

# *A Wedding Planner*



**A  
Derks**  
Publication

*\$12.95*

## Introduction

Congratulations! You're getting married! Getting engaged is usually one of the most romantic, unforgettable events of your life.

Excitement, tears, fears, congratulations, bridal jitters, and love abound but so does the reality of planning the big day. Everyone wants to make their wedding day perfect, no matter how big, how small, how extravagant or how simple each couple wants their special day to hold a reflection of their personalities and how they wish to celebrate with family and friends. So how do you get everything looked after without getting overwhelmed and also being able to take time to enjoy this once in a lifetime event.

A wedding is a complex event to orchestrate and the use of the Bridal Fantasy Wedding Survival Guide and planner will help you stay organized... your love for each other.



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## The Engagement

It's official! He proposed and you've accepted. This kind of wonderful news should be delivered to your families in person. If distance does not allow this, a phone call should be made as soon as possible. Next you should tell your friends and relatives followed by supervisors and co-workers. The sooner everyone knows the more time they will have to arrange their schedules for the big day.

### Announcements

You may announce your engagement once you are officially engaged. An engagement ring is not necessary to publish the news, your promise to each other and telling your immediate families of your promise is all that is necessary.

- Let your parents and immediate families know first and it's best done in person
- Announcements should be sent to both of your hometown's newspapers
- Include a good quality 8x10 black and white glossy photo of you and your fiancée, for each newspaper
- Wedding announcements should be in the paper one week before the wedding date
- The wedding announcement should cover the same information as the engagement announcement plus your occupations, schooling, parents and location of the wedding (Warning: Listing the specific wedding date and your street address may invite theft)

### A Newspaper Engagement Announcement Sample

Mr. and Mrs. \_\_\_\_\_ of \_\_\_\_\_ announce the engagement of their daughter, \_\_\_\_\_, to \_\_\_\_\_, the son of Mr. and Mrs. \_\_\_\_\_, of \_\_\_\_\_. A (Season/month) Wedding is planned. (Or no date has been set for the wedding yet.)

# Planning Calendars and To Do Checklist

## Copies

### The Checklist

#### **Twelve or More Months Before the Wedding**

Task	Deadline	Responsibility of: ✓	
		Bride	Groom
Arrange for your families to meet		<input type="checkbox"/>	<input type="checkbox"/>
Visit your clergy		<input type="checkbox"/>	<input type="checkbox"/>
Set a date		<input type="checkbox"/>	<input type="checkbox"/>
Establish a budget		<input type="checkbox"/>	<input type="checkbox"/>
Decide on the size and formality		<input type="checkbox"/>	<input type="checkbox"/>
Interview wedding consultants if one is desired		<input type="checkbox"/>	<input type="checkbox"/>
Book your wedding site		<input type="checkbox"/>	<input type="checkbox"/>
Invite family and friends to be in your wedding party		<input type="checkbox"/>	<input type="checkbox"/>

#### **Six to Twelve Months Before Wedding Date**

Task	Deadline	Responsibility of: ✓	
		Bride	Groom
Announce engagement in local papers		<input type="checkbox"/>	<input type="checkbox"/>
Choose and book your officiant		<input type="checkbox"/>	<input type="checkbox"/>

Purchase dress, veil, and headpiece	<input type="checkbox"/>	<input type="checkbox"/>
Order invitations	<input type="checkbox"/>	<input type="checkbox"/>
Book musicians and DJ services	<input type="checkbox"/>	<input type="checkbox"/>
Book men's formalwear	<input type="checkbox"/>	<input type="checkbox"/>
Plan and book honeymoon	<input type="checkbox"/>	<input type="checkbox"/>
Set up bridal registries	<input type="checkbox"/>	<input type="checkbox"/>
Have your mothers select their dresses	<input type="checkbox"/>	<input type="checkbox"/>
Reserve the rehearsal dinner location	<input type="checkbox"/>	<input type="checkbox"/>
Choose and book caterer	<input type="checkbox"/>	<input type="checkbox"/>
Choose and book florist	<input type="checkbox"/>	<input type="checkbox"/>
Choose and book photographer	<input type="checkbox"/>	<input type="checkbox"/>
Choose and book videographer	<input type="checkbox"/>	<input type="checkbox"/>

