

Keep in Check



THE 12-MONTH COUNTDOWN

12 MONTHS

- Determine Budget and discuss division of expenses
- Select a wedding coordinator
- Reserve ceremony and reception sites
- Decide on the size of your guest list
- Notify the officiant of your plans
- Begin discussing where you will live

NINE MONTHS

- Choose attendants
- Select color scheme and decide on any theme
- Shop for wedding rings
- Select bridal gown, veil and accessories
- Decide on a photographer
- Select and book caterer
- Compile names and addresses of guests
- Schedule engagement photo session

SIX MONTHS

- Select and order attendants' apparel, including bridesmaids, groomsmen, flower girl and mothers
- Consult travel agent about honeymoon plans
- Announce engagement in the paper
- Select & order invitations and other stationery
- Choose ceremony music and musicians
- Meet with florist, discuss style and costs
- Reserve rooms at hotel for out-of-town guests

FOUR MONTHS

- Finalize guest list
- Start addressing envelopes
- Schedule Bridal Portraits
- Reserve tuxedo & accessories
- Reserve limousine, carriage or rental
- Order or make reception favors
- Select menu with caterer
- Meet with baker and select cake style and taste

THREE MONTHS

- Purchase attendants' gifts
- Arrange and plan rehearsal dinner
- Arrange rehearsal details with wedding coordinator and party
- Select order of ceremony
- Select guest book attendant
- Reserve any wedding-day rentals or accessories
- Plan bridesmaid luncheon
- Make appointment for hair and make-up
- Plan order of events at reception with DJ or musicians
- Select ceremony and reception music
- Request vacation time at work

SIX TO EIGHT WEEKS

- Send invitations
- Confirm ceremony details with officiant
- Order engravings on wedding rings
- Have all men measured for tuxedos
- Prepare wedding announcement for newspapers
- Practice-run with hair and make-up stylists

FOUR WEEKS

- Prepare RSVP List
- Get marriage license
- Buy or make Groom's gift
- Arrange for final fitting of gown
- Confirm honeymoon reservations
- Plan seating arrangements and place cards
- Confirm reservations for out-of-town guests
- Write Thank You notes for gifts as they come in

TWO WEEKS

- Prepare wedding day checklist, delegate responsibilities
- Meet with photographer to go over your expectations
- Meet with videographer to discuss details
- Meet with DJ or band to confirm your requests
- Send invitations for Rehearsal and Dinner
- Confirm time and wedding rehearsal schedule with everyone involved
- Confirm wedding vendors' arrival and set up times
- Arrange for bouquet and gown preservation
- Arrange name and address changes on bank accounts, credit cards, driver's license, social security card and utilities
- Move personal and mutual belongings to new home

ONE WEEK

- Take the week off from work
- Provide caterer with final guest count
- Pick up wedding rings
- Groom and Groomsmen try on and pick up tuxedos
- Consult with wedding coordinator about all details
- Final consultations with florist, musicians, photographer, video, decorators and rental company
- Pay clergy and musicians
- Pack for honeymoon - don't forget your passport, if needed
- Attend bridesmaids' luncheons
- Have nails done
- Have dress pressed
- Take maps and event schedule to hotel for out-of-town guests
- Arrange transportation for out-of-town guests
- Discuss seating arrangements with ushers

THE DAY BEFORE

- Decorate ceremony and reception sites
- Keep all personal appointments
- Finish packing for the honeymoon
- Move all items to your new home
- Get plenty of rest!

ON THE WEDDING DAY

- Stay calm & relaxed
- Have hair and make-up done
- Take marriage license and rings to ceremony
- Above all else, have fun and cherish your day!

