: | | |
| 1% | CEREMONY | COST | |
| | Ceremony Location Fees | | |
| | Officiant's Fee or Donation | | |
| | Other: | | |
| 100% | | TOTAL | |

THE TRADITION OF “WHO PAYS FOR WHAT” HAS CHANGED SOMEWHAT, ESPECIALLY IN TODAY’S MODERN WORLD OF DUAL INCOME AND INDEPENDENT COUPLES WHO PAY FOR THE ENTIRE WEDDING THEMSELVES. FOR THOSE WHO STILL CONSIDER TRADITION IMPORTANT IN FINANCING THE WEDDING, YOU’LL FIND THIS OUTLINE HELPFUL IN “ASSIGNING” EXPENSE RESPONSIBILITIES.

BRIDE

- Groom's wedding ring
- Groom's wedding gift
- Gifts for the bridal attendants
- Bridal attire and accessories
- Wedding consultant
- Bridal luncheon

GROOM

- Bride's engagement and wedding ring
- Bride's wedding gift
- Gifts for the groom's attendants
- Marriage license
- Officiant's fee
- Groom's attire
- Boutonnieres for groom's attendants
- Honeymoon expenses

BRIDE'S FAMILY

- Wedding invitations and announcements
- Transportation of bridal party from ceremony to reception
- Wedding reception
- Florals for ceremony, reception, bridal bouquet, bridesmaids' bouquet, corsages and boutonnieres for family
- Photography
- Videography
- Musical entertainment

GROOM'S FAMILY

- Rehearsal dinner
- Boutonnieres and corsages for immediate family members

ATTENDANTS

- Rental or purchase of wedding attire
- Travel expenses to and from wedding city
- Wedding gift for the wedding couple
- Bridal/Coed shower
- Bachelor/ette party

WEDDING SCHEDULER

MONTH/YEAR _____
 (12 MONTHS BEFORE THE WEDDING)

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
| | | | | | | |
| | | | | | | |
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TASKS TO BE DONE 7 TO 12 MONTHS BEFORE THE WEDDING

- | CHECK | DESCRIPTION |
|--------------------------|--|
| <input type="checkbox"/> | Formally announce your engagement by having both families meet. Don't forget to notify the local newspaper and announce your engagement in print! |
| <input type="checkbox"/> | Select the date! Consider a date that will accommodate your family and friends, such as the summer months when kids are out of school and when most individuals plan their annual vacations. Also, when considering a date near a major holiday, keep in mind that most reception locations increase their prices and are booked well in advance. If you set a date near a holiday or at least one year in advance, think about mailing a "Save the Date" card to your guests so that they can make the necessary accommodations. |
| <input type="checkbox"/> | Determine your budget. Be realistic when creating the budget. Determine WHO is paying for the wedding: the bride's family, the Groom's family, the couple or a combination of the above. Highlight the one or two items that will mean the most to the both of you and budget the other items around these one or two major items. (See page 10) |
| <input type="checkbox"/> | Book the officiant. Make sure that whomever you want to marry you both is available. Reserve both the wedding and reception locations. Reserving the location of both your wedding ceremony and reception is one of the most important tasks that must be done once an engagement is announced. If the date of the wedding is in close proximity to a holiday, this task becomes even more pertinent. |

7-12 Month Tasks Continued...

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
| | | | | | | |
| | | | | | | |
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TASKS TO BE DONE 7 TO 12 MONTHS BEFORE THE WEDDING

| CHECK | DESCRIPTION |
|--------------------------|--|
| <input type="checkbox"/> | Hire the wedding consultant. If you are considering using a wedding consultant, conduct your interviews now. Make sure you choose a consultant who is not only professional and a member of an accredited wedding consultant association but someone who is amiable and easy to work with. (See page 70) |
| <input type="checkbox"/> | Purchase a handy wedding planner. You can't plan a wedding without a trusty wedding planner. Trust us! Make sure the planner contains pages on which you can take notes, a daily calendar to keep you on time and pockets to hold those ever-important receipts! In today's technological world, consider a wedding planning software program as a helpful companion that will assist you in maintaining the guest list and tracking the "thank you" notes. Some software programs will even help with the seating assignments! |
| <input type="checkbox"/> | Compile the guest list. Although this SHOULD be one of the fun aspects of planning a wedding, it often becomes the basis of many heated debates. Also, keep in mind that the length of the guest list is often in direct correlation with the budget. (See page 30) |
| <input type="checkbox"/> | Select members of your wedding party. Honor your family and friends by selecting them to stand next to you both on your special day. (See page 8) |

7-12 Month Tasks Continued...

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
| | | | | | | |
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TASKS TO BE DONE 7 TO 12 MONTHS BEFORE THE WEDDING

| CHECK | DESCRIPTION |
|--------------------------|---|
| <input type="checkbox"/> | Choose the caterer. If you are evaluating a caterer, make sure to sample their menu and personally meet with the caterer. Obtain references and inquire the Better Business Bureau on their professional history. (See page 43) |
| <input type="checkbox"/> | Book the photographer. Don't take these professionals for granted! Good photographers are booked quickly! Ask the right questions and view their portfolio. Keep in mind that he/she is responsible for capturing the formal and candid moments of your day that will last a life time. Be picky! (See page 58) |
| <input type="checkbox"/> | Book the videographer. More and more couples are opting to capture their wedding day on celluloid in addition to photo paper. Again, ask the right questions and view some sample wedding videos. Make sure the videographer you interview will be the ACTUAL professional who will be there at your wedding.(See page 64) |
| <input type="checkbox"/> | Hire the florist. Considered to comprise one of the biggest shares of the budget "pie." The florist makes it his/her job to assist you in color coordination and bouquet arrangements. (See page 40) |

7-12 Month Tasks Continued...

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
| | | | | | | |
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TASKS TO BE DONE 7 TO 12 MONTHS BEFORE THE WEDDING

- | CHECK | DESCRIPTION |
|--------------------------|---|
| <input type="checkbox"/> | Book the entertainment for both the ceremony and reception. Evaluate demo tapes of the entertainment whether it's a DJ, harpist, soloist, string quartet or live band. Make sure to discuss different music genres in their repertoire. Also, discuss which songs to play during the processional, ceremony and recessional. |
| <input type="checkbox"/> | Order the wedding gown, veil, shoes and other accessories. The earlier you choose and order your gown, the better off you will be. You want to receive the wedding gown for final fitting weeks in advance... with time to spare. |

ADDITIONAL TASKS TO BE DONE 7 TO 12 MONTHS BEFORE THE WEDDING

- _____
- _____
- _____

7-12 Month Tasks Continued...

MONTH/YEAR _____
 (8 MONTHS BEFORE THE WEDDING)

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
| | | | | | | |
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ADDITIONAL TASKS TO BE DONE 7 TO 12 MONTHS BEFORE THE WEDDING

| CHECK | DESCRIPTION |
|--------------------------|-------------|
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

7-12 Month Tasks Continued...

MONTH/YEAR _____
 (7 MONTHS BEFORE THE WEDDING)

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
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ADDITIONAL TASKS TO BE DONE 7 TO 12 MONTHS BEFORE THE WEDDING

| CHECK | DESCRIPTION |
|--------------------------|-------------|
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

7-12 Month Tasks Continued...

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
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TASKS TO BE DONE 4 TO 6 MONTHS BEFORE THE WEDDING

- | CHECK | DESCRIPTION |
|--------------------------|--|
| <input type="checkbox"/> | Shop and order wedding party dresses and tuxedos. If some members of the wedding party live far away, tailor shops and bridal shops in their area can take their measurements. Have each member of the wedding party mail their measurements to your bridal or tuxedo shop. |
| <input type="checkbox"/> | Reserve rental equipment. If you are planning an outdoor ceremony and/or reception, make sure to reserve the tables, chairs and tents now. |
| <input type="checkbox"/> | Order the wedding cake. This is the fun part! Shop the local bakers and make sure you sample their "sweet" perfections. Peruse their portfolios and consider referrals from others. Discuss the colors and design of the cake to match the look and formality of the wedding. |
| <input type="checkbox"/> | Order wedding stationery. Includes wedding invitations, RSVP cards, thank you cards, and place cards. |
| <input type="checkbox"/> | Make honeymoon reservations. Make sure you have a current passport for international destinations. (See page 81) |
| <input type="checkbox"/> | Make a doctor's appointment, if necessary. If your state requires a blood test, arrange the test now. |

4-6 Month Tasks Continued...

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

TASKS TO BE DONE 4 TO 6 MONTHS BEFORE THE WEDDING

| CHECK | DESCRIPTION |
|--------------------------|---|
| <input type="checkbox"/> | Book transportation. Reserve any special transportation needed on the day of the wedding: limos, horse-drawn carriage, Rolls Royce, etc. (See page 66) |
| <input type="checkbox"/> | Reserve accommodations for out-of-town guests. Most hotels will offer group discounts if you block/reserve several rooms for your out-of-town guests. |

ADDITIONAL TASKS TO BE DONE 4 TO 6 MONTHS BEFORE THE WEDDING

- _____
- _____
- _____

4-6 Month Tasks Continued...

MONTH/YEAR _____
 (4 MONTHS BEFORE THE WEDDING)

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
| | | | | | | |
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| | | | | | | |
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| | | | | | | |

ADDITIONAL TASKS TO BE DONE 4 TO 6 MONTHS BEFORE THE WEDDING

| CHECK | DESCRIPTION |
|--------------------------|-------------|
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

4-6 Month Tasks Continued...

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

TASKS TO BE DONE 2 TO 3 MONTHS BEFORE THE WEDDING

| CHECK | DESCRIPTION |
|--------------------------|---|
| <input type="checkbox"/> | Finalize the guest list. Approximately 20% of your guest list will not be able to attend the wedding. |
| <input type="checkbox"/> | Meet with caterer and/or banquet manager. Finalize the menu and room decorations. |
| <input type="checkbox"/> | Meet with officiant. Discuss any special readings for the wedding ceremony. Make copies of these readings and forward to those who you have asked to do the reading so they have plenty of time to practice. |
| <input type="checkbox"/> | Arrange Gown Final Fitting. Make sure you bring along the shoes and lingerie that you will wear on your wedding day. You want to make sure EVERYTHING looks just right! |
| <input type="checkbox"/> | Write your vows. It takes time to express your love for one another on paper. |
| <input type="checkbox"/> | Arrange rehearsal dinner. The rehearsal dinner allows close family and friends from both sides to meet each other, some for the first time. The rehearsal dinner is usually a casual affair and never as formal an event as the actual wedding. You can host it at a family member's home, a small restaurant or banquet hall. |

2-3 Month Tasks Continued...

