



2020
*Wedding
Planner*

Celebrating

THE WEDDING OF

AND

ON

We can cater your wedding!



LEE'S
Catering
740-387-3277

LEE'S
Famous Recipe Chicken

Visit us online @ www.leesfamousrecipe.com
Try out our catering calculator,

Call us for pricing at
740-387-3277

ENGAGEMENT *Announcement* FOR THE NEWSPAPER

Contact your local newspaper to see what their announcement requirements are. Following are three traditional types of announcements and what to include in each.

ENGAGEMENTS

This is the first announcement for the paper. It includes the names of the bride-elect and groom-elect, city of residence, parents' names, time, date and place of wedding, names of grandparents, education and honors. The announcement

of the engagement should be submitted no more than six months and no less than two weeks before the wedding date. A photograph can be submitted.

COUPLES ANNOUNCEMENT

This appears the Friday before the wedding. It includes basic reminder information of the weekend wedding and includes listings of parties given in honor of the bride and groom. This information should include the type of party, hosts, locations and dates.

WEDDINGS

This is submitted after the wedding. Information should include the names of the couple, parents and grandparents; time, date and location of wedding; officiating minister's name; who gave the bride away; bride's attendants and bridesmaids; flower girls and ring bearer; best man and groomsmen; location of the reception; honeymoon location; and the city where the couple will be living. A photograph can be submitted.



Use this as a guide for what to include in your engagement announcement:

Full name of bride-elect _____

Complete address & phone _____

Full names of bride's parents _____

Full names of bride-elect's grandparents _____

Bride-elect's education information _____

Bride-elect's employment (job title & location) _____

Full name of groom-elect _____

Address & phone of groom -elect _____

Full names of groom's parents _____

Full names of groom's grandparents _____

Groom's education information _____

Groom's employment (job title & location) _____

Date, place and time of wedding (please be specific) _____

HARVEST FURNITURE

Specializing In American Made



Many brands to choose from!

*Brands Include
Flexsteel and
Amish*



STOP IN TODAY!
Better Quality at Better Prices

129 N. Marion Street • Waldo, Ohio
740-726-2002

HOURS: Monday–Saturday 11am–5pm • Sunday 12pm–4pm

Before the wedding

TWELVE TO SIX MONTHS BEFORE

Tell all family members.
Talk to children, if this is a second/third marriage.
Select a wedding date and time.
Make a preliminary budget.
Determine your wedding theme or style and colors.
Plan your ceremony.
Determine who will officiate the ceremony.

Hire a wedding consultant if you plan to use one.
Reserve your ceremony and reception location.
Determine the size of your guest list.
Start compiling names and addresses of guests.
Select bridal attendants.
Have fiancé select his attendants.

Plan reception.
Check catering facilities, if at a club or hotel.
Select a caterer, if one is necessary.
Select a professional photographer and videographer.
Select a musical service for reception and wedding.
Select a professional florist.

Select your dress and headpiece.
Announce your engagement in the newspaper.
Select bridesmaids' dresses.
Select the men's wedding attire and reserve the right sizes .
Select the engagement ring with fiancé if he has not already done so.

SIX TO TWO MONTHS BEFORE

SIX MONTHS BEFORE THE WEDDING

Shop for wedding rings and other symbols of family unity.
Make final arrangements for ceremony (deposits paid, contracts signed).
Make sure all bridal attire is ordered.
Have all mothers coordinate and select their dresses.

Register for bridal registry.
Complete the guest lists and compile them in order.
Check the requirements for a marriage license.
Start planning the honeymoon.
Decide where you will live after the wedding.
Begin to shop for the bride's trousseau.

TWO MONTHS BEFORE THE WEDDING

Address the invitations and announcements, which should be mailed four to six weeks before the wedding.
Order wedding cake, if not supplied by caterer.
Finalize ceremony details with officiant.

Make rehearsal arrangements.
Plan bridesmaids' luncheon.
Make appointments for hair, nails, and make-up.
Arrange accommodations for out of town attendants, guests and family members.
Finalize honeymoon plans.
Make sure final musical arrangements are made for wedding and reception.