### **Four Months Before the Wedding**

Task	Deadline	Responsibility of: ✓	
		Bride	Groom
Send out invitations		<input type="checkbox"/>	<input type="checkbox"/>
Reserve rental equipment		<input type="checkbox"/>	<input type="checkbox"/>

Order wedding cake	<input type="checkbox"/>	<input type="checkbox"/>
Book transportation	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Thank-You notes	<input type="checkbox"/>	<input type="checkbox"/>
Purchase wedding rings	<input type="checkbox"/>	<input type="checkbox"/>
Choose wedding favours and begin wrapping them	<input type="checkbox"/>	<input type="checkbox"/>
Reserve hotel rooms for out-of-town guests	<input type="checkbox"/>	<input type="checkbox"/>
Reserve your room for your wedding night	<input type="checkbox"/>	<input type="checkbox"/>
Purchase going-away and rehearsal outfit	<input type="checkbox"/>	<input type="checkbox"/>
Choose gifts for each other	<input type="checkbox"/>	<input type="checkbox"/>
Choose gifts for attendants	<input type="checkbox"/>	<input type="checkbox"/>
Choose attendants attire	<input type="checkbox"/>	<input type="checkbox"/>

### **Two Months Before the Wedding Date**

Task	Deadline	Responsibility of: ✓	
		Bride	Groom
If you require blood tests, make appointments		<input type="checkbox"/>	<input type="checkbox"/>
Discuss details of decor and menu with caterer		<input type="checkbox"/>	<input type="checkbox"/>

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Compile a list of people you would like invited to showers, pass on to hostess                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Purchase a wedding guest book  | <input type="checkbox"/> | <input type="checkbox"/> |
| Buy stockings and lingerie   | <input type="checkbox"/> | <input type="checkbox"/> |
| Choose readings for ceremony   | <input type="checkbox"/> | <input type="checkbox"/> |
| If you plan to write your own vows, do so now  | <input type="checkbox"/> | <input type="checkbox"/> |
| Meet with organist and soloist to discuss music  | <input type="checkbox"/> | <input type="checkbox"/> |
| Send invitations to the rehearsal dinner   | <input type="checkbox"/> | <input type="checkbox"/> |
| Give thought to your cake top  | <input type="checkbox"/> | <input type="checkbox"/> |
| Record all gift giver's name, address, type of gift  | <input type="checkbox"/> | <input type="checkbox"/> |
| Send out Thank You notes<br>*within two months of your wedding<br>all gifts should be acknowledges | <input type="checkbox"/> | <input type="checkbox"/> |
| Have programs printed  | <input type="checkbox"/> | <input type="checkbox"/> |

## One Month Before your Wedding Date

Task	Deadline	Responsibility of: ✓	
		Bride	Groom
Finalize plans with your photographer *Give them a list of "Must Have Photos"		<input type="checkbox"/>	<input type="checkbox"/>
Prepare proper name change documents		<input type="checkbox"/>	<input type="checkbox"/>
Practice makeup and hairstyles		<input type="checkbox"/>	<input type="checkbox"/>
Confirm travel arrangements		<input type="checkbox"/>	<input type="checkbox"/>
Have bachelor and bachelorette parties		<input type="checkbox"/>	<input type="checkbox"/>
Confirm plans with caterer		<input type="checkbox"/>	<input type="checkbox"/>
Confirm plans with florist		<input type="checkbox"/>	<input type="checkbox"/>
Bridesmaids gowns should have final fit done		<input type="checkbox"/>	<input type="checkbox"/>
Confirm transportation		<input type="checkbox"/>	<input type="checkbox"/>