MONTH/YEAR _____
 (2 MONTHS BEFORE THE WEDDING)

| M | T | W | TH | F | S | SU |
|---|---|---|----|---|---|----|
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TASKS TO BE DONE 2 TO 3 MONTHS BEFORE THE WEDDING

- | CHECK | DESCRIPTION |
|--------------------------|---|
| <input type="checkbox"/> | Purchase wedding favors. Contrary to popular belief, wedding favors (the gifts that each guest takes home with her to remember the day) are not required. If you choose to provide these gifts to commemorate your event, there are many choices available from the quintessential Jordan almonds to small wine bottles emblazoned with your picture on its label. |
| <input type="checkbox"/> | Purchase Wedding Party Gifts. You can thank your wedding attendants by purchasing accessories they can wear on the day of the wedding such as cuff links, earrings or purses. |
| <input type="checkbox"/> | Purchase the wedding bands. It can be something simple or absolutely extravagant. Most importantly, the wedding bands are the tangible expression of your love for one another. |

ADDITIONAL TASKS TO BE DONE 2 TO 3 MONTHS BEFORE THE WEDDING

- _____
- _____
- _____

2-3 Month Tasks Continued...

| M | T | W | TH | F | S | SU |
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TASKS TO BE DONE 1 MONTH BEFORE THE WEDDING

| CHECK | DESCRIPTION |
|--------------------------|---|
| <input type="checkbox"/> | Obtain the marriage license. You can usually obtain the license up to 30 days in advance. |
| <input type="checkbox"/> | Gift for each other. Just to say "I love you." |
| <input type="checkbox"/> | Purchase the guest book. Place the guest book at the entrance to the reception room so that each one of your guests can write a special message. |
| <input type="checkbox"/> | Organize wedding programs. More and more couples are creating programs that will be passed out before the wedding ceremony. The program outlines the ceremony's agenda, its readings and its participants. Most importantly, it can assist those guests who are not of the same religion or faith. |
| <input type="checkbox"/> | Change your last name. If you plan to change your last name, consider your driver's license, passport, credit cards and bank accounts. |
| <input type="checkbox"/> | Send wedding announcements to newspapers. Let the local newspapers announce your wedding. |
| <input type="checkbox"/> | Mail wedding invitations. Allow your guests enough time to make the necessary arrangements. |
| <input type="checkbox"/> | Inform post office of change in address. A simple form filled out early enough will not interrupt your mail service. |
| <input type="checkbox"/> | Arrange trial-runs. Meet with your hair stylist and/or make up artists for a run-through. |
| <input type="checkbox"/> | Send out thank you notes. You may receive wedding gifts well before the actual wedding day. Not only is a "thank you" expected by the gift-giver but it also acknowledges the fact that you actually received the gift. |

| M | T | W | TH | F | S | SU |
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TASKS TO BE DONE THE MONTH OF THE WEDDING – THE FINAL SPRINT!

| CHECK | DESCRIPTION |
|--------------------------|---|
| <input type="checkbox"/> | Pick up wedding dress. Make sure the wedding dress is stuffed to preserve its shape and covered with a protective bag. |
| <input type="checkbox"/> | Finalize seating assignments. Involve both sets of parents. They can inform you of any rifts between family and/or friends. |
| <input type="checkbox"/> | Finalize the guest count. Inform caterer or banquet manager of the final guest count. |
| <input type="checkbox"/> | Write speeches. A speech during the rehearsal dinner and wedding reception are both expected. A simple "thank you" for those who have shared in the day's festivities and who have come near and far to witness the love and commitment you have for one another should suffice. |
| <input type="checkbox"/> | Address wedding announcements. Announcements are for those family and friends who were not able to attend the wedding. |
| <input type="checkbox"/> | Make hair and make up appointment. |
| <input type="checkbox"/> | Pack for the Honeymoon. |

Continued...

CHECK

DESCRIPTION

Pack for the day after your wedding. If your reception is at a hotel or a bed and breakfast or a friend's/family member's house and they were kind enough to provide you with a honey moon suite to overnight in after the reception, make sure to bring clothing for the morning after.

Confirm details with vendors. Secure details with florists, photographers, caterers, videographers, entertainment, etc.

Pass out wedding day schedules. Make sure each wedding day participant is aware of the day's activities and their role.

ADDITIONAL TASKS

ORDER OF EVENTS AT THE RECEPTION

| TIME | EVENT |
|------|---|
| | <p>Cocktail Period. By beginning with a cocktail period, you will give your guests a chance to gather at the reception facility, deposit their gifts, and meet and mingle with other guests. It will also provide time for lost guests to find their way to the reception. Meanwhile backstage, this time can be used by the photographer to take portraits of the wedding party. If desired, the bridal couple can arrange to eat at this time, ensuring that they will indeed get to eat, thus freeing up their time to mix and mingle with guests later on during the lunch/dinner portion of the reception. The cocktail reception usually takes place outside the reception hall.</p> |
| | <p>Receiving Line. The bridal couple opens up the reception hall with a receiving line and invites everyone inside. This will ensure that the bridal couple will have the opportunity to greet each guest at least once during the festivities. The reception line traditionally includes the bridal couple, the couples' parents, the best man, the maid-of-honor, and any special guests.</p> |
| | <p>Introduction of the Wedding Party. Once the guests are inside the reception hall, the wedding party is then introduced by the emcee as they parade inside. First comes the groomsmen and bridesmaids, then the flower girls and ring bearer, the parents, and the bridal couple.</p> |
| | <p>Dancing (Option #1). Jeff Allen, our resident dance expert, suggests "that the First Dance, Father and Daughter Dance, etc. occur before dinner immediately upon the Bride & Groom's introduction to the reception area, for several good reasons. Primarily, it allows the dancing to begin much earlier in the reception thereby eliminating a lull in activities that so often happens. Once the bride and groom have danced, and then the parents and attendants, then the guests will feel comfortable dancing while others may be eating or in a buffet line. This will allow many of the guests who know how to ballroom and Latin dance to do so on a non-congested dance floor."</p> |
| | <p>Toasts. The best man will then make the first toast, followed by the maid-of-honor, the father-of-the-groom and the father-of-the-bride. If they so choose, the bridal couple can make a speech thanking the guests for coming, the parents for paying, and anything else they may wish to say.</p> |
| | <p>Lunch/Dinner is Served. During this time, the bride and groom (if they have already eaten) can mingle and make informal visits to each table, or even have table pictures taken by the photographer. If guests wish to make speeches, sing songs, tell jokes, do a skit, this would be the ideal time.</p> |
| | <p>Dancing (Option #2). If the bride and groom haven't danced their first dance yet, they may now take the opportunity to open up the dance floor with their first dance. Then the father/daughter dance, then the mother/son dance. The attendants then join in the dancing and then the guests are invited to dance as well.</p> |
| | <p>Cake Cutting. The bride and groom cut the cake for dessert. Additional toasts may be made at this point.</p> |
| | <p>Bouquet and Garter Toss.</p> |
| | <p>More Dancing, if time allows.</p> |
| | <p>Departure of the Bridal Couple. Amid confetti, bubbles, birdseed, or rice.</p> |
| | <p>Departure of the Guests.</p> |

IN STRUCTURING YOUR RECEPTION TIMELINE, MAKE SURE TO CONSULT WITH YOUR PHOTOGRAPHER, YOUR DISC JOCKEY OR MUSICIANS, YOUR RECEPTION FACILITY REPRESENTATIVE AND/OR CATERER, AND YOUR BRIDAL CONSULTANT IF YOU HAVE ONE. ALSO MAKE SURE YOUR MASTER OF CEREMONIES IS FAMILIAR WITH THE SCHEDULING OF EVENTS.

GUEST LIST & TABLE ASSIGNMENTS

INSTRUCTIONS:

DUE TO SPACE LIMITATIONS, WE ONLY INCLUDED ONE PAGE EACH OF THE GUEST LIST AND THE TABLE ASSIGNMENTS FOR THE RECEPTION WORKSHEETS. SINCE EVERY WEDDING HAS DIFFERING NUMBER OF GUESTS (THUS REQUIRING VARYING AMOUNTS OF PAGES IN THE WORKSHEETS) WE FELT THE BEST APPROACH IS TO HAVE THE USER PRINT OR COPY THE PAGES AS MANY TIMES AS THEY REQUIRE. THIS CAN BE DONE BY GOING TO THE FILE MENU ON THE TOOLBAR, SELECTING PRINT, SELECTING THE PAGE NUMBER OF THE GUEST LIST OR TABLE ASSIGNMENTS FOR THE RECEPTION WORKSHEET UNDER PRINT RANGE, THEN SELECTING THE NUMBER OF COPIES UNDER COPIES. ALTERNATIVELY, YOU CAN TAKE THE PAGES AND HAVE THEM COPIED AS MANY TIMES AS NEEDED ON A COPIER.

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LOTTERY TICKETS IN GLASSINE ENVELOPES AS WEDDING FAVORS



THE TWO OF YOU ARE LUCKY IN LOVE SO WHY NOT SPREAD THE LUCK WITH LOTTERY TICKETS! SURPRISE YOUR WEDDING GUESTS WITH STATE LOTTERY TICKETS IN OUR GLASSINE ENVELOPES. YOU NEVER KNOW!

MATERIALS:

Medium-size Glassine Envelope (4.25" wide x 2.5" high)
Bridal Label (MS12)
Lottery Ticket
A penny (for scratching) with your wedding year printed on it

INSTRUCTIONS:

Enclose a lottery ticket in a glassine envelope. For scratching, include a penny minted in the year you are getting married. Seal the envelope with a label that cleverly reads "Lucky In Love"!

NOTE: Your state lottery ticket is NOT guaranteed to fit in our glassine envelopes! Measure your state lottery ticket first before purchasing our glassines.

For more ideas, visit blissweddingsmarket.com

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CLEAR-TOP CONTAINERS



MINI-JELLY JARS



DRAWSTRING POUCHES



BURLAP BAGS



GLASSINE ENVELOPES



SINAMAY BAGS



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BEACH CANDLES



TILE MAKING KITS



PERSONALIZED LABELS



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BRIDAL SHOWER SCRATCH-OFF CARDS



BRIDAL SHOWER BINGO



TERRACOTTA POT CANDLES



CHAIR PLACECARD HOLDERS



RUBBER STAMPS



SAMPLE BOXES



BY SOUNDSXTREME.COM

We at SoundsXtreme.com believe your DJ should meet all of the criteria in the following chart to ensure that your reception goes as perfectly as you dream it to be. By asking the questions below, you'll know what to expect from your DJ and they'll know what you expect from them. And by asking at least three DJs, you'll be better informed to make the right choice. Let us explain some of the questions to you now...

A career DJ has much more at stake when it comes to providing full-time professional service. A DJ company with a solid reputation will not want to send another DJ to represent them.

Once a DJ has gained experience and confidence, being an Emcee will come naturally to them. Before getting in front of your guests however, a meeting will be necessary to go over all the details in the wedding reception planner. It is common for the DJ to meet with you in your home a few months before the wedding to go over the planner, and to call you at least a week prior to the wedding. A good reception planner will have all the details of the reception including names of the bridal party; times of events happening throughout the evening; type of music to play; and all other details that will ensure the evening's perfection.

"Does your DJ have liability insurance?" is a common question asked by the venue. Liability insurance protects you, your guests, the venue and the DJ.

A good DJ will be known in their own town, so ask the DJ if they are members of a Chamber of Commerce or the Better Business Bureau (BBB). If so, contact the Chamber of Commerce or the BBB and inquire about their standing. Also of equal importance in Canada, is the DJ AVLA licensed to play re-recorded music? If not, you could find your entertainment cut short, as it is illegal to play re-recorded music without an AVLA license.

To be considered a professional, it takes some degree of training and experience. Inquire as to where they received their training; was it in a classroom or on the road?

To be sure your DJ will not be unloading and setting up after your guests start to arrive, ensure they will be there at least two to three hours before the event is scheduled to begin. This gives time to setup and test all equipment, and to replace any defective cables or components. It is normal for a DJ to setup the equipment in street clothes, then to change to appropriate attire shortly before the reception gets underway.

Music is very important at your wedding reception - you have thought about the music you would like and probably imagined the evening as you would like it to be. Should the DJ not have a sufficient music library, you may find your guests aren't going to be on the dance floor as much as you would have like them to be. As a minimum, 5,000 songs is a reasonable library for a professional, and 10,000 songs is a very good-sized music library. But having the song titles may not amount to much if they are not the format you are looking for.

Records scratch, cassette tapes are recorded in a specific order and the tape stretches over time. The best format is of course Compact Disc (CD). Songs on CDs are digitally recorded, so they are perfect virtually every time they are played. A new emerging format is called MP3. MP3 music are digitally recorded then 'compressed' to sound similar to a CD recording with slight degradation. Consider a piece of paper - if you scrunch it in your hand, then spread it back out again, it is still a full piece of paper but not exactly the same as before you compressed it.

As the guests begin to arrive, and as they enjoy their meals it is nice to have dinner music playing. DJ packages generally include at least one hour of dinner (or cocktail) music. At this time, it is customary for persons seated at the head table to make speeches or to offer advice or good wishes to the new couple. For this, a wireless microphone is a necessity. A wireless microphone enables everyone to be more relaxed and comfortable as they do not have to stand up and go to the front of the room. And maybe an elderly or handicapped guest may have something to say - a wireless microphone reaches places a standard microphone cannot.

One of the most common horror stories I hear is of equipment failure, and the DJ doesn't have backup equipment with them. Professional series DJ equipment is very expensive - and very, very mandatory. Therefore the most common advice we say to DJs starting out is, "if you can't afford to buy a backup amplifier, speakers, CD player and cables, DON'T DO WEDDING RECEPTIONS!"

After you have determined that a DJ has the right music, to ensure your guests are going to be up on the dance floor you may want to have some effects lighting. Basic lighting is generally included in any entertainment package. This may include a mirror ball with a couple spotlights, or a similar effect.