Choosing a site

DECIDE ON A LOCATION

Location address: _____
Location phone: _____
Type of location: _____
Deposit required: _____
Cancellation policy: _____
Restrictions: _____
Size description: _____
Site rental fee: _____
Clergy fee: _____
Parking: _____

Handicap Accessible: Yes No

THEME | REHEARSAL TIMES & DATE

My Theme: _____
My style/colors: _____

Date reserved: _____

1st rehearsal time: _____

1st rehearsal date: _____

2nd rehearsal time: _____

2nd rehearsal date: _____

Final rehearsal time: _____

Final rehearsal date: _____

Set up time: _____

Start time: _____

End time: _____

Photo time: _____

Clean up time: _____

GUEST

Number of guests invited: _____

Number of guests confirmed: _____

DRESSING ROOMS

Available: Yes No

Number Available: _____

Capacity: _____

DRESSING LOCATION

Bride: _____

Maid/Matron of Honor: _____

Bridesmaids: _____

Flower girl: _____

Groom: _____

Best Man: _____

Groomsmen: _____

Ushers: _____

Ring Bearer: _____

Invitations

**COMPILE NAMES
AND ADDRESSES OF GUESTS**

- Bride's guest list
- Groom's guest list
- Bride's parents' guest list
- Groom's parents' guest list
- Finalize the guest list and determine number of invitations needed
- Double-check spellings of names and addresses
- Order the invitations and stationery at least four to six months before the wedding

ORDERING INVITATIONS

Stationer: _____
 Address: _____
 Phone: _____

Contact: _____

COST FOR EACH:

Invitations _____
 Envelopes _____
 Liners _____
 Response cards _____
 Envelopes _____
 Reception cards _____
 Pew cards _____
 Announcements _____
 Wedding programs _____
 Place cards _____
 Thank you notes _____
 Other _____

INVITATIONS

Number ordered _____

Date ordered _____

Delivery date _____

Style/font _____

Paper/color _____

Ink color _____

- Design and print maps to be included in the invitations if needed.
- Address and assemble the invitations.
- Ensure you are using the proper postage when stamping the envelopes.
- Mail the invitations, ask the post office to hand-cancel.
- Mail the announcements.
- Write thank-you notes.
- Mail thank-you notes.



ALL OCCASIONS CATERING

- AND -

THE BARN AT ALL OCCASIONS

All-Inclusive Catering and
Event Venue

Offering catering, linens, tables, chairs, and
MORE

Aubree Clase / aubree@clasealoccasions.com /
740.726.2008 ext 1 / www.clasealoccasions.com

Budget worksheet

TOTAL BUDGET AMOUNT	\$ _____	
	BUDGET	ACTUAL
Total Reception (45%)	\$ _____	\$ _____
Reception Site	\$ _____	\$ _____
Catering	\$ _____	\$ _____
Drinks	\$ _____	\$ _____
Wedding Cake	\$ _____	\$ _____
Miscellaneous (e.g., security)	\$ _____	\$ _____
Total Attire (10%)	\$ _____	\$ _____
Dress and veil	\$ _____	\$ _____
Jewelry and shoes	\$ _____	\$ _____
Hair and makeup	\$ _____	\$ _____
Lingerie	\$ _____	\$ _____
Groom's tux	\$ _____	\$ _____
Total Photography (10%)	\$ _____	\$ _____
Photographer	\$ _____	\$ _____
Videographer	\$ _____	\$ _____
Bridal/Engagement photos	\$ _____	\$ _____
Total Stationery (4%)	\$ _____	\$ _____
Invitations	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Ceremony programs	\$ _____	\$ _____
Save-the-date notes	\$ _____	\$ _____
Thank-you notes	\$ _____	\$ _____
Total Transportation (5%)	\$ _____	\$ _____
Wedding party transportation	\$ _____	\$ _____
Bride and groom transportation	\$ _____	\$ _____
Total Entertainment (10%)	\$ _____	\$ _____
Ceremony music	\$ _____	\$ _____
Reception music (e.g., Band, DJ)	\$ _____	\$ _____
Total Flowers (10%)	\$ _____	\$ _____
Ceremony arrangements	\$ _____	\$ _____
Bouquets and Boutonnieres	\$ _____	\$ _____
Parent's flowers	\$ _____	\$ _____
Reception site arrangements	\$ _____	\$ _____
Total Miscellaneous (6%)	\$ _____	\$ _____
Ceremony site and officiant fees	\$ _____	\$ _____
Gifts for each other, attendants	\$ _____	\$ _____
Wedding rings	\$ _____	\$ _____
Marriage license	\$ _____	\$ _____

THE wedding PARTY

Maid of Honor

Matron of Honor

Best Man

Flower Girl

Ring Bearer

Bridesmaids

Groomsmen

The ceremony

Decide on a wedding theme and style

My Wedding Date & Time: _____

My Theme: _____

My Style/Colors: _____

Reserve the ceremony site

Address: _____

Phone: _____

Contact: _____

Find out if there are any restrictions on decorations, music, flowers, etc.

