



DON'T GET DISAPOINTED.....GET A PRO!!

Free wedding planning Booklet.

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FREE WEDDING
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PLANNER
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BOOKET
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BUDGET

(Try hard not to break the bank!!)

Category	Planned Total	% Of Budget	Actual Total	Actual % of Budget
Accessories: Décor, bouquets, special entertainment				
Accommodations				
Brides Dress				
Grooms Attire				
Cakes: Photographic model cake Real cake				
Ceremony				
Flowers				
Gifts				
Honeymoon				
Photography				
Reception				
Disk Jockey <i>DJ Marcel Music and Events</i>				
Rehearsal Dinner				
Brides Rings				
Grooms Ring				
Stationery: Invitations Thank you letters				
Transportation: Limo rental Special Vehicle rental				
Videography				



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EVENT SCHEDUALLER

EVENT	LOCATION	DATE	TIME	PAYMENT OR DEPOSIT PAID BY
Engagement party				
Bridal Shower				
Bachelor Party				
Bachelorette Party				
Bachelor/Bachelorette Combined Party (Buck and Doe)				
Wedding Rehearsal				
Rehearsal Dinner				
Ceremony				
Disc Jockey DJ MARCEL MUSIC AND EVENTS				
Reception Hall				



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Checklist

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12 Months to go

- Discuss whom you want to announce the engagement to **First**
- Make sure all the rings are insured against accidental loss
- Set a Date
- Set a Budget (include all contributors. EX: Parents, Grandparents, Bank Loan)
- Set a preliminary Guest List. You'll need to know this for booking a reception hall. Also for budgeting for invitations
- View and reserve your Reception Hall. **BOOK EARLY** popular locations are booked months if not years in advance.
- Book the Wedding Official. (Justice of the Peace, Priest, Rabbi, Minister, or if at sea The Captain)
- Start planning any Personal Wedding Vows
- Contact the Newspaper for the Banns of announcement
- Finalize the Theme for the reception (If any)
- Book the Caterer
- Book the Photographer
- Book the DJ (DJ MARCEL MUSIC AND EVENTS)
- Select your Bridesmaids (Matrons) and Groomsmen.
- Apply for Permits and licenses. These include; Wedding license, Special Event Liquor License, Municipal Parks license (Check with your City's regulations)
- Choose and Order your invitation stationary as well as your RSVP cards and Thanks You Cards
- Communicate to the Wedding Party who you want to make speeches
- Talk to your lawyer about any pre-nuptial agreement (If necessary)
- Talk to you Doctor about any immunizations (If going out of country for the Honeymoon)
- Select a Honeymoon destination



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9 Months to Go

- Register for gifts (make sure you have enough Thank you cards)
- Select a Bridal Gown and Bridesmaids Dresses (remember to get it fitted)
- Insure the gown if possible
- Communicate to you Venue, DJ, and Florist the Theme of the wedding and make sure all components will match.
- If required by law, Attend pre-marriage classes (This is a good idea anyway)
- Contact an Event Rental specialists for décor needs
- Finalize the Menu with the Caterer. Communicate any special Menu needs.
- Send the Groom and Groomsmen to the Tuxedo rental store. Make sure his Cummerbund and Cravat match the assigned bridesmaids dress
- The guest list must be finalized by this point. This allows for accurate billing from the Caterer and Venue.
- Book Wedding accommodations for the Bride and Groom.
- Negotiate rooms for any out of town guests. (If you are paying for anyone else's Hotel)
- Meet with Hair stylists to negotiate rates for the entire wedding party. Book as soon as possible. Some salons are extremely busy



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6 Months to Go

This is one of the most important months in the planning of your wedding. By this time you should know which services you are going to hire for your Ceremony and Reception. Contracts should be signed at this time and deposits or full contracts should be paid.

- Review and update your gift registry. Make sure there are gifts from all price ranges
- Mail out invitations for the Ceremony
- Mail Out invitations for the Reception (If different)
- Choose and Pay for the Cake and/or Photo Model Cake
- Choose and Pay for DJ (DJ Marcel Music and Events)
- Choose and Pay the Photographer
- Choose and Pay the Reception Venue
- Choose and Pay the Caterer (If different from the Reception venue)
- Choose and Pay for the Ceremony Location
- Choose your Event Rental Supplier or Purchase all décor items
- Finalize your Wedding Gown alterations and Bridesmaids dress alterations with the Dress shop or tailor.
- Choose and Pay for your Wedding Party Transportation if any.
- Meet with your lawyer to finalize any pre-nuptial agreement. (If necessary)
- Finalize the Speeches. Make sure the people who you selected and capable of public speaking



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3 Months to Go

Crunch time.

- Pick up Wedding Rings (Make sure they all fit)
- Bridal Shower
- Check with Lawyer and Municipal Officials for Licensing and Permits
- Book any special locations for photos
- Purchase your Wedding Favours
- *Your guest list might need to be amended. Make sure your venue and caterer can accommodate any increase or decrease of your guest list. This will affect your floor plan and may take some time and effort to accomplish. Do not overlook this as it may incur extra costs.*
- Confirm your hotel reservations for the Wedding and for the Honeymoon.
- Confirm setup, delivery, and tear down of decorations with your Event Rental Provider.
- Confirm your travel plans for the Honeymoon (If traveling)
- Begin making the schedule for the wedding day
- Make sure all formal wear fits properly. Men and Ladies.
- Consider a scrapbook of this whole process so that you can have nice memories later.
- Remind your speakers to write their speeches.



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1 Month to Go

Most of your Planning should be done. Now it's loose end time.

- Obtain your marriage license. Some licenses expire after 30 days.
- Attend the Bachelor or Bachelorette Parties. Some like having these parties combined. (A Buck and Doe Party)
- Make sure all wedding party members (any anyone else) are clear on their duties during the ceremony and at the reception.
- If any guests have not RSVP'd consider them as not attending.
- Final dress fittings, and tux fittings.
- Confirm transportation arrangements and obtain mobile numbers for the driver and service management.
- Confirm Caterer mobile number
- Confirm DJ mobile number (DJ Marcel Music and Events)
- Confirm Event Rental service mobile number. Delivery, setup and Tear down plans should be finalized at this time.



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The Big Day

Here we go!! Time to get married!!

- Try not to be hung over
- Eat Breakfast; you might not get to eat again until dinner.
- Give yourself enough time to get ready
- Make sure your friends and attendants are ready and they take care of any last minute preparations
- Give your parents their gifts (They deserve it)
- Give the rings to the Best Man and Maid (Matron) of Honour
- Make sure your Marriage License is at the Ceremony location
- Try not to rush. Rushing cause things to get forgotten.
- Have a friend or family member check on the Reception Venue to ensure the Décor is correct and delivered on time. Also ensure your DJ is set up (DJ Marcel Music and Events), Your caterer is there and setting up. Liquor license is displayed correctly, and your bartenders are ready and your cake is delivered on time.
- **HAVE FUN!!!!**



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The Day After

- Return any rented formal wear.
- Take careful notes when opening gifts. Make sure the correct thank you card gets sent.
- Arrange for photo proofs to be viewed
- Arrange for the video to be delivered
- Get the Wedding gown Dry Cleaned and preserved for storage. (Unless it was rented)
- Finalize and submit any name change documents. These include, drivers license, Passport, Insurance Policies, taxes, credit cards, banking information, and social security card.
- Visit the reception location to ensure all décor was removed on time.

Congratulations on your new life together.

Thank you for downloading this booklet hopefully it was helpful to you.

Be sure to call DJ Marcel Music and Events to arrange the DJ for your Wedding Reception.