If the dance floor is large enough, adding effects lighting will generate a good deal of excitement on the dance floor. When operated correctly it also sets the mood for the song. For instance a mirror ball effect is great for the slow dances. Lighting upgrades are usually packaged together with sound upgrades.

The most common sound upgrade is bi-amping. By separating the lows (bass) from the music and amplifying it separately then playing it through bass bins, there are two benefits. First, the sound will be very crisp and clear, and second, the music is louder. For large venues accommodating over 300 guests, a bi-amped sound system is optimal.

Professional DJs charge accordingly. It is very, very seldom that a DJ will charge more than the market warrants (in fact I have never heard of it). If you find a DJ charges more than their competitors, ask them why. And of course if you encounter a DJ charging significantly more or less than their competitors, I anticipate you will know why. One or more of the above questions will tell you why there are price differences.

During the time that you book a DJ, you will need to reach them. Knowing they are available full-time without additional costs to you is comforting. A toll-free telephone number could save you quite a bit of money. And a good website will enable you to send them questions or information anytime - day or night. A well designed website may provide extra benefits such as on-line planners, pricing or upgrade information. It is a good place to begin looking for the right wedding DJ.

SoundsXtreme.com is a full-time entertainment company located near Peterborough, Ontario.

QUESTIONS TO ASK A DISC JOCKEY

QUESTIONS BY SOUNDSXTREME.COM AND THE READERS OF BLISS! WEDDINGS. WE INVITE YOU TO SEND US ADDITIONAL QUESTIONS FOR THIS WORKSHEET BY SENDING EMAIL TO INFO@BLISSWEDDINGS.COM

| | DISC JOCKEY 1 | DISC JOCKEY 2 | DISC JOCKEY 3 |
|--|---------------|---------------|---------------|
| COMPANY NAME | | | |
| CONTACT NAME | | | |
| ADDRESS | | | |
| TELEPHONE | | | |
| EMAIL | | | |
| WEBSITE | | | |
| 1. Will you personally be the DJ for our reception? | | | |
| 2. If the answer is no: When can we meet the DJ who will work at my reception so I can see if I feel comfortable with that person/ see if we are on the same wavelength? | | | |
| 3. If you are not talking to the disc jockey, also ask: If the disc jockey we want no longer works for your company when our wedding comes up, what will you do? | | | |
| 4. If you are talking to the disc jockey that will work at your reception: Do you DJ full-time? | | | |
| 5. What do you do the rest of the week? | | | |
| 6. What kind of experience, background, and education do you have? | | | |
| 7. Have you received any formal classroom training as a disc jockey? | | | |
| 8. How long have you been a disc jockey, and how many weddings have you performed at? | | | |
| 9. Have you handled events of my type and size before? | | | |
| 10. What are the reasons you think we should hire you? | | | |
| 11. Do you also Emcee the reception? | | | |
| 12. How many consultations do you provide in your package prices? | | | |
| 13. Do you provide an entertainment planner? | | | |
| 14. Do you come to my home or business to go over the entertainment planner? | | | |
| 15. Do you carry liability insurance? | | | |
| 16. Are you a member of your local Chamber of Commerce or BBB? | | | |

| QUESTIONS TO ASK A DISC JOCKEY – CONTINUED | | DISC JOCKEY 1 | DISC JOCKEY 2 | DISC JOCKEY 3 |
|--|--|---------------|---------------|---------------|
| 17. | If in Canada, is your business registered with the Audio Video Licensing Agency Inc. (AVLA) to legally play re-recorded music? | | | |
| 18. | What time do you arrive to setup your equipment? | | | |
| 19. | Hours of service: | | | |
| 20. | Do you wear a suit and tie? | | | |
| 21. | How many songs do you have in your library? | | | |
| 22. | What format is your music in? (i.e. records, cassettes, CD) | | | |
| 23. | Do you provide cocktail/ dinner music? | | | |
| 24. | Do you provide a wireless microphone for speeches? | | | |
| 25. | Do you bring backup equipment with you? | | | |
| 26. | Are basic effects lighting included? | | | |
| 27. | Do you offer lighting and sound upgrades? | | | |
| 28. | How many people will cover the event? | | | |
| 29. | Is a deposit required? If so, how much? | | | |
| 30. | When is the deposit due? | | | |
| 31. | May I make partial payments? | | | |
| 32. | When is the final payment due? | | | |
| 33. | Is gratuity included in the price? | | | |
| 34. | If not, what is the percentage of the service charge? | | | |
| 35. | What percentage are the taxes? | | | |
| 36. | What is the overtime charge? | | | |
| 37. | Are there any additional charges not mentioned? (i.e. travel) | | | |
| 38. | Do you provide a written contract and guarantee? | | | |
| 39. | What are the refunds/cancellation terms? | | | |
| 40. | Package 1: : | | | |
| 41. | Cost of Package 1: | | | |
| 42. | Package 2: | | | |
| 43. | Cost of Package 2: | | | |
| 44. | Package 3: | | | |
| 45. | Cost of Package 3: | | | |
| 46. | A question to ask yourself: Has the disc jockey addressed your personal concerns satisfactorily? | | | |

QUESTIONS TO ASK A FLORIST

QUESTIONS BY KIMBERLY KAPUR ROMANTICFLOWERS.COM
AND THE READERS OF BLISS! WEDDINGS.

WE INVITE YOU TO SEND US ADDITIONAL QUESTIONS
FOR THIS WORKSHEET BY SENDING EMAIL TO
INFO@BLISSWEDDINGS.COM

| | FLORIST 1 | FLORIST 2 | FLORIST 3 |
|---|-----------|-----------|-----------|
| COMPANY NAME | | | |
| CONTACT NAME | | | |
| ADDRESS | | | |
| TELEPHONE | | | |
| EMAIL | | | |
| WEBSITE | | | |
| 1. Will you personally be the florist for our wedding? | | | |
| 2. If the answer is no: When can we meet the florist whose work I'm seeing so I can see if I feel comfortable with that person/ see if we are on the same wavelength? | | | |
| 3. If you are not talking to the florist, also ask: If the florist we want no longer works for your company when our wedding comes up, what will you do? | | | |
| 4. If you are talking to the florist: Are you a full-time florist? | | | |
| 5. What do you do the rest of the week? | | | |
| 6. What kind of experience, background, and education do you have? | | | |
| 7. Have you received any formal classroom training as a florist? | | | |
| 8. Where do you get your inspirations? | | | |
| 9. What are the reasons you think we should hire you? | | | |
| 10. Do you have a portfolio and a list of referrals? | | | |
| 11. Is this your recent work that I'm seeing? | | | |
| 12. How many weddings have you serviced? | | | |
| 13. How many weddings do you do per year? How many per day? | | | |
| 14. Have you handled events of my type and size before? | | | |
| 15. What makes your arrangements better or different than anybody else's? | | | |
| 16. What type of design do you specialize in? | | | |

| QUESTIONS TO ASK A FLORIST – CONTINUED | | FLORIST 1 | FLORIST 2 | FLORIST 3 |
|--|---|-----------|-----------|-----------|
| 17. | Off the cuff, what types of flowers would you suggest given my wedding colors, location, and time of year? | | | |
| 18. | If the flowers I want are not available, what is your substitution policy? (you don't want carnations used instead of lilies, etc...) | | | |
| 19. | Can I add items at the last minute? (like "Great Aunt Martha needs a corsage...") | | | |
| 20. | Do you design items for double use? (i.e. arch sprays becoming head table long and low centerpieces) | | | |
| 21. | Where do you perform the design? | | | |
| 22. | Do you own large coolers to store flowers? | | | |
| 23. | How many days in advance do you put together the arrangements and bouquets? | | | |
| 24. | Do you rent special equipment such as urns, arbors, aisle runners, linens, or centerpiece containers? | | | |
| 25. | Do you provide any other services such as linens, chair covers, favors, ribbons, etc? | | | |
| 26. | Do you decorate the cake with flowers or should the cake baker? | | | |
| 27. | What time do you arrive to setup your equipment? | | | |
| 28. | Hours of service: | | | |
| 29. | Do you own vans or vehicles for delivery? | | | |
| 30. | Have you worked at my church/rental facility before? | | | |
| 31. | Do you perform an on-site evaluation for decorations? | | | |
| 32. | Do you have people to help you with the design and/or setup? | | | |
| 33. | Can you perform the delivery and set-up within the time that the church/rental facility has allotted? | | | |
| 34. | Can you disassemble in the amount of time allotted? | | | |
| 35. | Do you provide a written contract and guarantee? | | | |
| 36. | What are your policies regarding delivery times? | | | |
| 37. | How do you price your flowers and what is the cost of delivery and setup? | | | |
| 38. | Can you provide me an estimate within 2 days? | | | |
| 39. | Is a deposit required? If so, how much? | | | |
| 40. | When is the deposit due? | | | |
| 41. | May I make partial payments? | | | |
| 42. | When is the final payment due? | | | |
| 43. | Is gratuity included in the price? | | | |
| 44. | If not, what is the percentage of the service charge? | | | |
| 45. | What percentage are the taxes? | | | |

| QUESTIONS TO ASK A FLORIST – CONTINUED | | FLORIST 1 | FLORIST 2 | FLORIST 3 |
|--|--|-----------|-----------|-----------|
| 46. | What is the overtime charge? | | | |
| 47. | Are there any additional charges not mentioned? (i.e. travel) | | | |
| 48. | What are the refunds/cancellation terms? | | | |
| 49. | What is the average cost of wedding flowers by YOUR clients? | | | |
| 50. | Do you charge for consultations? | | | |
| 51. | How do I book your services? | | | |
| 52. | Package 1: | | | |
| 53. | Cost of Package 1: | | | |
| 54. | Package 2: | | | |
| 55. | Cost of Package 2: | | | |
| 56. | Package 3: | | | |
| 57. | Cost of Package 3: | | | |
| 58. | A question to ask yourself: Has the florist addressed your personal concerns satisfactorily? | | | |

BY FRANCES KING
MOOSETTA'S CREATIVE CATERERS
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Here are a Number of Great Tips and Some Sample Questions to Ask Your Prospective Caterer.

Many people discover that their catered event is the biggest expense of their wedding or party. The cost of your wedding reception or party includes the food, beverages, kitchen staff, wait staff, rentals, the decorations, and the cost of the reception site itself. About 50% of a couple's wedding costs are the reception. It is very important to know how to interview and to choose a caterer.

SITE/AVAILABILITY

When you are selecting a facility such as a winery, hotel, country club, park, resort, reception hall, or restaurant you need to know whether the site includes the caterer. Some reception/facility sites have their own in-house caterer and they do not allow outside caterers to provide the food on their site. The site that you choose should match the formality of the event, the theme of your wedding/event, the type of food that you want to provide, and your budget. You may want to reserve a site where you have the freedom to choose your own caterer.

IS YOUR EVENT/WEDDING RECEPTION INDOORS OR OUTDOORS?

This is important to know what facilities are available at your site. Some facilities do not have sinks, kitchens, ovens, stoves, or barbecues for the caterers to work out of. In terms of the weather and the menu, the food may need to be kept hot or cold.

PICK A DATE!

Once you have figured out if you need to hire an off-premise caterer, then you need to find out if they are available on the day of your event or wedding. The caterer you want could already be booked for an event on the same day of your affair. You should try to book your caterer at least 6-12 months in advance of your event.

BUDGET

Now you need to decide if they can work within your budget!

- What is your budget for your catered event?
- Most caterers require an initial deposit to hold the date of your event. Is there a deposit required? What is the initial deposit and when is it due?
- Are installments or payment plans available?
- When is the final payment due for the catering?
- Is there a gratuity or service charge? How much are the taxes?
- How many hours of service does the caterer include in their overall cost?
- How much extra will it be if my event runs overtime?
- What does the caterer include in the price (e.g., set-up, clean up, staff, food, rentals, etc.)?

EXPERIENCE

- How long has the caterer been in business? Ask them about their experience, background, and culinary education.
- Have they catered weddings or your type of event previously? Have they handled the amount of guests that you have invited?
- Can they handle small or large events? What is the number of guests of the largest event that they have managed?

LICENSE/LIABILITY/HEALTH

- Are they licensed?
- Are they insured?
- Do they have health permits?