Restrictions: _____

Pay deposits and sign agreement _____

Books officiant and budget fee

Name: _____

Address: _____

Phone: _____

Fee: _____

Book wedding coordinator

Name: _____

Address: _____

Phone: _____

Book Photographer

Name: _____

Address: _____

Phone: _____

Book Florist

Name: _____

Address: _____

Phone: _____

SUPPLY LIST

- | | |
|----------------------|--|
| Guest register table | Canopy |
| Gift tables | Chairs |
| Aisle candelabra | Kneeling bench |
| Alter candelabra | Coat/hat rack |
| Candle lighters | Lighting |
| Candles | Microphone |
| Flower stands | Audio equipment |
| Aisle stanchions | Tents |
| Aisle runner | Fans/Heaters |
| Alter | Rice/bubbles/bird seed/
flower petals to toss |
| Arch | |

Book Transportation

Name: _____

Address: _____

Phone: _____

Book Musicians

Name: _____

Address: _____

Phone: _____

Other Service

Name: _____

Address: _____

Phone: _____



Our creative and talented staff will make sure your day is as special as you have always dreamed of.

We look forward to meeting with you and your fiance.

Schedule your consultation today!

Norton's Flowers

A Bucyrus Tradition Since 1882

225 S. Sandusky Ave. • Bucyrus, Ohio 44820

(419) 562-2816

www.nortonsflowersbucyrus.com



CREATE YOUR MOST MEMORABLE OCCASION
In an Elegant Setting

• Weddings • Receptions • Accommodations
 • Rehearsal Dinners • Bridal Luncheons
 • Anniversaries • Family Reunions
www.kenyoninn.com

100 WIGGIN ST. • GAMBIER OHIO • 740-427-2202

OH-70203532

GH-70204108

COUNTDOWN TO *Wedding day*

ONE MONTH BEFORE THE WEDDING

Have a final fitting for your wedding gown and your bridesmaids' gowns.
Have a formal bridal portrait done.
Complete all physical and dental appointments.
Confirm details of photographer & videographer.
Get a marriage license.
Make transportation arrangements for the wedding day.
Purchase gifts for the attendants.
Purchase gifts for fiancé if gifts are exchanged.
Have the bridesmaids luncheon.
Purchase going-away outfit.
Keep a careful record of all gifts received to help with thank you notes.
Make sure to have all accessories—toasting goblets, ring pillow, garter, candles etc.
Select a responsible person to handle guest book and determine its location.

TWO WEEKS BEFORE THE WEDDING

Attend to business and legal details; get the necessary forms to change names on.
Social Security card, driver's license, insurance and medical plans, bank accounts, make a will.

Prepare wedding announcements to be sent to the newspaper.
Reconfirm accommodations for out-of-town guest.
Arrange to have possessions and gifts delivered to your new home if moving.
Finish addressing announcements to be mailed on the wedding day.

ONE WEEK BEFORE THE WEDDING

Contact guests and family who have not responded.
Give final count to caterer and review details.
Go over final details with all professional services you have engaged.
Give photographer family information and a list of pictures you want.
Plan toast for reception to include family members, children, etc.
Give the videographer a list of shots you would like included in the video.
Plan the seating arrangements.
Plan line-up for the receiving line.
Arrange for someone to assist with last minute errands and to help you dress on wedding day.
Have a practice session with the hairdresser and make-up artist.

Pack a suitcase for your honeymoon.
Make sure you have a valid marriage license.
Make sure all wedding attire is picked up and fits properly.
Have a rehearsal with all participants, reviewing their duties.

ON YOUR WEDDING DAY

Be sure to eat something—you have a big day ahead and many brides have been known to faint.
Fix hair or have an appointment to have it done at least 3 – 4 hours before the ceremony.
Make sure nails are done, allow plenty of time for make-up and make sure you have all your accessories.
Start dressing one to one-and-a-half hours before the ceremony.
If pictures are being taken, have yourself and your attendants ready two hours before the ceremony.
Have the music start 30 minutes before the ceremony.
Five minutes before the ceremony starts, have the groom's parents seated.
Immediately before the procession, the bride's mother is seated and the aisle runner is rolled out.

