

# The Day of your Dreams

**Imagine there was no budget.**

**Location**

**(Ceremony):** \_\_\_\_\_

—

**Location**

**(Reception):** \_\_\_\_\_

—

**Mode of**

**Transportation:** \_\_\_\_\_

—

**Entertainment:** \_\_\_\_\_

\_\_\_\_\_

**Special**

**Songs:** \_\_\_\_\_

—

**Color (Theme):**

\_\_\_\_\_

**What embellishments do you like?**

**Crystals**  
**Pearls**

**Silver**

**Gold**

**Other**\_\_\_\_\_

**Genuine Jewel Bouquets:**

**See attached for details specify description, color and no.**

**Choose Style:**

\_\_\_\_\_  
\_\_\_\_\_

**Fresh Water Pearl**  
**(size/color)**\_\_\_\_\_

**Gold Beading**      **Silver**  
**Beading**          **Citrine**

**Crystals (color/cube/round)**  
**Glass**

**Rhinestone (color)**\_\_\_\_\_

**Threaded with:**      **Gold (coated wire)**  
**Stainless Steel (coated wire)**

**Flower Bloom: Bud                  Medium Bloom                  Full Bloom**

**Flower Type:                  Rose                  Tea Rose                  Medium Rose**  
**Jumbo/Garden Rose**

**Sm. Lilly                  Med. LillyLg. Lilly**

**Peonies                  Tulip                  Orchid**

**Daisy**

**Hydrangea                  Hyacinth**

**Stephanotis                  Heather**

**Other**

**(specify)**\_\_\_\_\_

**Foliage:                  Yes                  No**

**A lot                  Some                  A little**

**How may Attendants?**

**How many are in your Party?**

**Maid of Honor**

**Maiden of Honor**

**Junior Bride**

**Angels/Bell Ringer(s)**

**Flower Girl(s)**

**Brides Maid(s)**

**Ring Bearer**

**Bible Carrier**

**Broom/Glass Carrier**

**Best Man**

**Groomsmen**

**Ushers/Hostess**

**Total:** \_\_\_\_\_

**How many?**                      **Corsages:**                      **Wrist**\_\_\_\_\_

**Pin**\_\_\_\_\_

**Boutonnière:** \_\_\_\_\_

**Theme/Style:**            **Cinderella**            **Pearls**  
                                 **Diamonds/Crystals/Ice**            **Garden**

**Romantic**            **Seasonal**  
**Culture (Specify)**\_\_\_\_\_

**Roman**            **Other**  
**(specify)**\_\_\_\_\_

**Contemporary**

**Wishing Wells**            **Cages**            **Style of**  
**Box**\_\_\_\_\_

**Wedding Favors for**  
**Party:**\_\_\_\_\_

**Wedding Favors for**  
**Attendants:**\_\_\_\_\_

**Bride and Ring**  
**Pillow:**\_\_\_\_\_

**Flower Girl Basket**

**Color/Fabric of Artierv Collections non slip aisle**  
**runner:**\_\_\_\_\_

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**Bouquets Holders: Glass      Crystal      Wicker**  
**other (specify)\_\_\_\_\_**

**How many.....**

**Announcements:**

**Invitations:**

**RSVP:**

**Programs**

**Thank You Cards**

**Menu**

**Appetizer(s):**

**Main Course**

**Vegetable:**

**Meat(s):**

**Starch(s):**

**Dessert:**

**Fruit:**

**Beverage(s):**

**Dry Snack(s):**

**Condiments:**

**Attendants table set-up:**

**Table type:**     **Round**                    **Rectangle**  
**Chairs:**            **White**                    **Covered**            **other (specify)**

## Services

We provide helpful planning with:  
Floral Decor/Designs for Ceremony and Reception  
Location/Theme Venues  
Photography/Graphics  
Catering/Cake  
Entertainment  
Event Calendar  
Resources for planning  
Be Inspired by our Artistry Collections of Flowers and Jewels  
For the Honeymoon  
Helpful TIPS!

## EVENT CHECK LIST

1. Is your facility available on my wedding date?
2. Is your location easy to find?
3. How many guests can you accommodate?