ALCOHOL

- Do they have a liquor license to purchase alcohol? If no, are they willing to serve your alcohol? Does your caterer provide bartender(s) to serve your beverages? How much extra is this service?
- Is there a corkage fee for serving my own wine?
- Is champagne service included for my wedding toast?
- Are the beverages served at the bar, buffet style, and do the wait staff refill drinks at the tables?

Ice; don't forget that you may need ice for the keg, bar, carafes of water. A good rule of thumb is 1/2 of pound of ice per guest. You may need extra ice in really hot weather.

RENTALS/EQUIPMENT

- What rentals are needed for your event?
- Is the rental equipment provided through the catering company or through a rental company?

There are many details to consider such as tables, and chairs, plates, napkins, table linens, chaffers, glassware, sternos, silverware, serving pieces, tents, etc. Some people choose to use plastic flatware and paper plates in order to save money.

Rental costs add up quickly if you rent extra silverware such as salad and dessert forks, bread/butter knives, dessert spoons, along with the basic table setting of forks, knives, and spoons.

There are many different grades of silverware, tableware, glassware, etc, and different colors of linens to choose from. You need to make some choices and find out the price differences for your rentals. Your caterer can help you figure out what items that you need to rent.

Request to see samples of equipment to make sure it is what you want, that's it's not old, chipped, or in poor condition.

Most caterers charge you for rental equipment. Some caterers include the cost of rentals along with their food prices per guest.

HEADCOUNT

Prices are usually based on the number of guests that you plan to invite to your wedding or event. The caterer will need an initial headcount or a rough idea of the amount of your guests.

- When does the caterer need to know the final headcount? When you send out your invitations, keep in mind that the most caterers want a final count 1-2 weeks before your event.
- Does the headcount include other wedding/party vendors, such as the DJ, Band, Wedding Consultant, and Photographer?
- Is there a price difference for the children and the wedding/party professionals?
- Is there some place else for the vendors to eat, out of site from your guests?

MENUS

- Do they have set menus or can they customize menus according to the theme or style of your event?
- Can they provide special menus such as vegetarian cuisine, kosher cuisine, or are they able to accommodate guests with food allergies.

SERVICE

- What methods do you want your food/beverages served?
- Are the hors d'oeuvres passed around to the guests by the wait staff or are the hors d'oeuvres stationary (sitting on a table)?
- What style do you want your main meal served? Types to consider are buffet, seated or sit-down, French, Russian, and family styles. Ask your caterer about different styles of service that they provide. Specify what services are included and what details that they do not handle.

SERVING STYLES:

1. Seated or standard sit-down service is when the food is plated and portioned in the kitchen and the guest is served the plate of food while sitting down at the table.
2. Russian Style is where the food is plattered and the server portions and serves each guest a portion of the entrée, starch, and vegetable, served with a fork and spoon.
3. French Style is when the food is plattered tableside. The platters are presented to the guests and the guests pass and serve themselves. This requires more space and service can be slow.
4. Family Style is when the food is in bowls and on platters in the middle of the table and the guests help themselves.
5. Buffet style is when the people stand in a food line.

- Does your caterer provide servers or is the buffet self serve?
- Does the catering include wedding cake service or do you have to hire someone to cut and serve the cake?

DRESS CODE FOR THE WAIT STAFF

Is it formal or casual? The attire should reflect the formality/theme of your event. The staff may wear tuxedo shirts with bow ties and blank pants or skirts. Butler style is when the waitpersons wear white gloves. If you are having a Hawaiian theme party, ask your caterer to have the wait staff wear Hawaiian shirts.

RATIO

What is the staff to guest ratio? Generally, there should be at least one server per 30 guests for a buffet and one server per 20 guests for a sit-down dinner. However, it depends on how formal or complicated the event is. The ratio may be reduced, depending on these factors. A lavish six-course, sit-down dinner may require one server per 10-12 guests. Discuss the staff to guest ratio with your caterer.

FOOD

- Does the caterer use fresh ingredients/produce or does he/she use canned or frozen ingredients?
- Who are their food/produce suppliers?
- Do they bake their own breads/desserts or do they contract out to bakeries/chefs?

Generally speaking, the price of food includes all of the ingredients, preparation, and transportation of the food to your site.

Discuss portion sizes and the amount of food that needs to be prepared.

CONTRACT/REFUNDS/CANCELLATIONS

- Request a contract or proposal.
- What are the general terms of the contract?
- What is their cancellation policy?
- Is your deposit refundable if your wedding/event is cancelled?

Read all of the fine print including their cancellation policy, price per person, service charges, and taxes.

After you read the contract make sure all parties that are involved sign it. Be ready to put down an initial deposit.

THE CONTRACT SHOULD INCLUDE:

1. The date, time, location of the event, and hours of service provided by the caterer.
2. The date that you need to provide the final headcount.
3. The list of services provided (e.g. buffet, sit-down meal, bar service, wedding cake service, etc.)

4. The menu that you have selected.
5. The fees, including any extra expenses, a payment schedule, and when the final balance is due.
6. The name of the caterer handling the event.
7. Finally, your contract should include the caterer's cancellation policy.

CUSTOMER SERVICE

Talk to your caterer on the phone. Request the menus ahead of time. Then, schedule an appointment and meet with your prospective caterer in person.

- How does your caterer deal with you?
- Do you feel comfortable with your caterer?
- Does your caterer communicate with you effectively and is he/she helpful?

Your caterer should be available by appointment and by phone to answer any questions that you may have.

TASTING

Will your caterer provide an initial tasting/consultation? Some caterers will ask you to come in for a free tasting. Others will charge a fee. Some caterers will ask you to come into their restaurant if you want to try the food. However, some caterers do not provide tastings at all. They will give you references and show you pictures of their presentations of food. Be aware that preparing a meal for a few people and a few hundred is very different in the quantity, holding, and the transportation of the food.

Judging the food at the caterer's kitchen is not always a true example of the food that is served at an event.

If you do go in for a tasting, ask your caterer is the tasting for free or does he/she charge a fee for the sampling?

- How many people can I bring to the tasting?

Don't assume that you can bring 5 or 6 people to a tasting. Tastings are expensive and complicated to provide for the caterer. Ask if you can bring someone along, such as the bride or groom.

REFERENCES

Request references from your caterer. Ask your friends, family, or colleagues for recommendations of caterers that they have employed for their events.

Some caterers will provide you with letters of references or phone numbers of clients that are willing to share their past experience with your caterer.

Request to look at pictures of events that they have done in the past.

Ask the client questions about the quality of the food, if they were satisfied with the wait staff/service, and ask about the overall presentation of the event.

LEFTOVERS

- What is your caterer's leftover policy? Do not assume that all of the leftovers are automatically yours. Most caterers make extra food for unexpected guests and to feed their staff. You are paying per person, much like a restaurant. However, some brides/grooms/hosts do not have time to eat during their reception/event. Therefore, some caterers will provide a leftover basket of their food. The couple can have a romantic picnic for two on their honeymoon and enjoy themselves when all of the commotion is over with.

GOOD LUCK AND BON APPETIT!

QUESTIONS TO ASK A CATERER

BY FRANCES KING
 MOOSETTA'S CREATIVE CATERERS
 WWW.WEDOITALLCATERING.COM
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| | CATERER 1 | CATERER 2 | CATERER 3 |
|--|-----------|-----------|-----------|
| COMPANY NAME | | | |
| CONTACT NAME | | | |
| ADDRESS | | | |
| TELEPHONE | | | |
| EMAIL | | | |
| WEBSITE | | | |
| 1. Are you a full-time caterer? | | | |
| 2. What do you do the rest of the week? | | | |
| 3. What kind of experience, background, and education do you have? | | | |
| 4. Have you received any formal classroom training as a caterer/chef? | | | |
| 5. How long have you been a caterer, and how many events have you catered? | | | |
| 6. Have you handled events of my type and size before? | | | |
| 7. Why did you choose catering as a career? | | | |
| 8. What makes you better or different than another caterer? | | | |
| 9. What are the reasons you think we should hire you? | | | |
| 10. Do you have all the necessary licenses and health permits? | | | |
| 11. Are you properly insured? | | | |
| 12. Do you provide tasting consultations/food tastings? | | | |
| 13. Is there a fee for such tastings? | | | |
| 14. How many people can I bring along with me to the tasting? | | | |
| 15. What time do you arrive to setup your equipment? | | | |
| 16. Hours of service: | | | |
| 17. What equipment do you provide? | | | |
| 18. Do you bring backup equipment? | | | |
| 19. What is the staff to guest ratio? | | | |
| 20. What is the staff dress code? Formal or casual? | | | |
| 21. If buffet style is offered, are servers provided or will it be self-serve? | | | |
| 22. Is there an extra charge for buffet servers? If so, how much? | | | |

| QUESTIONS TO ASK A CATERER – CONTINUED | | CATERER 1 | CATERER 2 | CATERER 3 |
|--|---|-----------|-----------|-----------|
| 23. | Do you have a liquor license? | | | |
| 24. | Is there an extra charge for bartenders? If so, how much? | | | |
| 25. | Who is supplying the liquor, water, ice, etc.? | | | |
| 26. | Do you provide cake cutting/serving service? Is it part of the basic package? If not, what is the additional cost? | | | |
| 27. | Do you provide the wedding cake, or should I hire an outside baker? | | | |
| 28. | If caterer provides the cake, is there an extra charge? If so, how much? | | | |
| 29. | Is the champagne toasting service included or is that an extra charge? If an extra charge, how much? | | | |
| 30. | When is the final headcount due? | | | |
| 31. | Does the headcount include wedding professionals at the event (photographers, DJs, etc.)? | | | |
| 32. | Are there special prices for children? | | | |
| 33. | Are there special prices for feeding our DJ, band, photographer and other wedding professionals? | | | |
| 34. | Is a deposit required? If so, how much? | | | |
| 35. | When is the deposit due? | | | |
| 36. | May I make partial payments? | | | |
| 37. | When is the final payment due? | | | |
| 38. | Is gratuity included in the price? | | | |
| 39. | If not, what is the percentage of the service charge? | | | |
| 40. | What percentage are the taxes? | | | |
| 41. | What is the overtime charge? | | | |
| 42. | Is the set-up and clean-up included in the final price? | | | |
| 43. | What are the costs for alcohol and beverages? | | | |
| 44. | Do you provide linens, tables, chairs, china, glassware, silverware, serving accessories, etc.? | | | |
| 45. | Are the above items included in the basic price or are they extra? If extra, how much? | | | |
| 46. | Do you provide rentals, or are they from another company? | | | |
| 47. | Are there any additional charges not mentioned? (i.e. travel) | | | |
| 48. | Do you provide a written contract and guarantee? | | | |
| 49. | What are the refunds/cancellation terms? | | | |
| 50. | What is your leftover policy? | | | |

| QUESTIONS TO ASK A CATERER – CONTINUED | | CATERER 1 | CATERER 2 | CATERER 3 |
|--|--|-----------|-----------|-----------|
| 51. | Package 1: | | | |
| 52. | Cost of Package 1: | | | |
| 53. | Package 2: | | | |
| 54. | Cost of Package 2: | | | |
| 55. | Package 3: | | | |
| 56. | Cost of Package 3: | | | |
| 57. | A question to ask yourself: Has the caterer addressed your personal concerns satisfactorily? | | | |

CATERING WORKSHEET

BY FRANCES KING
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ONCE YOU HAVE SELECTED YOUR CATERER, USE THIS WORKSHEET TO
 WORK OUT THE DETAILS OF YOUR EVENT WITH YOUR CATERER.