WEDDING BUDGET

ITEM	BUDGET	ACTUAL
Wedding Attire		
Wedding Bands		
Bridal Gown		
Headpiece/Veil		
Undergarments		
Alterations		
Groom's Tux/Suit		
Bride's Mother		
Bride's Father		
Gown Preservation		
Hair & Makeup		
Pedicure		
Manicure		
Shoes		
Jewelry		
Lingerie		
Reception		
Site Rental		
Rental Supplies (linens, china, tables, chairs)		
Caterer/Food		
Beverages		
Decorations (other than flowers)		
Gratuities & Taxes		
Wedding Cake		
Cake Topper/Knife		
Toasting Glasses		
Napkins		
Additional Services (servers, bartenders, valet parking)		
Entertainment		
Ceremony Music		
Reception Music		
Band/DJ		
Dance Lessons		

ITEM	BUDGET	ACTUAL
Photography & Invitations		
Engagement Pictures		
Bridal Portraits		
Wedding Day		
Wedding Albums		
Extra Prints		
Videography		
Photographer's Fee		
Announcements		
Invitations		
Reply Cards		
Thank You Cards		
Wedding Programs		
Postage		
Calligraphy		
Addressing		
Flowers		
Ceremony Site		
Reception Site		
Bridal Bouquet		
Attendants' Flowers		
Parents/Grands		
Honored Guests		
Other		
Clergy/Officiant		
Marriage License		
Attendants' Gifts		
Transportation		
Favors		
Rentals		
Honeymoon		
Wedding Night		
Accommodations		
TOTAL		

BRIDE'S EMERGENCY KIT

Essentials you need should the unexpected happen...

BEAUTY/GROOMING

- Nail file
- Nail polish (one in the bride's color and clear for runs in hose)
- Brush/comb
- Hair elastic
- Earring backs
- Lint brush
- Tweezers
- Makeup remover, skin cleanser/moisturizer
- Deodorant
- Toothbrush, toothpaste, mouthwash, floss
- Bobby pins
- Hair dryer (for hair or drying dresses after stain removal)

HEALTH

- Straws (for drinking without ruining lipstick)
- Acid relief
- Smelling salts
- Eye drops
- Contact lens solution
- Headache medicine (two different types in case someone in the party is allergic)
- Band-aids
- Tampons/sanitary napkins
- Tissues

ATTIRE

- Flat shoes or ballet slippers
- Extra buttons and pair of hose
- Gloves
- Jewelry

MISCELLANEOUS

- Baby powder (useful for getting out last minute spills on a white dress)
- Static cling spray
- Bottled water
- Small hand towel (put around neck when doing makeup)
- Hard candy
- Mints/breath spray
- Travel size perfume
- White chalk to cover stains on the dress
- Package of wet wipes
- Portable iron or steamer
- Tape, safety pins and scissors
- Directions to reception (extra copies)
- Sewing kit
- Super glue ('cause you never know!)

WHO'S DOING WHAT

It's often hard enough to keep all of your responsibilities straight as the bride or groom—from rings to vows—much less anyone else's job. That's why it is so important for the couple to delegate jobs to those around them who are often more than happy to help. Here's a list of who's doing what that will help ease your wedding day jitters and make sure everyone has a role to play.

ASSIGNED TO:	PHONE NUMBER:
Aisle Runner _____	_____
Beverages _____	_____
Wedding Gown _____	_____
Bringing Marriage License _____	_____
Mailing Completed License _____	_____
Cake Knife & Cutting _____	_____
Toast _____	_____
Cake Top _____	_____
Decorating Car _____	_____
Deliver Bridal Portrait _____	_____
Distribute Flowers _____	_____

ASSIGNED TO:

PHONE NUMBER:

Decorate Ceremony Site _____	_____
Clean-up Ceremony Site _____	_____
Decorate Reception Site _____	_____
Clean up Reception Site _____	_____
Pick Up Groom's Tux _____	_____
Return Groom's Tux _____	_____
Guest Book Attendant _____	_____
Hair & Makeup _____	_____
Light Candles Before Wedding _____	_____
Couple's Transportation _____	_____
Music at Ceremony _____	_____
Music at Reception _____	_____
Paying Officiant _____	_____
Photographer _____	_____
Videographer _____	_____
Programs _____	_____
Rings _____	_____
Announcing the Couple _____	_____
Transport Gifts from Reception _____	_____
Miscellaneous _____	_____

WEDDING DAY CHECKLIST

WEDDING DAY APPAREL

- Gown—alterations & pressed
- Shoes
- Bra/Undergarments
- Jewelry
- Garter

WEDDING DAY ACCESSORIES

- Guest Book & Pen
- Ring Pillow
- Cake Knife and Server
- Toasting Glasses
- Favors