## Two Weeks Before

Task	Deadline	Responsibility of: ✓	
		Bride	Groom
Get your marriage license and have lunch together to celebrate the occasion		<input type="checkbox"/>	<input type="checkbox"/>
Confirm clothing for bridal party is in order		<input type="checkbox"/>	<input type="checkbox"/>
Submit wedding photo and announcement to local papers		<input type="checkbox"/>	<input type="checkbox"/>
Final fit on wedding gown		<input type="checkbox"/>	<input type="checkbox"/>
Arrange seating plan, write place cards		<input type="checkbox"/>	<input type="checkbox"/>
Notify caterer of final guest count		<input type="checkbox"/>	<input type="checkbox"/>
Write toasts		<input type="checkbox"/>	<input type="checkbox"/>
Break in shoes		<input type="checkbox"/>	<input type="checkbox"/>

## One Week Before

Task	Deadline	Responsibility of: ✓	
		Bride	Groom
Finalize rehearsal dinner plans		<input type="checkbox"/>	<input type="checkbox"/>
Confirm all arrangements with:			
Caterer		<input type="checkbox"/>	<input type="checkbox"/>
Florist		<input type="checkbox"/>	<input type="checkbox"/>
Soloist		<input type="checkbox"/>	<input type="checkbox"/>
Musicians		<input type="checkbox"/>	<input type="checkbox"/>

DJ's	<input type="checkbox"/>	<input type="checkbox"/>
Clergy	<input type="checkbox"/>	<input type="checkbox"/>
Photographer	<input type="checkbox"/>	<input type="checkbox"/>
Videography	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>
Honeymoon	<input type="checkbox"/>	<input type="checkbox"/>

Wrap attendants gifts

Pack for your honeymoon

Arrange for your wedding gifts to be picked up and delivered

Have a facial and other beauty treatments

### One Day Before the Wedding

Task	Deadline	Responsibility of: ✓	
		Bride	Groom
Attend rehearsal		<input type="checkbox"/>	<input type="checkbox"/>
Finalize seating plan		<input type="checkbox"/>	<input type="checkbox"/>
Give attendants their gifts		<input type="checkbox"/>	<input type="checkbox"/>
Present parents with their gifts		<input type="checkbox"/>	<input type="checkbox"/>
Hold rehearsal dinner		<input type="checkbox"/>	<input type="checkbox"/>
Assign responsibilities to wedding party attendants		<input type="checkbox"/>	<input type="checkbox"/>
Have a: Manicure		<input type="checkbox"/>	<input type="checkbox"/>

Pedicure	<input type="checkbox"/>	<input type="checkbox"/>
Massage	<input type="checkbox"/>	<input type="checkbox"/>
Relax	<input type="checkbox"/>	<input type="checkbox"/>

### The Wedding Day

Task	Deadline	Responsibility of: ✓	
		Bride	Groom
Take your time and get ready		<input type="checkbox"/>	<input type="checkbox"/>
Have bridesmaids help you dress		<input type="checkbox"/>	<input type="checkbox"/>
Try to relax and enjoy your day		<input type="checkbox"/>	<input type="checkbox"/>



## **Wedding Style**

There are several components to your choice of wedding style with the final focus being how you choose to celebrate this special day. You need to consider budget, type of wedding formality, where the ceremony and the reception are to be held, the number of guests, and finally whose paying for your wedding.

## **The People in your Wedding Party**

- ❖ Maid/matron of Honour
- ❖ Bridesmaids
- ❖ Best Man
- ❖ Ushers/Groomsmen
- ❖ Flower Girl
- ❖ Ring Bearer
- ❖ Father of the Bride
- ❖ Mother of the Bride

## **Duties of the Bridal Party**

### Maid/Matron of Honour

- Helps you with addressing and stuffing envelopes
- Keeps a gift record at the shower
- Arranges bridal shower
- Pays for her own wedding attire
- Helps the bride arrange her train and veil at the alter
- Holds the groom's ring until the appropriate point in the ceremony
- Signs the wedding certificate
- Stands in the receiving line
- Helps the bride change her clothes after the reception
- Takes charge of the brides gown after the wedding
- Is the bride's best friend through all the good and bad

### Bridesmaids

- Pay for their own wedding attire
- Helps with the bridal shower
- Helps dress the bride before the ceremony
- Stands in receiving line