| GENERAL | |
|--|--|
| Name of Caterer: | |
| Contact Person: | |
| Address: | |
| Phone Number: | |
| Email Address: | |
| Web Site Address: | |
| Date of Event: | |
| Location of Event: | |
| Will the event be held indoors or outdoors? | |
| Address of the event location: | |
| Phone number of the location: | |
| Directions to the location: | |
| Is there a kitchen facility with ovens, refrigerators, and barbecues onsite? | |
| Comments on above: | |
| Scheduled time to hold the Hors d'oeuvres/Cocktails: | |
| Scheduled time to serve the meal: | |
| Scheduled departure time: | |
| Type of event: (wedding reception, rehearsal dinner, bridal shower, brunch, etc.) | |
| Type of service: (Formal Sit-Down, Buffet, or Family Style) | |
| <ul style="list-style-type: none"> • Formal Sit-Down: guests are seated at the table and served • Buffet: guests stand in a food line • Family: guests help themselves to food that is placed at the center of the table | |
| If Sit Down, what type of style? | |
| <ul style="list-style-type: none"> • American (or standard): the food is plated and portioned in the kitchen and the guest is served the plate of food while sitting down at the table • Russian: the food is plattered and the server portions and serves each guest a portion of the entrée, starch, and vegetable, served with a fork and spoon. • French: the food is carved and prepared tableside. The platters are presented to the guest and the guests pass and serve themselves. | |

| GENERAL – CONTINUED | |
|---|----|
| If buffet, does the caterer provide the servers or do they guests serve themselves? | |
| Hors d'oeuvres: will they be passed or are they stationary? | |
| Bar/beverage service: buffet bar service or bar service? | |
| Are bartenders provided, if so, will it be an extra charge? | |
| Who is supplying the liquor, water, ice, etc.? | |
| Do you provide cake cutting/serving service? Is it part of the basic package? If not, how much does the service cost? | |
| Do you provide the wedding cake, or should I hire an outside baker? | |
| If caterer provides the cake, is there an extra charge? If so, how much? | |
| Staff to Guest ratio: | |
| Staff Dress Code: | |
| Leftover policy: | |
| MENU | |
| Prior to meeting with your caterer, go over the menus. | |
| Select a menu from their sample menus or request a custom menu. | |
| Discuss the style of food preparation. Are their ingredients/produce fresh? | |
| Do they sub-contract with other chefs/bakeries? | |
| Discuss the size and portions with your caterer: | |
| Menu selected: | |
| Hors d'oeuvres: | |
| Main course: | |
| Salads: | |
| Side dishes: | |
| Breads: | |
| Dessert: | |
| Beverages: | |
| BUDGET | |
| Total Catering Budget: | \$ |
| Reception/Event Site: | |
| Initial headcount/number of guests: | |
| Final headcount:: | |
| When is the final headcount due? | |
| Does the headcount include wedding professionals at the event (photographers, DJs, etc.)? | |

| BUDGET – CONTINUED | |
|---|----|
| Cost per guest: | \$ |
| Special cost for children: | \$ |
| Special cost for photographers, DJs, and other wedding professionals at the event: | \$ |
| Gratuity included? If not, how much (in percent of final costs): | % |
| Taxes? | \$ |
| Deposit required? When is it due? | |
| How much is the deposit? | \$ |
| May I make partial payments? | |
| When is the final payment due? | |
| Is the set-up and clean-up included in the final price? | |
| If not, what is the extra charge? | \$ |
| What is the overtime charge? | \$ |
| What are the costs for alcohol and beverages? | \$ |
| Are bartenders/corkage provided in the basic package? If not, what is the extra charge? | \$ |
| Do you provide linens, tables, chairs, china, glassware, silverware, serving accessories, etc.? | |
| Are the above items included in the basic price or are they extra? If extra, how much? | \$ |
| Do you provide rentals, or are they from another company? | |
| Wedding cake: included in the basic package? If extra, what is the extra charge? | \$ |

QUESTIONS TO ASK A RECEPTION LOCATION

THE FOLLOWING IS A MODIFICATION OF THE “QUESTIONS TO ASK CATERERS” WORKSHEET AS WRITTEN BY FRANCES KING OF MOOSETTA’S CREATIVE CATERERS WWW.WEDOITALLCATERING.COM AND THE READERS OF BLISS! WEDDINGS. IT HAS BEEN MODIFIED TO REFLECT THE QUESTIONS NECESSARY TO ASK RECEPTION LOCATIONS FOR A SUCCESSFUL EVENT.

WE INVITE YOU TO SEND US ADDITIONAL QUESTIONS FOR THIS WORKSHEET BY SENDING EMAIL TO INFO@BLISSWEDDINGS.COM

| | LOCATION 1 | LOCATION 2 | LOCATION 3 |
|--|------------|------------|------------|
| COMPANY NAME | | | |
| CONTACT NAME | | | |
| ADDRESS | | | |
| TELEPHONE | | | |
| EMAIL | | | |
| WEBSITE | | | |
| 1. How long have you been in business, and how many events have you hosted? | | | |
| 2. Have you handled events of my type and size before? | | | |
| 3. What is the capacity of your room(s)? | | | |
| 4. What makes you better or different than another reception location? | | | |
| 5. What are the reasons you think we should hire you? | | | |
| 6. Do you have all the necessary licenses and health permits? | | | |
| 7. Are you properly insured? | | | |
| 8. Do you allow outside Caterers? If so, is the kitchen fully equipped? | | | |
| 9. If the reception location is also the caterer: Do you provide tasting consultations/food tastings? | | | |
| 10. Is there a fee for such tastings? | | | |
| 11. How many people can I bring along with me to the tasting? | | | |
| 12. What is the staff to guest ratio? | | | |
| 13. What is the staff dress code? Formal or casual? | | | |
| 14. If buffet style is offered, are servers provided or will it be self-serve? | | | |
| 15. Is there an extra charge for buffet servers? If so, how much? | | | |
| 16. Do you have a liquor license? | | | |
| 17. Is there an extra charge for bartenders? If so, how much? | | | |
| 18. Who is supplying the liquor, water, ice, etc.? | | | |

| QUESTIONS TO ASK A RECEPTION LOCATION – CONTINUED | | LOCATION 1 | LOCATION 2 | LOCATION 3 |
|---|--|------------|------------|------------|
| 19. | Do you provide cake cutting/serving service? Is it part of the basic package? If not, what is the additional cost? | | | |
| 20. | Do you provide the wedding cake, or should I hire an outside baker? | | | |
| 21. | If you provide the cake, is there an extra charge? If so, how much? | | | |
| 22. | Is the champagne toasting service included or is that an extra charge? If an extra charge, how much? | | | |
| 23. | Does the headcount include wedding professionals at the event (photographers, DJs, etc.)? | | | |
| 24. | Are there special prices for feeding our DJ, band, photographer and other wedding professionals? | | | |
| 25. | Are there special prices for children? | | | |
| 26. | Is there a dance floor and, if so, how many people can it handle? | | | |
| 27. | May our DJ or other professional(s) have access to your electrical outlets? Are there enough? | | | |
| 28. | Is a deposit required? If so, how much? | | | |
| 29. | When is the deposit due to reserve the room? | | | |
| 30. | When is the final headcount due? | | | |
| 31. | May I make partial payments? | | | |
| 32. | When is the final payment due? | | | |
| 33. | Is gratuity included in the price? | | | |
| 34. | If not, what is the percentage of the service charge? | | | |
| 35. | What percentage are the taxes? | | | |
| 36. | What is the overtime charge? | | | |
| 37. | Is the set-up and clean up included in the final price? | | | |
| 38. | What are the costs for alcohol and beverages? | | | |
| 39. | Do you provide linens, tables, chairs, china, glassware, silverware, serving accessories, etc.? | | | |
| 40. | What equipment do you provide? | | | |
| 41. | Do you have Audio/Visual Equipment? | | | |
| 42. | Are the above items included in the basic price or are they extra? If extra, how much? | | | |
| 43. | Do you provide rentals, or are they from another company? | | | |
| 44. | Is there adequate parking? | | | |
| 45. | Is there a charge for parking? If so, how much? | | | |
| 46. | Do you offer valet parking? If so, how much? | | | |
| 47. | Do you allow outside Valet companies? | | | |
| 48. | Is there a coat checkroom? Is staff available for the room? If so, what are the fees associated with that service if not already included in the basic charge? | | | |
| 49. | Are there any additional charges not mentioned? | | | |

| QUESTIONS TO ASK A RECEPTION LOCATION – CONTINUED | | LOCATION 1 | LOCATION 2 | LOCATION 3 |
|---|--|------------|------------|------------|
| 50. | Do you provide a written contract and guarantee? | | | |
| 51. | What are the refunds/cancellation terms? | | | |
| 52. | What is your leftover policy? | | | |
| 53. | How far is your facility from our ceremony location? | | | |
| 54. | How far is your facility from our guests' hotels? | | | |
| 55. | If the reception location is a hotel: | | | |
| 55A. | Do the bride and groom receive a bridal suite included in the package? | | | |
| 55B. | Are discounts available to our guests for their accommodations? If so, how much is the discount and/or how much are the rooms? | | | |
| 56. | How many hours will we have the room? Beginning time/end time? | | | |
| 57. | How long before the event can we have access to the room so that we may prepare it? | | | |
| 58. | Are there any other events taking place at the same time as ours? | | | |
| 59. | Package 1: | | | |
| 60. | Cost of Package 1: | | | |
| 61. | Package 2: | | | |
| 62. | Cost of Package 2: | | | |
| 63. | Package 3: | | | |
| 64. | Cost of Package 3: | | | |
| 65. | A question to ask yourself: Has the facility addressed your personal concerns satisfactorily? | | | |

QUESTIONS TO ASK A PHOTOGRAPHER

BY G.E. MASANA WWW.GEMASANA.COM AND THE READERS
OF BLISS! WEDDINGS

WE INVITE YOU TO SEND US ADDITIONAL QUESTIONS
FOR THIS WORKSHEET BY SENDING EMAIL TO
INFO@BLISSWEDDINGS.COM

| | PHOTOGRAPHER 1 | PHOTOGRAPHER 2 | PHOTOGRAPHER 3 |
|--|----------------|----------------|----------------|
| COMPANY NAME | | | |
| CONTACT NAME | | | |
| ADDRESS | | | |
| TELEPHONE | | | |
| EMAIL | | | |
| WEBSITE | | | |
| 1. Will you personally be the photographer for our wedding? | | | |
| 2. If the answer is no: When can we meet the photographer whose work I'm seeing so I can see if I feel comfortable with that person/ see if we are on the same wavelength? | | | |
| 3. If you are not talking to the photographer, also ask: If the photographer we want no longer works for your studio when our wedding comes up, what will you do? | | | |
| 4. If you are talking to the photographer: Are you a full-time photographer? | | | |
| 5. What do you do the rest of the week? | | | |
| 6. What kind of experience, background, and education do you have? | | | |
| 7. Have you received any formal classroom training as a photographer? | | | |
| 8. How long have you been a wedding photographer, and how many weddings have you photographed? | | | |
| 9. Have you handled events of my type and size before? | | | |
| 10. What are the reasons you think we should hire you? | | | |
| 11. Is this your recent work that I'm seeing? | | | |
| 12. Do you use black and white film when photographing in black and white? | | | |
| 13. I'm looking for a photojournalistic photographer. What is your definition of "photojournalism"? | | | |
| 14. What are your criteria for choosing what you would photograph at my wedding? | | | |
| 15. How do you know how many pictures to take? | | | |

| QUESTIONS TO ASK A PHOTOGRAPHER – CONTINUED | | PHOTOGRAPHER 1 | PHOTOGRAPHER 2 | PHOTOGRAPHER 3 |
|---|---|----------------|----------------|----------------|
| 16. | Who is your most favorite photographer (not necessarily a wedding photographer)? | | | |
| 17. | Have you ever been published in a photography journal/had a show, etc.? | | | |
| 18. | What makes your photographs better or different than anybody else's? | | | |
| 19. | Why did you choose wedding photography as a career? | | | |
| 20. | What time do you arrive to setup your equipment? | | | |
| 21. | Hours of service: | | | |
| 22. | Do you bring backup equipment with you? | | | |
| 23. | How many people will cover the event? | | | |
| 24. | Do you provide a written contract and guarantee? | | | |
| 25. | What are your policies regarding proofs? | | | |
| 26. | What are your policies regarding negatives? | | | |
| 27. | What are your policies regarding delivery times? | | | |
| 28. | Is a deposit required? If so, how much? | | | |
| 29. | When is the deposit due? | | | |
| 30. | May I make partial payments? | | | |
| 31. | When is the final payment due? | | | |
| 32. | Is gratuity included in the price? | | | |
| 33. | If not, what is the percentage of the service charge? | | | |
| 34. | What percentage are the taxes? | | | |
| 35. | What is the overtime charge? | | | |
| 36. | Are there any additional charges not mentioned? (i.e. travel) | | | |
| 37. | What are the refunds/cancellation terms? | | | |
| 38. | Package 1: | | | |
| 39. | Cost of Package 1: | | | |
| 40. | Package 2: | | | |
| 41. | Cost of Package 2: | | | |
| 42. | Package 3: | | | |
| 43. | Cost of Package 3: | | | |
| 44. | A question to ask yourself: Has the photographer addressed your personal concerns satisfactorily? | | | |

PHOTOGRAPHIC POSES FOR YOUR WEDDING DAY

BE SURE TO CAPTURE A PICTURE WITH ALL THE PEOPLE CLOSE TO YOU AND OF ALL THE IMPORTANT EVENTS OF THE DAY BY USING THIS CHECKLIST.

