



**4th and 10  
9th Inning  
The World Will Spin Faster**

**The Last Lap  
The Home Stretch  
Emotional Rollercoaster will begin**

As you approach the last two months of your wedding, it is normal to expect changes to the wedding day plans. The goal is to be flexible and acceptable. Some of your best ideas may come from unforeseen circumstances.

*Below are some helping hand notes to guide you in your journey.*

**Timeline**

Finalize an "Overall Timeline" for vendors

Finalize a "Detailed Timeline" for yourself, parents, point person and assigned task person for the day

Detailed timeline must include times, place, instructions, contact information and comments

**Rehearsal Packet**

Overall Timeline

Hair and Makeup Schedule and location for Bridesmaids

Hospitality area for the groomsmen

Photo Schedule

Reception Seating Assignment

Transportation Information

**Wedding Gown**

Final Fitting

Bridesmaid Dresses

Finalize accessories

Finalize and secure jewelry

Purchase comfortable dancing shoes

Learn how to bustle the gown, try it several times

**Flowers and Lighting**

Final sample centerpiece and take pictures

Finalize the order, to include: centerpieces, bouquets, throw away bouquet, ceremony flowers, corsage & boutonnieres, head table, flowers for hair, flower petals

Confirm arrival/set-up/pick-up times

Turn time between ceremony and reception

Delivery address for bouquet and boutonnieres

Review Floor Plan

Special request requirements for the venue

Review Final Bill

Address payment issues and any other unexpected costs

Contact information for the person setting up the order



### **Linens and Rentals**

Finalize color swatch and spec of the event  
Finalize the order for the place card table, cocktail tables, cake tables, chair covers, chivari chairs, head table, vip tables, gift table, display stations etc.  
Always order a little extra  
Verify cost of replacement for any lost, damaged or misplaced items.  
Verify the set-up. Will the linen company set up all linens or will it just be a drop off? Will the hotel set up the linens, will there be a set up cost etc.? If you select chivari chairs will there be a fee for moving it from ceremony to reception, same with the chair covers?  
Confirm delivery, storage, set-up and pick-up  
Contact information of the linen company for the day of the event  
Confirm the venue, address and date of the event  
Give vendor contact information in case they have a question on the day of the event

### **Music**

Finalize playlist	Confirm performance start and end time
Confirm emcee information	Confirm if equipment provided belongs to the company or is provided by an outside AV company
Discuss charges for extra power cost	Pronunciation of the bridal party names, and other guests who are part of the wedding program
Determine break time	Confirm special needs or power request that the DJ or band may have
Establish vendor meals	
Address the attire of the day	
Back up CD of requested songs	
Confirm set-up time	
Confirm Timeline	
Confirm overtime cost	

### **Venue: Ceremony and Reception**

Walk thru at the Ceremony and Reception venue  
Finalize details of food and beverage  
Finalize Floor plans: Ceremony/Cocktail/Reception/Sweet Table/Hospitality Room/Brunch/Dressing Room  
Discuss final guarantees for the event, include Adults, Kids and Teens  
Discuss estimated banquet check  
Set up final appointment to review final paperwork, signing of the banquet checks and payment  
Set up delivery time and storage of inventory for the event, e.g. menu cards, favors, champagne glasses, guest sign in book etc.  
Discuss photography space  
See pictures of your final meal selection and confirm your selection  
Identify VIP tables  
Discuss bartender tip jars



### **Photography**

Establish picture timeline  
Discuss traditional pictures vs. photojournalistic pictures  
Photo Montage  
Engagement pictures  
Build rapport with assigned photographer  
Discuss picture list  
Confirm the hours in the package  
Confirm cost of overtime for the package

Collect contact information for the photographer as well as an after hours phone number for the studio  
Confirm all address, dates and times for the event  
Confirm vendor meal and break times  
Assign family member to assist photographer in identifying friends and family for the post ceremony pictures  
Discuss dos and don'ts for the church ceremony  
Decide dos and don'ts on picture taking

### **Videography**

Establish set up time vs. shooting time  
Verify the hours covered in the package  
Discuss overtime and cost  
Review Timeline  
Identify special moments to be captured  
Discuss the dos and don'ts for the church ceremony  
Confirm vendor meals  
Submit list of bridal party and parents names for the credit part of the video

Clarify the inclusions in the contract  
Clarify any power needs  
Confirm if the groom will have a microphone during the ceremony to capture the vows  
Collect contact information for the videographer as well as an after hours phone number for the studio  
Confirm all address, dates and times for the event  
Discuss music for the video

### **Officiant**

Review the ceremony program  
Provide copy of any personalized vows  
Discuss the length of the ceremony  
Address microphone and sound issues  
Establish rehearsal time  
Confirm arrival time  
Have envelope ready for the payment  
Discuss marriage license and the marriage certificate submission  
Invite officiant to the reception  
Review all the rules established for a church ceremony  
Discuss concerns



### **Inventory**

Make a list of items that will be needed for the day of the wedding:

*Marriage License*

*Gown*

*Overnight Bag*

*Shoes*

*Ceremony Programs*

*Unity Candle*

*Matches*

*Envelope Gift Box*

*Favors*

*Placecards and Guest list*

*Guest sign in book*

*Menu Cards*

*Additional stationary*

*Cake Knife and Server*

*Master Guest List*

*Extra copies of picture list*

*Extra copies of Timeline*

*Extra copies of vendor contact list*

*Ring bearer pillow*

*Back up CD/iPod/MP3*

*Floral Baskets*

*Any additional items included to make your day more personalized*

### **Make up/Hair/Dress-up/Veil**

Schedule Trial run with the make up artist, take pictures

Confirm make up products that will be used

Confirm list of bridal party and family that will have their make up done professionally