4. What is peak season is for this location?
5. Will our wedding be the only wedding on that day?
6. What do you charge? Are you will to work within my budget? What suggestions do you have, given my needs and budget?
7. What are the deposit and cancellation policies?
8. How many car parking spaces are available? Do you have valet parking? What is the cost?
9. Are there any restrictions for numbers, noise, curfew?
10. Do you allow confetti or rose petals to be thrown?
11. Do you allow candles to be lit in the reception room?
12. Do you have a Public Address (PA) system to be used for speeches?
13. What facilities are available if he weather is poor?
14. What decorations do you supply for the reception?
15. Do you have special arrangements with, or details of local hotels for guests to stay at?
16. May the photographer/video visit the beforehand?
17. How many hours does the rental cover? Does this time period include set up and clean up? What are the overtime charges?

18. Is there a dance floor? How big is the dance floor? Is the dance floor a separate area or do they set up tables on top of it? If it is not a separate area how do they handle moving the tables/guests before the dancing starts? Can you have live music?
19. What is the lighting like? Does it have a nice ambience?
20. Can I see photos of previous wedding set-ups?
21. Does your facility come with a coordinator?
22. What are the tables like? How many can sit comfortably at each one?
23. What photographic locations are there?
24. Do you have an in house caterer, a list of approved caterers, or can I bring my own?
25. Is your facility licensed to serve alcohol?

#### Phase I ( 10 months +)

1. Set Budget
2. Start saving for wedding!
3. Choose a tentative date and time for the event
4. Tell family and friends of your plans to marry
5. Draw tentative guest list with your fiancé
6. Reserve wedding locations
7. Reserve reception locations
8. Reserve/Confirm rental reservations (chairs, gazebo, tents, chuppah , etc.)
9. Interview and retain coordinator

10. Interview and retain caterer
  11. Interview and retain baker/cake order
  12. Interview and retain florist
  13. Interview and retain entertainment
  14. Interview and retain photographer/video  
Choose your wedding party, bridesmaids, groomsmen, ushers, special guest. Etc
  15. Send engagement announcements
  16. Keep records of invitations, gifts, etc.
  17. Arrange time off from work
  18. Discuss/make reservations for honeymoon
  19. Check that inoculations and passports are valid
  20. Make sure all names match, passports, tickets, etc.
- WEDDING INSURANCE NOT A BAD IDEA IT'S WELL WORTH IT**

#### Phase II (6 months)

1. Confirm color scheme
2. Choose wedding rings
3. Register for your wedding gifts
4. Confirm wedding dress order, undergarments and accessories
5. Confirm bridesmaids dresses, shoes and accessories
6. Confirm tuxedo rentals
7. Confirm wedding party's attire (ushers, special guest(s), etc.
8. Confirm wedding transportation
9. Confirm wedding location
10. Confirm rental of (chairs, gazebo, tents, chuppah, etc)
11. Confirm dinner order with caterer
12. Confirm cake order with baker
13. Confirm flower order with florist
14. Confirm entertainer(s)
15. Confirm photographer/video  
Apply for licensure of marriage and check for requirements
16. Schedule physical exams for licensure.

### Phase III (3 months)

1. Send wedding invitations
2. Select vows
3. Reconfirm all prior reservations/bookings
4. Select favors (party and guest)
5. Make lodging arrangements for out of town guest(s)
6. Schedule rehearsal for wedding party
7. Draw up seating plan and site décor for wedding and reception, (centerpieces, guest book
8. Create ceremony timetable
9. Order traveler's checks/visa
10. Send thank you note for gifts that arrive prior wedding

### Phase IV (1 month)

1. Recheck all dress fittings (Bride, bridesmaid, junior bride, flower girl, mothers, etc.)
2. Recheck all tuxedo fittings (Groom, groomsmen, ring bearer, father, etc)
3. Recheck all special guest, usher etc.
4. Submit engagement announcement to desired newspaper(s)

### Phase V (7-10 days)

1. Get money order/cashier check for coordinator, entertainer, etc and place in marked envelopes
2. Designate a person of absolute trust to distribute the money/orders/cashier checks
3. Hold bachelor and bachelorette parties and showers
4. Hold wedding rehearsal
5. Confirm final number of guest with caterer
6. Check/amend seating plan
7. Look over travel details
8. Pack clothes for honeymoon

## Phase VI

### 2 days before

- Recheck everything
- Arrange time for cake delivery
- Arrange time for flower delivery
- Make sure you have everything for your attire

### The day before

- Make all of your wedding day attire and accessories readily accessible
- Relax
- Get to bed early

## Phase VII (BIG DAY)

- Start early so that you have plenty of time
- Given money orders/cashiers checks to designated trusted person to distribute them after ceremony/reception
- Enjoy your day and don't worry about the little things!