BEFORE THE CEREMONY

CHECK

- Bride Dressing
- Bride Fully Dressed and Outfitted
- Bride with Mom
- Bride with Dad
- Bride with Parents
- Bride with Parents and each set of Grandparents
- Bride with Immediate Family (Parents and Siblings) and Grandparents
- Bride with each Sibling
- Bride with Maid/Matron of Honor
- Bride with each Bridesmaids
- Bride with Maid/Matron of Honor, Bridesmaids
- Bride with Maid/Matron of Honor, Bridesmaids, Junior Bridesmaids, Flower Girls
- Bride with Junior Bridesmaids and Flower Girls

CHECK

- Groom Dressing
- Groom Fully Dressed and Outfitted
- Groom with Mom
- Groom with Dad
- Groom with Parents
- Groom with Parents and each set of Grandparents
- Groom with Immediate Family (Parents and Siblings) and Grandparents
- Groom with each Sibling
- Groom with Best Man
- Groom with each Groomsmen/Ushers
- Groom with Best Man and Groomsmen/Ushers
- Groom with Best Man, Groomsmen/Ushers, Junior Groomsmen, and Ring Bearers
- Groom with Junior Groomsmen and Ring Bearers

ADDITIONAL POSES BEFORE THE CEREMONY

- _____
- _____
- _____

- _____
- _____
- _____

Continued...

DURING THE CEREMONY

CHECK

- Seating of Special Guests
(Grandparents, Groom's Parents, etc.)
- Bridesmaids and Groomsmen
Walking Down the Aisle
- Junior Bridesmaids and
Junior Groomsmen Walking Down the Aisle
- Flowergirls and Ring Bearers
Walking Down the Aisle
- Bride and Bride's Father (and Bride's Mother)
Walking Down the Aisle
- Bride's Father (and Bride's Mother)
giving Bride's Hand to the the Groom

CHECK

- Bride and Groom and the Altar
- Bride and Groom Lighting Unity Candle
- Bride and Groom Exchanging Vows
- Bride and Groom Exchanging Rings
- Bride and Groom's First Kiss
- Bride and Groom Walking Down the Aisle

ADDITIONAL POSES DURING THE CEREMONY

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Continued...

AFTER THE CEREMONY

CHECK

- Bride and Groom
- Bride and Groom with Officiant
- Bride and Groom with Bride's Parents
- Bride and Groom with Bride's Immediate Family
- Bride and Groom with Bride's Immediate Family and Grandparents
- Bride and Groom with Bride's Parents and Groom's Parents
- Bride and Groom with Groom's Parents
- Bride and Groom with Groom's Immediate Family
- Bride and Groom with Groom's Immediate Family and Grandparents
- Bride and Groom with Bride's Immediate Family, Groom's Immediate Family and All Grandparents
- Bride and Groom with Bride's Extended Family
- Bride and Groom with Groom's Extended Family

CHECK

- Bride and Groom with Maid/Matron of Honor and Best Man
- Bride and Groom with Maid/Matron of Honor and Bridesmaids
- Groom with Maid/Matron of Honor and Bridesmaids
- Bride and Groom with Maid/Matron of Honor, Bridesmaids, Junior Bridesmaids, and Flower Girls
- Bride and Groom with Maid/Matron of Honor, Bridesmaids, Junior Bridesmaids, Flower Girls, Best Man, Groomsmen/Ushers, Junior Groomsmen, and Ring Bearers
- Bride and Groom with Best Man and Groomsmen/Ushers
- Bride with Best Man and Groomsmen/Ushers
- Bride and Groom with Junior Bridesmaids, Junior Groomsmen, Flower Girls, and Ring Bearers
- Bride and Groom with Readers
- Bride and Groom with Sponsors
- Bride and Groom in Limousine Leaving for Reception Location

Continued...

ADDITIONAL POSES AFTER THE CEREMONY

| | |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
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| <input type="checkbox"/> | _____ |
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DURING THE RECEPTION

CHECK

- Bride and Groom at the Receiving Line
- Wedding Party's Entrance
- Bride and Groom's Entrance
- Bride and Groom's First Dance
- Groom and Groom's Mom Dancing
- Bride and Bride's Father Dancing
- Groom and Bride's Mom Dancing
- Bride and Groom's Father Dancing
- Bouquet Toss
- Removal of Garter

CHECK

- Garter Toss
- Placement of Garter on Bouquet Catcher by Garter Catcher
- Bride and Groom with Bouquet Catcher and Garter Catcher
- Each Toaster
- Bride and Groom with Each Toaster
- Cake Cutting
- Bride and Groom Feeding Cake to Each Other
- Bride and Groom Sipping Champagne with Each Other
- Guests Dancing
- Bride and Groom in the Limo Saying Goodbye to Guests

ADDITIONAL POSES DURING THE RECEPTION

| | |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |
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| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

QUESTIONS TO ASK A VIDEOGRAPHER

WE INVITE YOU TO SEND US ADDITIONAL QUESTIONS FOR THIS WORKSHEET BY SENDING EMAIL TO INFO@BLISSWEDDINGS.COM

| | VIDEOGRAPHER 1 | VIDEOGRAPHER 2 | VIDEOGRAPHER 3 |
|--|----------------|----------------|----------------|
| COMPANY NAME | | | |
| CONTACT NAME | | | |
| ADDRESS | | | |
| TELEPHONE | | | |
| EMAIL | | | |
| WEBSITE | | | |
| 1. Will you personally be the videographer for our wedding? | | | |
| 2. If the answer is no: When can we meet the videographer whose work I'm seeing so I can see if I feel comfortable with that person/ see if we are on the same wavelength? | | | |
| 3. If you are not talking to the videographer, also ask: If the videographer we want no longer works for your studio when our wedding comes up, what will you do? | | | |
| 4. If you are talking to the videographer: Are you a full-time videographer? | | | |
| 5. What do you do the rest of the week? | | | |
| 6. What kind of experience, background, and education do you have? | | | |
| 7. Have you received any formal classroom training as a videographer? | | | |
| 8. How long have you been a wedding videographer, and how many weddings have you videotaped? | | | |
| 9. Have you handled events of my type and size before? | | | |
| 10. What are the reasons you think we should hire you? | | | |
| 11. Is this your recent work that I'm seeing? | | | |
| 12. I'm looking for a photojournalistic videographer. What is your definition of "photojournalism"? | | | |
| 13. What are your criteria for choosing what you would videotape at my wedding? | | | |
| 14. What makes your videography better or different than anybody else's? | | | |
| 15. Why did you choose wedding videography as a career? | | | |
| 16. What time do you arrive to setup your equipment? | | | |
| 17. Hours of service: | | | |

| QUESTIONS TO ASK A VIDEOGRAPHER – CONTINUED | | VIDEOGRAPHER 1 | VIDEOGRAPHER 2 | VIDEOGRAPHER 3 |
|---|---|----------------|----------------|----------------|
| 18. | Do you bring backup equipment with you? | | | |
| 19. | How many video cameras will cover the event? | | | |
| 20. | How many people will cover the event? | | | |
| 21. | Do you conduct interviews of the guests and wedding party? | | | |
| 22. | What equipment do you use to edit the captured video? | | | |
| 23. | Do you provide a written contract and guarantee? | | | |
| 24. | What are your policies regarding proofs? | | | |
| 25. | What are your policies regarding delivery times? | | | |
| 26. | Is a deposit required? If so, how much? | | | |
| 27. | When is the deposit due? | | | |
| 28. | May I make partial payments? | | | |
| 29. | When is the final payment due? | | | |
| 30. | Is gratuity included in the price? | | | |
| 31. | If not, what is the percentage of the service charge? | | | |
| 32. | What percentage are the taxes? | | | |
| 33. | What is the overtime charge? | | | |
| 34. | Are there any additional charges not mentioned? (i.e. travel) | | | |
| 35. | What are the refunds/cancellation terms? | | | |
| 36. | Package 1: | | | |
| 37. | Cost of Package 1: | | | |
| 38. | Package 2: | | | |
| 39. | Cost of Package 2: | | | |
| 40. | Package 3: | | | |
| 41. | Cost of Package 3: | | | |
| 42. | A question to ask yourself: Has the videographer addressed your personal concerns satisfactorily? | | | |

BY URBANRIDE WWW.URBANRIDE.COM

PLAN AHEAD

A common mistake many couples make is to overlook the importance of planning ahead for limousine service and other wedding ground transportation. It is not uncommon for a limousine service to get a call two days before the wedding. Please keep in mind that weekends are the busiest periods for limousines so you should plan at least three to four months in advance to ensure availability.

DETERMINE SCOPE

An important thing to keep in mind is the enormous array of options available. In addition to traditional limousine service, you may also choose to arrange shuttle service from the hotel to your wedding venue, airport shuttles (vans or minibuses), and site-seeing trips for out-of-town friends and family (perhaps the day before the wedding). You may even decide to honor your special out-of-town guests with VIP service to and from the airport. If you are serving alcohol at the reception, it is advisable to provide some form of backup transportation for your guests.

WEDDING DAY

Traditionally, the bride will ride with her parents to the wedding ceremony. The groom and best man will ride together in a second limo. The bride's attendants will follow in a third vehicle. Another common configuration is for the maid-of-honor and best man to ride in the first limo with the couple. The rest of the wedding party follows in a second limo. Whatever you decide, make sure that the vehicles are large enough to keep everyone's clothes wrinkle free. After the reception, you should also plan on service for the newlyweds from the reception to the airport or hotel.

MAKING A DECISION

Now that you've hopefully decided what you want, the important task is to make sure that you get what you expect. You should find out exactly what size the vehicles are, how many people can COMFORTABLY fit in the vehicles, the makes, models, years and colors (interior and exterior). If you are unsure, ask for a picture. You should also ask what the chauffeur/s will be wearing. Many chauffeurs will wear a tuxedo for weddings, which adds a classic touch. Ask what else is included in the package. Many wedding packages include complimentary champagne, red carpet and a customized "Just Married" sign. Keep in mind that newer limousines are typically equipped with better cooling and heating systems.

MAKING A RESERVATION

Once you make your reservation, insist on getting a written contract. The contract should include the date, itinerary, types of vehicles including years, makes, models and colors, rates (including gratuity and taxes), deposit amount and cancellation policy. If you are quoted a package rate, make sure the contract stipulates the rate for additional hours in case you decide to keep the vehicle/s for longer than expected. After making your reservation, you should reconfirm one month and one week prior to be on the safe side.

IMPORTANT DETAILS

Make sure your limousine service gets a detailed copy of the schedule. You should provide them with instructions on where they will be going along with the names of each person traveling in each vehicle. If you want to get photographs of your grand entrance, make sure the limousine service knows in advance so the chauffeur doesn't open the door before the photographer is ready.

CONCLUSION

When shopping for a limousine service, you will be faced with a wide range of prices for your desired services. Just as you wouldn't choose a restaurant or hotel based solely on price, the same is true for your limousine service. Old or poorly maintained vehicles, unprofessional chauffeurs, tardy service and lack of proper insurance coverage are potential risks of lower priced limousine services. If you base your decision on price alone, you will likely have a disappointing wedding day experience. Use the following Bliss! Weddings limousine worksheet to help you make an informed decision.