WEDDING DAY NECESSITIES

- Marriage License
- Groom's Ring

BRIDE'S EMERGENCY KIT

- (See above)

WEDDING PHOTOS

Creating a “shot list” has little to do with adult beverages when it comes to your wedding. Arguably, one of the most important aspects of your big day is what will last after it is over—your vows, love, and hopefully, your photos! While more professional photographers understand what is essential to capture, here is a simple list to add to or subtract from. Give your personalized list to your photographer so he or she will know which moments you want to remember for a lifetime.

- | | | |
|---|---|--|
| <input type="checkbox"/> Bride, dressing for ceremony | <input type="checkbox"/> Groom's, Bride's parents being seated for ceremony | <input type="checkbox"/> Cake table |
| <input type="checkbox"/> Bride, full-length solo | <input type="checkbox"/> Bridesmaids walking down the aisle | <input type="checkbox"/> Bride and groom cutting cake/feeding each other |
| <input type="checkbox"/> Bride with parents (together) | <input type="checkbox"/> Flower girl/ring bearer walking down the aisle | <input type="checkbox"/> Best man toasting newlyweds |
| <input type="checkbox"/> Bride with parents (individually) | <input type="checkbox"/> Bride and father approaching the altar | <input type="checkbox"/> Newlyweds toasting each other |
| <input type="checkbox"/> Bride with grandparents | <input type="checkbox"/> Bride's father giving hand to groom | <input type="checkbox"/> Cake and punch servers |
| <input type="checkbox"/> Bride with siblings | <input type="checkbox"/> Exchanging of vows | <input type="checkbox"/> Musicians |
| <input type="checkbox"/> Bride with maid of honor | <input type="checkbox"/> Ring ceremony | <input type="checkbox"/> Newlyweds' first dance |
| <input type="checkbox"/> Bride with attendants | <input type="checkbox"/> Recessional | <input type="checkbox"/> Guests dancing |
| <input type="checkbox"/> Bride with ring bearer/flower girl | <input type="checkbox"/> Formal bride and groom together | <input type="checkbox"/> Bride tossing bouquet |
| <input type="checkbox"/> Garter being put on | <input type="checkbox"/> Newlyweds and parents | <input type="checkbox"/> Groom removing garter |
| <input type="checkbox"/> Groom, full-length solo | <input type="checkbox"/> Newlyweds with children/stepchildren | <input type="checkbox"/> Groom tossing garter |
| <input type="checkbox"/> Groom with parents (together) | <input type="checkbox"/> Newlyweds with entire bridal party | <input type="checkbox"/> Guests throwing rice/birdseed |
| <input type="checkbox"/> Groom with parents (individually) | <input type="checkbox"/> Close-up of newlyweds' hands clasped | <input type="checkbox"/> Newlyweds getting into limo or car |
| <input type="checkbox"/> Groom with grandparents | <input type="checkbox"/> Close-up of rings | <input type="checkbox"/> Father/daughter dance |
| <input type="checkbox"/> Groom with siblings | <input type="checkbox"/> Receiving-line guests and bridal party | <input type="checkbox"/> Post-reception party |
| <input type="checkbox"/> Groom with best man | | |
| <input type="checkbox"/> Groom with groomsmen | | |

PHOTOGRAPHER: _____

PHONE: _____

BUDGETED COST: _____

ACTUAL COST: _____

FORMAL PORTRAITS DATE/TIME: _____

SEQUENCE OF EVENTS

Confused about what happens when? Use the following guide to help plan the order of your ceremony and reception.

CEREMONY

Every religion has their own established rituals, customs and traditions for wedding ceremonies. Also, your clergyman or officiant may also have specific rules and procedures to be followed when they officiate a wedding ceremony. So, when planning your ceremony, be sure to consult with your officiant every step of the way!

SEATING OF GUESTS

Pre-ceremonial music as the ushers seat the guests. Music usually begins 15 minutes before the ceremony.

SEATING OF PARENTS

After the guests are present and seated, the groom's parents are escorted to their seats. The bride's mother is the last to be seated. The bride's father is waiting with the bride.