Flowers

HIRE A PROFESSIONAL FLORIST

Florist _____
Address _____
Phone _____
Contact _____

Pay deposit and sign agreement
Decide the types of flowers that you want
 Fresh flowers
 Dried flowers
 Silk flowers

SELECT FLOWERS FOR:

- Bride's bouquet
- Bouquet for tossing
- Floral headpiece if needed
- Going away corsage
- Matron/Maid of Honor's flowers

- Floral headpiece if needed
- Bridesmaids' Flowers
- Floral headpiece if needed
- Flower girl
- Floral headpiece if needed
- Groom's boutonniere
- Best Man's boutonniere
- Groomsmen's boutonnieres
- Ring Bearer's boutonniere
- Mothers' corsages
- Fathers' boutonnieres
- Flowers for helpers

FLORAL DECORATIONS FOR CEREMONY SITE

- Arch/canopy
- Altar

- Candelabras
- Pews
- Aisles
- Windows

FLORAL DECORATIONS FOR RECEPTION SITE

- Bride and groom's table
- Attendants' table
- Parents' table
- Guest tables
- Buffet table
- Cake table
- Guest register table
- Gift table
- Champagne/punch table
- Wedding Cake
- Wedding Cake topper

CATERING &
Wedding
CAKE

FIND A CATERER

Caterer _____
 Address _____
 Phone _____
 Establish menu _____
 My menu _____
 Final guest count _____
 Establish guideline _____
 Buffet or served dinner _____
 Time food will be set out/served _____
 Time food will be taken away _____
 Number of bartenders and servers _____
 Confirm list of equipment provided by caterer
 If self-catered _____
 Meat _____
 Vegetables _____
 Fruits _____
 Breads, Rolls, Crackers _____
 Cheese, Dips, Dairy _____
 Condiments _____
 Desserts _____
 Beverages _____

ORDER THE WEDDING CAKE

Select bakery _____
 Make arrangements for pick-up or delivery _____
 Decide where cake table will be located _____
 Purchase a cake topper _____
 Decide time of cake cutting ceremony _____

If you are saving the top cake layer, make arrangements to have it taken home and preserved. Confirm all major details of your cake order one month in advance.

NOTES:

Clergy

If you are planning on writing your own vows, discuss this with the officiant. Arrange for the officiant to be paid in private after the ceremony. Invite the officiant and a guest to the reception.

Officiant Information

Name: _____
 Address: _____
 Phone number: _____
 Religious denomination: _____
 Dates available: _____
 Fee: _____
 Available for date desired? Yes No
 Estimated total cost: _____
 Cancellation policy: _____
 Arrival time: _____
 Wedding date: _____
 Wedding location: _____
 Wedding time: _____
 Rehearsal date: _____
 Rehearsal time: _____
 Rehearsal location: _____
 Special classes required? Yes No
 Date of classes (if required): _____
 Time of classes (if required): _____
 Class fee: _____
 Class location: _____

- Book officiant six months in advance
- Confirm fees
- Make sure officiant is available to attend rehearsal dinner before scheduling it.
- Discuss your music plans with the officiant making sure that there are no restrictions.





Hemmerly's
Flowers &
Gifts

Talk to our talented designers today about the right floral package for your wedding with a free consultation.

615 E. Center St. Marion, OH 43302
740-387-1163
hemmerlyflowers.com



The reception

RESERVE THE RECEPTION SITE

Reception site _____

Address _____

Phone _____

Contact _____

Ask about any restrictions: liquor, decorations, bird seed, etc. Find out what supplies are provided by the facility caterer, and purchase or rent supplies needed for the reception.

- Guest register table
- Gift table
- Cake table
- Place card table
- Buffet tables
- Guest tables

- Chairs
- China dinnerware
- Plastic/paper dinnerware
- Silver flatware
- Plastic flatware
- Cloth napkins
- Paper napkins
- Cloth tablecloths
- Plastic/paper table cloths
- Serving bowls/dishes
- Utensils
- Trays
- Bubbles, rice, birdseed, flower petals to toss
- Audio equipment
- Microphone
- Lighting
- Dance floor

- Tents
- Trash cans

HIRE A CATERER, IF NOT PROVIDED BY FACILITY

- Plan the menu

HIRE THE WEDDING PROFESSIONALS

- Reception coordinator
- Band, DJ, or musicians
- Photography/videographer
- Caterer
- Bakery
- Master of Ceremonies
- Florist/decorator coordinator
- Rental company
- Transportation

Confirm all reception details one month before the wedding.