QUESTIONS TO ASK A LIMOUSINE COMPANY

BY URBANRIDE WWW.URBANRIDE.COM

WE INVITE YOU TO SEND US ADDITIONAL QUESTIONS FOR THIS WORKSHEET BY SENDING EMAIL TO INFO@BLISSWEDDINGS.COM

| | COMPANY 1 | COMPANY 2 | COMPANY 3 |
|---|-----------|-----------|-----------|
| COMPANY NAME | | | |
| CONTACT NAME | | | |
| ADDRESS | | | |
| TELEPHONE | | | |
| EMAIL | | | |
| WEBSITE | | | |
| 1. Are you properly insured? | | | |
| 2. Are you affiliated with any industry associations such as the National Limousine Association? | | | |
| 3. Are you open 24-hours a day? | | | |
| 4. Do you have a toll-free phone number? | | | |
| 5. What types of limousines do you have? | | | |
| 6. How many people will comfortably fit in each vehicle? (Remember everyone will be dressed up and you do not want them to wrinkle or be uncomfortable) | | | |
| 7. What colors are available for each vehicle? | | | |
| 8. How many limos do you have and what is your policy if one breaks down? | | | |
| 9. Do you have any special wedding packages? If the answer is YES, ask questions 10-13. If the answer is NO, ask questions 14-15 | | | |
| 10. What is the price? | | | |
| 11. How many hours are included? | | | |
| 12. What amenities are included with the package? (red carpet, champagne, glasses, just married sign, and decorations) | | | |
| 13. If I get a package, what is the additional price per hour if I choose to keep the vehicle longer? | | | |
| 14. What is the price per hour for each size vehicle available? | | | |
| 15. What is the minimum number of hours required? | | | |
| 16. Do you offer sedan or van airport transportation, in case my guests need transportation from the airport to the hotel/ceremony? | | | |
| 17. Can you provide service in other cities in case some of my guests need service from their homes to their local airports? | | | |

| QUESTIONS TO ASK A LIMOUSINE COMPANIES – CONTINUED | | COMPANY 1 | COMPANY 2 | COMPANY 3 |
|--|---|-----------|-----------|-----------|
| 18. | Can we have alcohol in the vehicles? | | | |
| 19. | Can we eat in the vehicles? | | | |
| 20. | Is the chauffeur well acquainted with the area? | | | |
| 21. | Does the vehicle have a CD player? Can I request to play my own CD or request a particular type of music to be played in the limo? | | | |
| 22. | What year is the vehicle? (for each vehicle desired) | | | |
| 23. | What make is the vehicle? (for each vehicle desired) | | | |
| 24. | What model is the vehicle? (for each vehicle desired) | | | |
| 25. | What color is the outside of the vehicle? (for each vehicle desired) | | | |
| 26. | What color is the inside of the vehicle? (for each vehicle desired) | | | |
| 27. | What amenities are included in the vehicle (CD player, TV, etc) (for each vehicle desired) | | | |
| 28. | Do the vehicles have air conditioning/heating systems? | | | |
| 29. | Will the vehicles I need be available if I decide to keep it longer on the day of the wedding? | | | |
| 30. | Can you mail or email photographs of the vehicles I will be using on your wedding. | | | |
| 31. | What will the chauffeur be wearing? | | | |
| 32. | Is the driver's gratuity included in the quoted price? | | | |
| 33. | If not, what percentage is added for driver's gratuity? (standard is 15% - 20%) | | | |
| 34. | Are there any additional charges? (tax, tolls, parking, fuel surcharge, etc.) | | | |
| 35. | Do you offer discounts if additional vehicles are booked? (bachelor/bachelorette parties, entire wedding party, shuttle for guests, etc.) | | | |
| 36. | Can I get a signed contract stipulating the date, time, all locations, prices, type of vehicle including year, make, model, and color, payment, deposit, and cancellation policy. | | | |
| 37. | How far in advance do I need to book the service? | | | |
| 38. | Do I pay by credit card or check? | | | |
| 39. | Is a deposit required? If so, how much? | | | |
| 40. | When is the deposit due? | | | |
| 41. | What is the cancellation policy? | | | |
| 42. | What fee is charged within the cancellation policy? | | | |
| 43. | A question to ask yourself: Has the limousine company addressed your personal concerns satisfactorily? | | | |

QUESTIONS TO ASK A WEDDING COORDINATOR

BY SASHA SOUZA WWW.THE-WHOLE-SHEBANG.COM

WE INVITE YOU TO SEND US ADDITIONAL QUESTIONS FOR THIS WORKSHEET BY SENDING EMAIL TO INFO@BLISSWEDDINGS.COM

| | COORDINATOR 1 | COORDINATOR 2 | COORDINATOR 3 |
|--|---------------|---------------|---------------|
| COMPANY NAME | | | |
| CONTACT NAME | | | |
| ADDRESS | | | |
| TELEPHONE | | | |
| EMAIL | | | |
| WEBSITE | | | |
| 1. How long have you been a wedding coordinator? | | | |
| 2. Did you start your business from scratch or did you buy a business already setup? | | | |
| 3. Is this your full-time job or part-time job? | | | |
| 4. If it's part time, what is your other job? | | | |
| 5. What did you do prior to being a wedding coordinator? | | | |
| 6. Do you only work to plan weddings and special events or do you also work as a concierge? | | | |
| 7. How many full-service weddings to you personally coordinate each year? | | | |
| 8. How many wedding day only weddings do you coordinate each year? | | | |
| 9. What type of formal training have you had? | | | |
| 10. Are you a member of any major bridal or wedding/special event trade associations (ABC, June Wedding, Inc, ACPWC, AFWPI, ISES)? | | | |
| 11. Do they require that you have formal training each year for membership or do you simply pay them dues? | | | |
| 12. Do you employ other people to help you plan events? | | | |
| 13. How many hours do they work with you a week? | | | |
| 14. How many event managers do you bring with you to a wedding? | | | |
| 15. Is there an extra charge for additional staff? | | | |
| 16. Do you personally attend every wedding? | | | |
| 17. What if you become ill or cannot come to the wedding? Who will stand in for you? | | | |
| 18. Do you charge for an initial meeting? | | | |
| 19. If you charge for the initial meeting, is it applied to my cost of coordination should we hire you? | | | |

| QUESTIONS TO ASK A WEDDING COORDINATOR – CONTINUED | | COORDINATOR 1 | COORDINATOR 2 | COORDINATOR 3 |
|--|--|---------------|---------------|---------------|
| 20. | Do you accept commissions, kickbacks or professional discounts from any vendors you refer? | | | |
| 21. | Do you sell wedding invitations? | | | |
| 22. | What discount do you give off the cost of wedding invitations? | | | |
| 23. | What is the largest wedding you've managed? | | | |
| 24. | Give me five adjectives which describe yourself | | | |
| 25. | Who signs the vendor contracts? Do we pay you the fee for the entire event and then you pay each vendor or do we contract with vendors separately? | | | |
| 26. | Are you present at all vendor meetings? Do you come to the tasting? | | | |
| 27. | How many hours does it take you to plan a wedding? | | | |
| 28. | How many hours are included with your package? | | | |
| 29. | Do you make initial contact with all referred vendors and check price and availability or do you give us a list of vendors for us to call? | | | |
| 30. | How many hours are you on site the day of the wedding? | | | |
| 31. | Do you help with setup and tear down? | | | |
| 32. | Will you help with the processional and recessional? | | | |
| 33. | Will you bring an emergency kit? | | | |
| 34. | Describe the best wedding you've ever managed. Why was it the best wedding? | | | |
| 35. | Do you charge for expenses or travel? | | | |
| 36. | What is the average amount? | | | |
| 37. | What is your coordination fee? | | | |
| 38. | Does the fee include the day of the wedding? | | | |
| 39. | Do you charge hourly, a flat rate or a percentage of my overall budget? | | | |
| 40. | How are the payments structured? When are they due? | | | |
| 41. | What is the amount of the initial deposit? | | | |
| 42. | What is your refund policy in case of cancellation? | | | |
| 43. | What won't you help with? | | | |
| 44. | Are you present at the rehearsal? | | | |
| 45. | Will you setup the personal items on each of the place settings? | | | |
| 46. | Describe the most difficult wedding you've managed and why was it difficult? | | | |
| 47. | Describe some problems you've had with vendors not fulfilling their contract and how you handled it. | | | |
| 48. | Will you help design the overall theme, decor and flow of the wedding ceremony & reception? | | | |

| QUESTIONS TO ASK A WEDDING COORDINATOR – CONTINUED | | COORDINATOR 1 | COORDINATOR 2 | COORDINATOR 3 |
|--|--|---------------|---------------|---------------|
| 49. | Will you provide me with a detailed budget outline? | | | |
| 50. | Will you assist with lodging arrangements for our out of town guests? | | | |
| 51. | Package 1: | | | |
| 52. | Cost of Package 1: | | | |
| 53. | Package 2: | | | |
| 54. | Cost of Package 2: | | | |
| 55. | Package 3: | | | |
| 56. | Cost of Package 3: | | | |
| 57. | A question to ask yourself: Has the wedding coordinator addressed your personal concerns satisfactorily? | | | |

BY BLISS! WEDDINGS AND BLISS! WEDDINGS READERS

A SMALL PURSE CONTAINING THE FOLLOWING ITEMS SHOULD HELP SAVE YOU FROM ANY LITTLE MISHAPS THAT MAY OCCUR THROUGHOUT THE DAY AND WELL INTO THE NIGHT.

IF YOU HAVE ANY SUGGESTIONS ON OTHER ITEMS TO INCLUDE, PLEASE BE SURE TO EMAIL US AT: INFO@BLISSWEDDINGS.COM

| CHECK | ITEM | CHECK | ITEM |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | small sewing kit | <input type="checkbox"/> | non-drowsy allergy medicines |
| <input type="checkbox"/> | safety pins | <input type="checkbox"/> | Shout™ wipes |
| <input type="checkbox"/> | Kleenex™ | <input type="checkbox"/> | Any prescription medication for you and/or the bridegroom |
| <input type="checkbox"/> | smelling salt | <input type="checkbox"/> | chalk - to mark out any flaws on your wedding gown |
| <input type="checkbox"/> | lipstick | <input type="checkbox"/> | drinking straws – so you can drink water while you are having your portraits taken without messing up your lipstick or spilling on your dress. |
| <input type="checkbox"/> | compact powder case | <input type="checkbox"/> | comb and brush |
| <input type="checkbox"/> | stick of gum or roll of | | Additional Items _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ |
| <input type="checkbox"/> | breath mints or Tic Tacs™ | | |
| <input type="checkbox"/> | compact mirror | | |
| <input type="checkbox"/> | pantyhose | | |
| <input type="checkbox"/> | clear nail polish | | |
| | (in case you have a run in your second pair of pantyhose) | | |
| <input type="checkbox"/> | pen & small note pad | | |
| <input type="checkbox"/> | A list of contacts and phone numbers of all wedding day vendors | | |
| <input type="checkbox"/> | Band Aid™ | | |
| <input type="checkbox"/> | deodorant | | |
| <input type="checkbox"/> | barrettes and/or bobby pins | | |
| <input type="checkbox"/> | perfume | | |
| <input type="checkbox"/> | Visine™ | | |
| <input type="checkbox"/> | aspirin | | |
| <input type="checkbox"/> | hair spray | | |
| <input type="checkbox"/> | snack food | | |
| <input type="checkbox"/> | dental floss | | |
| <input type="checkbox"/> | bottled water | | |
| <input type="checkbox"/> | crazy glue | | |
| <input type="checkbox"/> | toothpicks | | |

BRIDESMAIDS

- Assist in the selection of the bridesmaid dress
- Provide your measurements to the bride for the bridesmaid dress
- Host/co-host the Bridal Shower and/or Bachelorette Party
- Help address and stuff the wedding invitations
- Help the bride get dressed and ready on the wedding day
- Attend pre-wedding parties, if feasible
- Pay for your dress, shoes, and accessories
- Pay for transportation and/or lodging to and from the wedding city
- Help the bride in any tasks or errands
- Participate in the bouquet toss, if single

MAID/MATRON OF HONOR

- Holds the groom's wedding ring
- Arranges the bride's veil during the processional, ceremony and recessional
- Makes sure the bride looks perfect for all the pictures
- Holds the bride's bouquet during the exchanging of wedding rings
- Host/co-host the Bridal Shower and/or Bachelorette Party
- Witness the signing of the marriage certificate
- Provide your measurements to the bride for your dress
- Help address and stuff the wedding invitations
- Help the bride get dressed and ready on the wedding day
- Attend pre-wedding parties, if feasible
- Pay for your dress, shoes, and accessories
- Pay for transportation and/or lodging to and from the wedding city
- Help the bride in any tasks or errands
- Participate in the bouquet toss, if single