Confirm price list and time needed for make up

Create a make up schedule

Confirm the make up artist information

Call two days prior to the wedding to confirm the location and times, as well as number of guests, for the makeup service

Finalize payment arrangements

Collect contact information

Confirm if you will get to keep the lipstick or the eyeshadow for touch up for the day

Schedule Trial run for the Hair Stylist, take your veil with you

Create a schedule for the bridal party getting their hair done professionally

Confirm number of stylists to accommodate the bridal party

Confirm the time for the bride to get her hair done as well as make up

Confirm special needs for both the make up artist and hair stylist

Allow at least 45 minutes for dressing time

Confirm the cost, tip and payment

Share contact information for the day for them to contact you in case of an issue

Learn quick touch up techniques for the day

Bride must have her own hair stylist and make up artist



### **Transportation**

Review agreement with the transportation company 4 weeks outside of your event  
Confirm the date, venue, direction, driver information, size of the limo, year, make and model of the car, arrival time and end time of the transportation program

Prepare a list of bridal party, parents and guests that will travel via special transportation

Confirm the whereabouts of the transportation during the ceremony

Confirm pick up locations, drop off locations, and any special sight seeing agenda

Confirm any charges for parking, tolls, tips, meals etc.

Confirm back up plan in case of an emergency

Confirm payment can be made upon completion of the transportation agreement and not prior to the event

Always use a reputable company it is worth the extra cost

### **Legal Issues**

Check with local county of the ceremony venue to obtain a marriage license

Check on the expiration date of the license

Prenuptial Agreement

Wedding Insurance

Name change

Discussion of financial matters on joint accounts, pension plans, life insurance, living will, etc.

### **Rings His and Hers**

Have the rings cleaned, polished and ready to go

Consider insuring your ring

Keep the ring with a responsible adult until right before the ceremony and then hand it to the best man and maid of honor

### **Wedding Website**

A popular avenue to communicate with your guests

Keep the website updated and encourage friends and family to share stories of the bride and groom

Set up reminders for RSVP's

As the event gets closer, send a personal message to your guests about your excitement on the pending nuptials



### **Floor Plan and Seating**

Use a 4 week date marker for the due date on the RSVP  
Compile a spreadsheet with each individual guest name and meal choice  
Prepare all floor plans 6 weeks prior to the event  
Identify any tables that may not have standard 10 guests seating. Always inquire with venue on comfortable guest seating per table. A 66" table can fit 10 and a 72" table can fit up to 12 guests comfortably  
Assign guests to tables as soon as you receive the RSVP  
Group guests per table accommodation  
Plug in table numbers after the grouping of guests have been complete  
If offering several meal choices for dinner, denote the information on the placecard via assigned color code or just have the meal selection written inside the placecard  
Keep meal information updated on the master guest list as well as table list  
Identify any special meal request  
Identify seating for the head table  
Last minute changes are inevitable, be prepared with extra blank placecards

### **Emergency Kit**

A clear large make up bag with clear compartments is ideal for provisions of the emergency kit.  
You can find a list of items on many wedding internet sites  
Most important, keep the make up for touch ups  
Assign it to a member of your bridal party for safe keeping  
Maid of honor can keep an eye on you in case you need any of the supplies from the bag

### **Task Assignment**

Create a spreadsheet to assign friends and family member to a task  
Identify name, time of task, description of task, contact information and comments

Some examples of task assignment are:

<i>Emergency Kit</i>	<i>Marriage License</i>
<i>Floral Vendor management</i>	<i>Confirm Transportation on day of the event</i>
<i>Linen/Rental management</i>	<i>Gift Table</i>
<i>Floor Plan set up</i>	<i>Envelope Drop Box</i>
<i>Venue Management</i>	<i>Honeymoon Suite</i>
<i>Photographer and Videographer</i>	<i>Speeches</i>
<i>Greeter</i>	<i>Collecting items at the end of the night</i>
<i>DJ/Band greeter</i>	<i>Bridal and Bridesmaid Bouquet</i>
<i>Overnight bag</i>	<i>Hub of communication</i>
<i>Placecard Table</i>	<i>Point person to make financial decisions on your behalf</i>
<i>Ushers</i>	
<i>Flowergirls</i>	
<i>His and Her rings</i>	

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### **Contact List**

Prepare a list of all vendors with the contact information  
Prepare a spec of the details of all service ordered  
Prepare a contact list for vendors  
List of Taxi and Limo Company

### **After the Event**

Review bills for extra cost. For e.g. extra meals, overtime, bar consumption, rentals, breakage, transportation etc.

Drop off all Rental items. For e.g. Tuxedo's, envelope drop box, rental car, bridal bouquet preservation, bridal gown for dry cleaning etc

Schedule time with Photographer and Videographer to view, select and edit albums and video.

Deposit cash and checks in the bank. Create a list of gift givers with the cash/check amount

Mail Thank you Notes

Marriage certificate, make sure you receive a certified and recorded copy from the county

Change your name

Gift returns and exchange

Sorting your finances: Taxes, Joint Accounts, Life Insurance, 401K Beneficiaries, Medical and Dental Insurance, etc.

Cake: Don't forget to pick up the Top Tier of your Wedding cake. Enjoy the cake before leaving for your honeymoon or freeze to enjoy it at your first anniversary celebration