Bridal & Formal Wear by B LLC
 Bringing The City To You



- Bridal
- Bridesmaid
- Mother
- Flower Girl
- Prom
- Homecoming
- Tuxedos

Bonnie Schwiger
 419-529-2009

714 Richland Mall, Mansfield
bridalbyb.com

OH-70294326



MAKING YOUR WEDDING *Picture perfect*

SET A PHOTOGRAPHY BUDGET

Estimated cost _____
 Compile a list of photographers to meet with & set appointments

1. _____
2. _____
3. _____
4. _____

QUESTIONS TO ASK

1. Can you view previous work?
2. How much experience in weddings?
3. What does the price include?
4. Can you call a bride they have previously photographed?

SELECT A PHOTOGRAPHER

Photographer _____
 Address _____
 Phone _____
 Pay deposit and sign agreement on _____

SCHEDULE SITTINGS FOR ENGAGEMENT AND BRIDAL PORTRAITS

Engagement appointment _____
 Bridal appointment _____

DECIDE WHICH PHOTOS ARE NEEDED.

Use photo checklist provided to let photographer know which pictures you want. Confirm all details two weeks before the wedding.

After the Wedding _____
 View proofs _____

Place final order _____

A bridal portrait may be taken before the wedding day or after the ceremony. If you are interested in a truly formal portrait take the time to visit the portrait studio in advance. This will eliminate having to do it before the ceremony when you are already nervous. This will also cut down on the time taken for those photographs after the ceremony.

TRADITIONAL FORMAL PHOTOS – CHECKLIST

- Bride and Groom
- Bride and Mother
- Bride and Father
- Bride with Parents
- Bride with Groom's Parents
- Groom with Mother
- Groom with Father
- Groom with Parents
- Groom with Bride's Parents
- Bride with Bridesmaids
- Groom with Groomsman
- Entire wedding party
- Bride, Groom with Grandparents, Godparents and other Relatives

CANDID SHOTS - CHECKLIST

- Bride and Attendants
- Bride and Father
- Attendants coming down the aisle
- Bride's Mother coming down the aisle
- Groom's Parents coming down the aisle
- The "giving away" of the Bride
- Wedding Party at the alter



- Exchange of vows
- The kiss
- Bride and Groom recessing
- Bride and Groom arriving at the reception
- Bride and Groom's first dance
- Bride dancing with her Father
- Groom dancing with his Mother
- Cutting the cake and feeding it to each other
- Tossing the garter
- Tossing the bouquet
- Bride and Groom leaving the reception
- The "getaway" car

THINGS TO CONSIDER

- a. Assign someone to work with the photographer to let him or her know who "Grandma" is.
- b. Do you want black & white photos, color photos or a combination?
- c. Would you like portraits of the following to possibly use as an art piece?
 Black and white is always a great choice for these:
 Bouquet
 Candles on a table
 Your bridal shoes
 Rings

Toni's Flower Shoppe

Our designers can create bridal bouquets, wedding ceremony and reception flowers, cake decorations and centerpieces.

215 South Market St.
 Galion, OH
 419-468-6663
 419-468-9292
 Ron & Pat Roston

Call today so we can help make your wedding a dream come true

OH-70204014

Music for ceremony & reception

CEREMONY MUSIC

Decide on music budget: _____

Estimated total cost: _____

Cancellation policy? Yes No

Equipment provided? Yes No

Decide on type of music: _____

Make sure there are no ceremony music restrictions.

Audition Musicians: _____

Audition Soloists: _____

Book Musicians: _____

Book Soloists: _____

Pay Deposits: _____

Sign Agreements: _____

Make musical selections for prelude: _____

Make musical selections for processional: _____

Make musical selections for ceremony: _____

Make musical selections for recessional: _____

Confirm major ceremony details: _____

Give copy of music to officiant: _____

Have musicians attend rehearsal: _____

Site description: _____

Site rental fee: _____

Clergy fee: _____

Parking: _____

Handicap Accessible: _____

RECEPTION MUSIC

Decide on music budget: _____

Estimated total cost: _____

Cancellation policy: _____

Equipment provided? Yes No

Decide on type of music: _____

Reception date: _____

Reception location: _____

Setup location: _____

Type of music: _____

Type of entertainment: _____

Music restrictions: _____

Time needed to set up: _____

Music start time: _____

Special requests? Yes No

Setup location: _____

Number of breaks needed: _____

Recorded music interludes during breaks? Yes No

Desired attire for musicians: _____

Number of musicians: _____

Refreshments needed? Yes No

Special Events Deserve a Special Venue

Receptions | Catering | Events

740.263.7008



THE GALLAGHER
CENTRE



thegallaghercentre.org