FLOWER GIRLS

- Carry a small basket full of flowers down the aisle
- Drop flower petals as you walk down the aisle
- Participate in bridal party picture opportunities
- Attend the rehearsal (but not necessarily the rehearsal dinner)
- Pay for attire
- Pay for transportation and/or lodging to and from the wedding city

GROOMSMEN / USHERS

- Provide your measurements to the groom for the tuxedo rental
- Pay for your tuxedo and/or shoe rental
- Attend pre-wedding parties, if feasible
- Welcome guests to their seats before the wedding ceremony
- Usher guests to their seats by:
 - First asking if they are guests of the bride or groom. If they are with the bride, they should be seated at the left side of the church (facing the altar). If with the groom, then they should be seated to the right.
 - Seating the eldest guests first if a large group arrives.
 - Escorting female guests with his right arm with her escort walking behind, or leading a couple to their seat
 - Distributing programs to guests after they have been seated.
 - Balancing out the guests by asking arriving guests if they wouldn't mind sitting on the other (less filled) side.
- After the guests have been seated, escort special guests to their seats in this order (unless otherwise directed by the bridal couple):
 - general special guests
 - grandmothers of the bride and groom
 - groom's mother
 - bride's mother
- Position the aisle runner in place before the processional is ready to begin
- Collect discarded programs and articles from the pews after the ceremony
- Direct guests to the reception and hand out preprinted maps and directions to those who need them
- Assist in gathering the wedding party for photographs

- Participate in the garter toss, if single
- Additionally, a head usher should be designated to coordinate the ushers, make sure they know their duties, know how to carry them out, know the proper seating of special guests, and know the order in which they should be seated. This role should not be taken on by the Best Man, however, since he will be too busy attending to the groom.
- Pay for your transportation and/or lodging to and from the wedding city

BEST MAN

- Holds the bride's wedding ring
- Make sure vendors receive their payments
- Make sure the groom is dressed and on time
- Welcomes guests as they arrive at the ceremony location
- Offers the first toast to the bride and groom at the reception
- Witness the signing of the marriage certificate
- Attend pre-wedding parties, if feasible
- Pay for your tuxedo and shoe rental
- Pay for transportation and/or lodging to and from the wedding city
- Help the groom in any tasks or errands
- Participate in the garter toss, if single
- Host the Bachelor Party

RING BEARER

- As you walk down the aisle, carry a satin pillow that contains a pair of fake wedding rings
- Participate in bridal party picture opportunities
- Attend the rehearsal (but not necessarily the rehearsal dinner)
- Pay for attire
- Pay for transportation and/or lodging to and from the wedding city

BRIDAL JOURNAL

INSTRUCTIONS:

DUE TO SPACE LIMITATIONS, WE ONLY INCLUDED A COVER PAGE AND TWO PAGES OF THE JOURNAL. THE COVER PAGE WILL ONLY BE NEEDED ONCE, THE SECOND PAGE WILL BE NEEDED FOR AS MANY PAGES AS YOU CAN WRITE, AND THE THIRD PAGE IS SIMILAR TO THE SECOND PAGE, BUT IT HAS A FIVE-WORD DAILY SUMMARY SECTION AT THE BOTTOM, THUS IT MAY BE USED AS THE LAST PAGE OF EACH DAY.

SINCE EVERY ENGAGEMENT HAS DIFFERING LENGTHS (THUS REQUIRING VARYING AMOUNTS OF PAGES IN THE JOURNAL) WE FELT THE BEST APPROACH IS TO HAVE THE USER PRINT OR COPY THE JOURNAL FOR AS MANY DAYS AS THEY REQUIRE. THIS CAN BE DONE BY GOING TO THE FILE MENU ON THE TOOLBAR, SELECTING PRINT, SELECTING THE PAGE NUMBER OF THE JOURNAL UNDER PRINT RANGE, THEN SELECTING THE NUMBER OF COPIES UNDER COPIES. ALTERNATIVELY, YOU CAN TAKE THE PAGE AND HAVE IT COPIED AS MANY TIMES AS NEEDED ON A COPIER.

THE
BRIDAL JOURNAL
OF

BRIDE'S NAME

WEDDING DATE



Today, there are a variety of different options to consider when trying to decide how best to plan and book your honeymoon. These range from booking online via travel web sites (like Expedia), to stopping by your neighborhood travel agency. The right method for you will depend on a number of factors, including your comfort level with buying online, the amount of guidance you desire and the complexity of your trip. It's certainly easier to purchase a package vacation to Disneyworld online than, let's say, a custom trip to Thailand. Unless you are extremely comfortable planning and booking travel yourself, however, it is probably a good idea to retain a travel professional for this trip since it's such a special occasion. In addition to walking you through the planning process, a good travel consultant will be there for you while you're on the road, allowing him/her to provide critical assistance if problems unexpectedly arise.

YOU CAN USE THE FOLLOWING QUESTIONS AS A GUIDE WHEN TRYING TO CHOOSE A QUALIFIED

TRAVEL SERVICE PROVIDER:

OVERALL QUALIFICATIONS

- (for travel agencies): are you members of any industry associations, like ASTA (American Society of Travel Agents), ARC (Airline Reporting Corporation), or CLIA (Cruise Lines International Association) for cruises? Additionally, ask whether they are fully insured for errors and omissions?
- (for tour operators): are you accredited and insured by the USTOA (United States Tour Operators Association)?
- Can you provide a couple of client references if I want?

Answers to these questions will help you determine the legitimacy of the travel provider, particularly for those that you find online.

SERVICES PROVIDED

- What percentage of your business comes from leisure travel (versus business travel)?
- Please describe the process you use for designing honeymoon trips
- Can you create customized trips according to my interests or do you primarily sell package vacations?
- What travel services can you provide – flights, lodging, rental cars, local activities, restaurants reservations insurance, currency, etc.?
- Do you have specific experience putting together honeymoons?
- Will you be readily available for consultation?

- Will you be available while we are actually traveling? Even after hours?
- Can you help me choose a destination if I'm unsure?

When choosing an agency, you want to make sure that they specialize in leisure travel and have a good amount of honeymoon experience. You also want to make sure that they provide a comprehensive range of planning services, and have a professional approach to your business.

DESTINATION KNOWLEDGE

- Do your travel consultants travel regularly?
- For international destinations, do you have good contacts in-country?

You want to make sure that the people you will work with are "well traveled". In addition, for international travel, it will be beneficial if they have solid relationships with individuals in your chosen destination.

SERVICE FEES AND FORMS OF PAYMENT

- Do you charge any service fees? If so, what are they and what do they include?
- What forms of payment do you accept? Do you take credit cards?
- Can I pay any required hotel or tour deposits through you?

Nowadays, most high quality travel agencies charge service fees of some sort (it's no different than any other professional service). Some will charge a la carte for individual services like booking airline tickets or providing planning assistance. Others will charge a set fee, or a percentage of the total trip cost.

SPECIAL SERVICES

- Can you get me any special benefits or amenities on my honeymoon? Typically, what are they?
- Will you provide information on local activities and events, such as restaurants, tours, sights, etc.?

A good travel professional may be able to get you special rates or value-added amenities at no additional cost, so it pays to ask.

While it may take a little while to find the right travel professional, the time is worth investing as the result will be a wonderful honeymoon that closely fits with your interests. Happy planning!

BY:



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The first thing to remember is that your destination will have a significant impact on what you should pack. As a general rule, if you are traveling internationally or to more exotic locations, you'll need to pack more items. Below is a general list of what to bring.

GENERAL DOCUMENTS

- Airline tickets or e-ticket receipt
- Driver's license (or passport for international travel)
- Travel itinerary with addresses, phone and confirmation numbers for all travel providers including hotels, airlines, car rental companies, tour operators and travel agent
- Guide book and good novel

KEY TIP: KEEP ALL IMPORTANT TRAVEL DOCUMENTS IN A SINGLE TRAVEL FOLDER OR ENVELOPE.

MONEY

- Cash
- Traveler's checks (keep numbers/receipts in a separate place)
- ATM and credit cards

KEY TIP: TRY TO USE CREDIT CARDS WHENEVER POSSIBLE FOR ADDED TRAVEL BENEFITS AND SECURITY.

TOILETRIES AND HEALTH CARE

- | | |
|--|--|
| <ul style="list-style-type: none"> • Toothbrush, toothpaste and other dental care products • Special soap and other skin care products • Deodorant • Razors, shaving cream and after shave • Makeup • Nail polish/remover • Sunscreen, lotions and moisturizers • Perfume or cologne • Massage and bath oils • Scented candles (romance) | <ul style="list-style-type: none"> • Shampoo and conditioner • Eyeglasses and contact lenses and saline solution • Insect repellent • Feminine hygiene products • Headache, indigestion and prescription medications • Birth control • Hair dryer and hair brush • Mini scissors and tweezers • Band-Aids |
|--|--|

KEY TIPS: 1) TO PACK LIGHTER, CHECK WITH YOUR HOTEL BEFORE YOU LEAVE REGARDING THE IN-ROOM AVAILABILITY OF HEAVIER ITEMS LIKE HAIR DRYERS AND IRONS; 2) IF YOU FORGET ANY TOILETRIES, ASK THE CONCIERGE BEFORE GOING OUT TO BUY AS MANY HOTELS HAVE THEM.

WARM WEATHER CLOTHING AND ACCESSORIES

- Variety of short sleeve shirts (tee-shirt, blouse, casual, etc.)
- A couple of long sleeve tops (for cool evenings)
- Shorts
- Skirts
- Pants and jeans
- Sundresses
- Bathing suits and cover-ups
- Eveningwear (more formal for cruises, see guidelines for your particular cruise)
- Sleepwear and lingerie
- Undergarments
- Socks and stockings
- Appropriate footwear (sandals, walking shoes, golf/tennis shoes, hiking boots, heels)
- Daypack, waist pouch, beach bag and/or purse
- Hats
- Sunglasses
- Sports gear
- Rain coat and/or umbrella
- Camera and film
- Video camera and tapes

KEY TIP: COORDINATE YOUR OUTFITS SO THAT MANY OF YOUR TOPS AND BOTTOMS MATCH TOGETHER (THIS WILL DECREASE THE AMOUNT OF CLOTHING YOU HAVE TO PACK)

COLD WEATHER CLOTHING AND ACCESSORIES

- Pants and jeans
- Long sleeve shirts
- Sweaters
- Turtle Necks
- Warm Dresses
- Eveningwear
- Sleepwear and lingerie
- Undergarments
- Thermal underwear
- Socks
- Footwear (boots, walking shoes, dress shoes, etc.)
- Coats and jackets
- Hats and gloves
- Backpack, waist pouch and/or purse
- Sports gear
- Raincoat and/or umbrella
- Camera and film
- Video camera and tape

SPECIAL ITEMS FOR INTERNATIONAL DESTINATIONS

- Passports
- Vaccination certificates
- Small denominations of US and foreign currency (for taxis, tipping and emergencies)
- Medical prescriptions translated into local language
- Electrical adapter (if necessary)
- Antibacterial hand wipes

KEY TIPS: 1) BRING PHOTOCOPIES OF PASSPORTS AND VISAS WHICH WILL EXPEDITE REPLACEMENT SHOULD THEY GET LOST; 2) USE ANTIBACTERIAL WIPES BEFORE EATING IF YOU'RE VISITING LESS DEVELOPED COUNTRIES WITH SPOTTY SANITATION STANDARDS.

GENERAL PACKING TIPS

- If possible, bring a change of clothing and important toiletries in your carry-on just in case airlines lose your baggage
- Similarly, split your clothing between two suitcases (half of each of yours in each bag) just in case the airlines lose only one of your bags
- Bring an extra bag if you plan to shop a lot
- Bring ziplock plastic bags for wet and/or dirty clothing
- Brides should use their maiden name for all travel reservations. Likewise, the name on your airline ticket must match the name on your driver's license and passport

Follow these suggestions and you should be well covered. If you forget something, don't worry as you can probably buy it at your destination. Happy packing!

WE AT BLISS! WEDDINGS WISH YOU MUCH LOVE AND LAUGHTER ON YOUR
WEDDING DAY AND EVERYDAY THEREAFTER. BEST WISHES!

CONTACT US

IF YOU HAVE ANY COMMENTS, SUGGESTIONS, ADDITIONS, COMPLAINTS, ETC.,
PLEASE BE SURE TO EMAIL US AT INFO@BLISSWEDDINGS.COM.

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