### Best Man

- Organizes the bachelor party

- Rents or purchases his own formalwear
- Drives the groom to the ceremony
- Holds the brides ring until the appropriate point in the ceremony
- Gives payment check to the officiant either just before or after the ceremony
- Returns the groom's attire (if rented)

#### Ushers/Groomsmen

- Rent or purchase their own formalwear
- Arrive at the wedding location early to assist with set-up
- Ushers escort guests to their seats
- Ushers roll out aisle runner immediately before the processional
- Help decorate newlywed's car

#### Flower Girl

- Is the last person down the aisle before the bride
- Tosses flower petals down the aisle

#### Ring Bearer

- The ring bearer proceeds the flower girl in the procession
- The ring bearer carries the rings down the aisle on the pillow (usually the rings are fake and the maid of honor and best man carry the real rings)

#### Father of the Bride

- Proudly walks his little girl down the aisle
- Wonders how he is going to pay for the wedding

#### Mother of the Bride

- Helps the bride choose her gown
- Helps the bride select bridesmaids attire
- Co-ordinates her own attire with the mother of the groom
- Works with the groom's family to assemble a guest list and seating plan
- Helps address, stuff and mail invitations
- Helps with bridal showers
- Stands at the beginning of the receiving line
- Assists the bride with all the arrangements and details of the entire day
- Provides invaluable emotional support

## **Bridal Style and Attire**

### **The Wedding Gown**

- The wedding gown is the one article of clothing all women dreamed about since they were little girls.
- Looking through magazines, attending Bridal Fantasy and other bridal shows and window shopping can help you become familiar with the latest styles and fabrics.
- 90% of the time, your dream dress is the one you'll purchase because when you finally put it on it will make you smile confirming that it truly was the one.
- To protect yourself and your dream it is wise to shop with reputable businesses. We all have heard horror stories of brides that go to pick up their dress days before the wedding only to find it missing or that it has suddenly become a size 4 from a original size 8. Check with the Better Business Bureau to see if any complaints have been filed against the business. Pay with a credit card. Federal law now protects all transactions made with credit cards so you may withhold full payment if the vendor doesn't provide the goods or services promised. (Check with your credit card company, since there are restrictions.)

### **Jewellery and Accessories**

- Jewellery should complement rather than compete with the wedding gown.
- Heirloom pieces are excellent for weddings.
- Keep in mind the general tone and style of the wedding as well as the gown neckline, silhouette and fabric.
- Gloves: choose a style that complements your gown; long gloves are excellent for a gown with little or no sleeves, short gloves go with short sleeves, elbow length gloves look great with a sleeveless gown or one with elbow length sleeves.
- Lingerie: should be comfortable and discreetly hidden, consider the style of your dress and purchase your lingerie respectably, a strapless gown should be fitted with a strapless bra, etc. Many brides also purchase garters, garter belts and stockings to complete the entire ensemble. Brides should also purchase a special nighties or teddies for the wedding night and honeymoon.
- Shoes – Brides beware.. this one item can make or break your wedding day comfort. Besides beauty the

demands of a hectic and long wedding day, a night on the dance floor means you must place importance on your footwear.

- Makeup and Hair: Should be done professionally or by a talented friend or family member. A professional makeup application can make a significant difference in the way the bride looks and how the wedding photographs turn out. Both hair and makeup should be rehearsed a couple of weeks before the wedding to avoid disaster
- Headpiece / Veil: Your headpiece and your veil should complement the overall style of your gown. Another consideration to make is your wedding day hair style. Its often a good idea to have your headpiece & veil fitted prior to your wedding with your preferred hair style from your salon. This allows you to make sure you have the look you want.

## **Ready for Anything Bag**

A calm bride is a prepared bride. Avoid last-minute jitters and frantic searches by stocking necessities in a bag. Make sure it contain the following:

Scotch tape	Moist towelettes
Pad & pencil	Extra pantyhose
Scissors	Safety pins
Hairpins	Hair spray
Brush & comb	Toothpaste & toothbrush
Mouthwash, breath mints	Camera with extra batteries
Comfortable shoe insoles	Antacid
Aspirin	Nail glue
Earring backs	Tissues
Contact lens solution	Seltzer
Makeup	Tampons
Needle and thread	

## **The Bridesmaids Style and Attire**

Always the bridesmaid, never the bride.....many women have a closet full of taffeta Cinderella dresses with pouf sleeves that will never be worn again. However, designers are finally creating gowns that could double as a cocktail or black tie function attire.