THE GROOM TAKES HIS PLACE

The officiant, ushers, best man and groom take their positions.

ATTENDANTS' PROCESSION

The processional music for the bridesmaids, maid or matron of honor, flower girl and ring bearer begins as they are ready to march down the aisle.

BRIDAL PROCESSION

Following the attendants, the bride's father offers the bride his left arm as they begin down the aisle. Music is played and the guests rise in honor of the bride following the cue of the bride's mother.

GIVING AWAY OF THE BRIDE/ CHARGE TO THE BRIDE AND GROOM

Message, explanation of marriage or Scripture reading.

THE EXCHANGE OF VOWS

Traditional vows may be exchanged, or you may write your own personal vows to recite.

MUSIC WITH CEREMONY

Music is played during the candlelighting and other nonverbal portions of the ceremony.

THE RING EXCHANGE

Be sure to know where your rings are.

THE KISS!

THE INTRODUCTION

At the end of the ceremony, the officiant may introduce the newlyweds to the guests as the new Mr. and Mrs.

THE RECESSIONAL

The bride and groom lead the bridal party back down the aisle.

WEDDING PARTY ROLES

MAID OR MATRON OF HONOR

The maid or matron of honor is a person who the bride feels she can rely on to ensure that everything on her wedding day runs smoothly. The bulk of her responsibilities are centered around the celebrations:

- Assists with stuffing invitations and putting favors together.
- Coordinates the bridesmaids to plan bridal showers and bachelorette party.
- Helps the bride stay on time and focused the day of the wedding and accompanies her to all wedding day appointments.
- Ready to run last minute errands or help with those final details to see that everything runs smoothly for the rehearsal, ceremony, and reception.
- Responsible for the groom's ring, bride's bouquet, and fixing train and veil the day of the wedding.
- Helps the flower girl find her place during the ceremony.
- Assists with decorating and clean up.
- Makes sure the gifts and bride's belongings get to the proper place.

BRIDESMAIDS

The bridesmaid's most important role is to provide emotional support for the bride during the planning process and throughout the wedding. There are also pre-wedding tasks that are important to perform:

- Assist with stuffing invitations and putting favors together.
- Assist the Maid/Matron of Honor with showers and bachelorette party and keep track of the gifts received.
- Makes sure the bride has her honeymoon bag packed and everything she needs for the wedding day.
- Keeps the party going at the reception.
- Helps with decorating and clean up.

BEST MAN

The best man is more than just a glorified groomsman—he's the groom's right-hand man:

- Serves as the groom's personal assistant before and during the wedding.
- Helps the groom choose formal wear and coordinate the other groomsman's rentals.
- Organizes the bachelor party.
- Holds the bride's ring the day of the wedding.
- Helps the ring bearer find his place during the ceremony.
- Makes sure the marriage license and honorarium are delivered to the officiant.
- Gives the first toast at the reception.
- Decorates the getaway car.
- Makes sure the groom's honeymoon bag gets in the car.
- Returns his tux.

GROOMSMEN

- Assist the Best Man with the bachelor party.
- Make sure the groom has everything he needs for the ceremony and honeymoon.
- Run any errands he may need.
- Keep the party going at the reception.
- Help decorate the getaway car.
- Help get the gifts to the proper place.

GROOM'S CHECKLIST

SIX TO 12 MONTHS BEFORE

- Decide division of financial obligations
- Set budget
- Set appointment with clergy/officiator
- Choose best man, ushers and groomsman
- Plan your honeymoon
- Check passports and visas

FOUR MONTHS BEFORE

- Select formal wear for you and your attendants
- Make reservations for rehearsal dinner
- Arrange wedding day transportation
- Make arrangements for your out-of-town guests and family members
- Finalize your guest list
- Select wedding rings with your fiancée

SIX TO EIGHT WEEKS BEFORE

- Set date with your fiancée to get marriage license
- Select gifts for attendants and your bride
- Pick up wedding rings
- Send rehearsal dinner invitations

- Select clothing for honeymoon
- Confirm honeymoon and travel details and reservations

