

# All Seasons Catering Wedding Tip Sheet

## **One Year Before**

Set a budget. Think hard about this. You'll have to make tradeoffs later to stay within budget.

Select a wedding date, time, and type (nighttime? Outdoor? blacktie?) We know you've been thinking about this since you were little, so it shouldn't be hard...

Reserve a location--they fill up quickly! Some locations include the ceremony location and caterer. Otherwise, now is a good time to:

- Find a caterer

- Find a ceremony location

- Call a local hotel/motel to reserve rooms (and a discount!) for out-of-town guests

- Reserve a band or DJ

- Pick Bridesmaids and Groomsmen

Ask the bridesmaids and groomsmen if they would serve in your wedding party. While it is certainly an honor to be selected, keep in mind that it often takes a tremendous amount of effort (and additional cost) on their end. Show your appreciation.

Research bridal gowns and bridesmaids' dresses.

Reserve a photographer/videographer.

Find local florists and make arrangements to review their work. No need to book them this early but start the research now.

In all cases, sign contracts with all appropriate parties and make your budget clear (this will take some research).

## **Nine Months Before**

Start the delicate conversation with your families about the size of the guest list (once you've researched the cost per guest, etc.) Set strict guidelines.

Start compiling your own guest list. Keep in mind that many single guests would appreciate a "+guest" on their invitation.

Purchase the bride's gown and the groom's tuxedo.

Purchase bridesmaids' dresses; have for your groomsmen measured and reserve the tuxedos (if your groomsmen do not live close to the formal wear shop you choose, tell them to go to a local shop)

Shop for the veil, etc.

Pick a honeymoon destination

Order the wedding cake.

Kindly suggest to the parents of the groom that they should begin to arrange the Rehearsal Dinner.

Arrange for transportation for the wedding for the bride, groom, and wedding party.

## **Five Months Before**

Send your engagement announcement to the newspaper

Make appointments for a physical exam with your doctor/dentist.

Check requirements for blood test and marriage license in your state.

Purchase wedding rings.

Select and order the invitations and stationery.

Complete the guest lists.

Finalize honeymoon details and make the necessary reservations.

## **Four Months Before**

Confirm the menu and catering details with the caterer.

Prepare all maps and directions for the ceremony and reception.

Select your wedding rings.

Schedule the rehearsal with all relevant parties.

Determine your resources for designing and printing the program for the ceremony.

Finalize and check the florist details, photographer, videographer, musicians, wedding cake, etc.

Arrange the necessary accommodations for out-of-town guests.

Plan a rehearsal dinner, time and place.

Mail a "save the date", if desired.

## **Eight Weeks Before**

Mail invitations and announcements.

Set appointment with photographer for your formal bridal portrait.

Select gifts for all your attendants.

Set appointments with any hairdressers and/or makeup artists.

## **Six Weeks Before**

Decide what your menu is going to be for the reception.

Have a final fitting for your gown.

Pick up the wedding rings.

Don't forget the wedding accessories! (ring pillow, goblets, garter belt, candles, etc.)

Figure out how wedding gifts will get to the new home.

Confirm florist details and delivery times.

Plan the seating for the reception as well as other details for the ceremony and reception.

Make sure all bridesmaids' attire has been fitted.

Choose the music for your ceremony, first dance, parent dances, and party and give information to band, dj, or other musicians.

## **Three Weeks Before**

Handle business and legal details such as name changes, address changes, etc.

Prepare the wedding announcement for the newspaper.

Reconfirm your guests' accommodations.

Get your marriage license and any blood tests which are needed.

## **Final Week**

Review any seating details with the ushers.

Try on all the clothes.

Finalize the seating arrangements for dinner/reception.

Pack for the honeymoon and confirm plane and hotel reservations.

Call any guests who have not responded yet.

Review all the final details with your photographer, videographer, band, dj, etc.

Give a final head count to the caterer.

Wrap and present the wedding party gifts.

## **Day Before**

Relax, you've covered everything!

Hang out with friends and family.

## **Wedding Day**

Start early--leave extra time.

Snack. You'll look great in your gown--unless you faint from hunger!

Enjoy!