A great alternative to bridesmaid dresses are the rentals of women's tuxedos....the evolution of the little black dress.

The little black dress is a symbol of timeless style and grace. The woman in the little black dress can be of any age. She's self-assured and a strong individual that doesn't feel the need to be encumbered with lots of lace and frills to feel elegant. Today, that same woman of substance is turning to a tailored garment that needs little or no accessorizing...a tuxedo. There are a variety of ways to complete the look of the flattering two button, shawl collar jacket or the new longer silhouette in Derk's Exclusive New Black or Ivory Vestida Ladies Tux. What your bridesmaids wear it with depends on the mood and formality of the wedding.

Pulling on a pant with a diaphanous tank gives you an independent, "bring on Will Smith, I'm a Woman in Black", "take on the opposite sex" but hey, I still cry at the movies and wish City of Angels had a different ending attitude.

It's a whole different game when you're wearing a long skirt with a slit that shows just the right amount of leg. It's a look that cries sophistication and sexiness especially when paired with a rich velvet camisole.

Or when you wanna just have fun and you're feeling young and adventurous put on a short skirt with a little lace bustier and throw caution to the wind.

Tuxedos are for all women and for any occasion. Wear it when you're the mother of the bride or groom or the best woman. Whether rented or purchased, a tuxedo defines the woman, the moment and her attitude.

### **Checklist for the bride and her attendants**

Bride:                    Gown  Veil  Headpiece/Train   
                              Gloves  Jewellery  Shoes  Lingerie   
                              Hose (plus extra pair)   
                              Garter  Groom's Gift   
                              Rehearsal Dinner Attire   
                              Going Away Attire   
                              Honeymoon Attire

Maid/Matron  
of Honor:                Dress  Jewelry  Lingerie   
                              Hose (plus one extra pair)  Shoes  Gift   
                              Bouquet   
                              Rehearsal Dinner Attire   
                              Ready for Anything Bag

Bridesmaid:            Dress  Jewelry  Lingerie

Hose (plus one extra pair)   
Shoes  Gift  Bouquet   
Rehearsal Dinner Attire

Bridesmaid: Dress  Jewellery  Lingerie   
Hose (plus one extra pair)   
Shoes  Gift  Bouquet   
Rehearsal Dinner Attire

Bridesmaid: Dress  Jewellery  Lingerie   
Hose (plus one extra pair)   
Shoes  Gift  Bouquet   
Rehearsal Dinner Attire

Bridesmaid: Dress  Jewellery  Lingerie   
Hose (plus one extra pair)   
Shoes  Gift  Bouquet   
Rehearsal Dinner Attire

Flower Girl: Dress  Jewellery  Gloves  Hose   
Flower Basket with petals

Mother of Bride: Dress  Jewellery  Gloves  Hose  
(plus one extra pair)  Shoes  Gift   
Rehearsal Dinner Attire

Mother of Groom: Dress  Jewellery  Gloves  Hose  
(plus one extra pair)  Shoes  Gift   
Rehearsal Dinner Attire

## **For the Men... Formalwear Facts**

### **Choosing a Formalwear Specialist:**

- Look at the reputation and quality of your alternatives.
- Ask friends and family who their specialist is.
- Decide on the level of quality and service you desire.
- Look for a retailer who carries current styles.
- Ask if stock is replaced on a regular basis.-
- Ask how many times and what method is used in cleaning the garment.
- Is there a full-time on-site tailor.

### **Why be measured by a Formalwear Specialist?**

- It's essential in ensuring you get the proper fit.
- Property fitted formalwear is a must for comfort and look.
- Ask for a trained, knowledgeable fitter.

