

WEDDING S.O.S.

YOU.

First and foremost, this is your day. The tasks listed here are things that are for you to do to finish getting ready for your wedding.

- [] **Arrange a face to face** meeting with your wedding planner. Nobody knows weddings better than they do. Things that could pass right over your head, are his / her specialty.
 - Layout of venue.
 - Number of guests.
 - Food being served.
- [] **Prepare your wardrobe.** Make sure that everything you need is accounted for.
 - Make final alterations to wedding dress.
 - Purchase wedding rehearsal dress.
 - Book make up artist and hair stylist.
- [] **The rings.** There is much that goes into the rings, so don't slack.
 - You should have already been sized and ordered the wedding rings, but if you haven't, now is the time.
 - Double check the sizing of the rings.
 - If they were engraved, be sure to pick them up.
 - If your ring size has changed, send them in immediately for resizing.
- [] **Take care of the budget.** Make sure the wedding goes smoothly by taking care of the financial aspects.
 - Send payments to vendors that require early payment (invoice).
- [] **Fix up the wedding party.** You just need to double check to make sure.
 - Check with bridesmaids to make sure dress alterations have been completed, and that everyone has their dresses.
 - Check with groomsmen to finalize formal rentals. Make sure that shoes, accessories, etc. are accounted for.
 - Assign speeches and toasts to bridesmaids and groomsmen.

EVENT.

Most things should be in order by this time, but just in case these are some things that should be done or in the process by this time.

- [] **Finalize the setting.** Contact officiant to schedule rehearsal and go over specifics.
 - Music, hymns and readings
 - Order all equipment: tables, chairs, furniture, dance floor, decorations.
 - Order of the service.
 - Order the wedding flowers.

- [] **Order stationery for the wedding day.**
 - Order of Service for the ceremony and any other stationery for the wedding reception.
 - Menus, place-cards, escort cards, personalized table names, etc.
- [] **Finish rehearsal dinner plans.**
 - Restaurant reservations.
 - Send out rehearsal invitations.
 - Plan toasts and speeches, and what they will be saying.
 - Seating arrangements
 - Parking
- [] **Plan for the guests.**
 - Finalize the guest list.
 - Plan for food, drinks.
 - Make sure you have a guest book for guests to sign.
 - Start mailing thank you cards as you receive wedding gifts.
 - Plan wedding favors for the guests to receive at wedding.
- [] **Set up the entertainment.**
 - If you hired a DJ, then you will need to notify them of the music selection you are wanting for the reception.
 - If you hired a band, then you will want to work with them to compile a setlist and to make sure your first dance song can be played.
 - Hire a lighting technical if you feel the need. This can make your event run much smoother.