ONE WEEK BEFORE

- Pick up wedding day attire
- Give bride's ring to best man
- Make sure groomsman have their attire and are ready
- Give best man officiator's fee in sealed envelope for delivery
- Pack for honeymoon
- Give final guest count for rehearsal
- Confirm time and place of wedding rehearsal with all your attendants

FLOWER CHECKLIST

NUMBER	COST
Bride's Bouquet _____	_____
Groom's Boutonnière _____	_____
Maid/Matron of Honor's Bouquet _____	_____
Bridesmaids' Bouquets _____	_____
Flower Girl's Bouquet/Basket _____	_____
Floral Headpieces _____	_____
Hostesses' Flowers _____	_____
Mothers & Grandmothers _____	_____
Fathers & Grandfathers _____	_____
Best Man's Boutonnière _____	_____
Groomsmen & Ushers _____	_____
Aisle or Pew Decorations _____	_____
Altar Arrangements _____	_____
Candelabra Flowers _____	_____
Gift Table _____	_____
Bride & Groom's Table _____	_____
Cake Table _____	_____
Food Table/Décor _____	_____
Centerpieces _____	_____
Toss Bouquet _____	_____
Miscellaneous _____	_____
TOTAL _____	_____

HONEYMOON CHECKLIST

ESSENTIALS

- Tickets
- Itinerary
- Passports
- Phone Numbers
- Wallet/Purse
- Photo I.D.
- Reservations
- Traveler's Checks

GENERAL LIST

- First Aid Kit
- Toothbrush/
Toothpaste
- Umbrella/Rain Coat
- Calling Cards
- Sunglasses
- Meds/Prescriptions
- Camera/Batteries
- Toiletries
- Deodorant
- Sunscreen
- Hair Products
- Dress Shoes
- Luggage Tags
- Travel Alarm Clock
- Walking/
Running Shoes
- Sandals/Flip Flops
- Credit Card

- Glasses/Contacts
(take at least one
extra pair)
- Plastic Ziploc Bags
(for dirty laundry or
items that may leak)
- \$50 cash/coins
(in small bills for
tipping and
necessary expenses
while traveling)

GROOM'S LIST

- Swimming Trunks
- Dress Shirt and Tie
- Dress Pants
- Shoes/Socks
- Robe
- Shaving Kit
- Shirts
- Sleepwear
- Jeans/Pants/Shorts
- Belt
- Underwear
- Overnight Bag
(separate from
luggage with
essentials for
one night)

BRIDE'S LIST

- Shirts
- Jeans/Shorts/Pants
- Coat/Sweater
- Cosmetics
- Dresses
- Purse/Wallet
- Jewelry
- Lingerie/Sleepwear
- Robe
- Shoes
- Bathing Suit
- Evening Wear
- Razor
- Underwear/Bras

WILL YOU NEED?

- Electrical Adapters
- Vaccination Records
- Language Guide Book
- Travel Guide Book
- Map (especially if
you're driving)
- Name and number of
your travel agency or
booking agent
- Photocopy of
Passports and
important items

MARRIAGE LICENSE

WHERE TO APPLY:

Circuit Court Clerks Office, 900 Court Street,
Lynchburg, VA 24504
434-455-2620

WHEN TO APPLY:

You can apply up until the day of the wedding. The license must be used within 60 days of issue. The license will be issued upon completion and acceptance of the application. This must be completed by the officiant performing the ceremony. Check with your officiant to see if he or she will also send in the completed application or if you need to take care of that yourself.

REQUIREMENTS:

For all persons 18 years of age and older, the couple must both go in person to complete and sign the application. Acceptable forms of identification include driver's license, passport, military ID or state ID. Persons under the age of 18 must provide notarized consent from parents or legal guardians.

REMARRIAGES:

Applicants will be required to give an accurate account on all previous marriages.

MEDICAL EXAMINATIONS:

There are no blood tests or exams necessary for a marriage license in the state of Virginia.

FEE:

There is a \$32.50 fee for application (cash or check). There is a \$2 fee for debit or credit cards.

*These guidelines pertain to Lynchburg, Va.
Call your local circuit county clerks' office for
your area guidelines.*