### **What if I or someone in my party cannot come into a Derks location to be measured?**

We can help and it's simple and it doesn't mean you need go elsewhere, just follow these steps:

- In the event you cannot come into a Derks location, simply visit an affiliate (listed in the catalogue) or a formalwear specialist in any town/city/country for accurate measurements.
- Out of town/city/country clients should phone or fax their measurements into one of our stores where the information will be used in booking the tuxedo.

### **How do we select a style?**

- Spend time looking through magazines or catalogues (like the one you'll find at Derks)to find styles that appeal to you.
- The bride and groom should share their ideas on what her attendants will be wearing and how the formalwear can compliment the overall look you want to achieve.
- After you've decided on a look you prefer, come into one of our locations and speak to a specialist. Our staff must attend on-going training and are leaders in the industry.
- Choose from the widest selection of styles from fashion forward garments to a more traditional approach.
- We've included some helpful hints on the different elements that make up a great formalwear look in the upcoming section entitled "Formalwear Checklist".

## **How can the groom's attendants compliment the bride's?**

- The bride has many choices in accessories that will highlight the colours she has chosen for her attendants.
- With the largest selection of vest and accessories, Derks can assist you in co-ordinating the look of the groom's attendants with those of the bride's.

## **When is the best time to book our formalwear?**

- We advise booking at the earliest time possible, especially if you're looking to rent during May through September to ensure you get the style you desire.
- Booking 6 months in advance is suggested.

## **Does everyone need to be there when we book?**

- No, it isn't necessary to have your whole party present. It may be easier to come in alone or just with your fiancée when making your decisions.
- After choosing the styles and colours your File Manager registers your selection into our computer system.
- The rest of your party may then come in and have their measurements and fittings completed.
- But make certain all of them come in promptly.

## **What happens if someone comes in much later?**

- You may be disappointed and have to change your style.
- When one person waits too long we may not be able to fit them into the same style you have chosen. We will then inform you of the situation and you will have to decide what needs to be done.
- Avoid this situation by having everyone come in a timely fashion, no less than three months prior to your event.

## **What payment is required?**

- Payment is required at the time of booking. We accept Visa, Mastercard, cash or debit card.

## **After my order is complete, may I make changes?**

- Yes. But only your designated File Manager can make the necessary changes and it's best if you can make these changes in person.
- No changes may be made within two weeks of the wedding.

### **Should shoes be rented?**

- Yes. In order to maintain consistency and complete the formal look, we suggest you rent shoes.
- Footwear is professionally cleaned and maintained to the highest standards.
- We guarantee style, quality and freshness.

### **Do we need a final fit?**

- Yes. Final fittings are conducted to ensure you have received a proper fit and overall satisfaction.
- Final fits give you the opportunity to learn valuable tips on the proper way to wear your tuxedo.
- On-site tailoring means alterations may be made if necessary.
- Final fittings are done at the time you pick up your rental.

### **What should I do in the event there is a problem with my formalwear on my special day?**

- Call us, tell us where you are and we'll send a Formalwear Specialist to meet you.
- On Saturday, Derks has an extra person on staff to assist you should a problem arise.
- Should something be forgotten or needs fixing, call our emergency service department and we'll do what it takes to make it right.

### **When do we return our formalwear?**

- To avoid late fees, all garments must be returned the next business day. Hours of operation are posted in the store.
- If dropping off your formalwear poses an inconvenience, Derks offers a pick-up service for a small fee.

## Formalwear Checklist

The tuxedo is stylish and always elegant. Worn with matching trousers, a dress shirt and co-ordinating tie and vest or cummerbund a tuxedo is perfect for a wedding of any size. Here are the elements you should be familiar with when choosing your formalwear:

- a. Collar - Stand up or wing collar complements a long neck; a shorter neck looks best with a laydown collar.
- b. Ties - Bow ties are made of formal fabric like a satin or brocade. Euro ties are made of the same fabrics and offer a more forward look ideal with a three or four button jacket. Ties needn't always match the colour of the bride's attendants' dresses. Black, gold, or silver ties with a subtle shimmer give formalwear a timeless elegance. Distinguish the groom from the groomsmen by choosing a slightly different tie, a solid if they're wearing a pattern, brocade if they're in a matte fabric.
- c. Shirt - Traditionally, a pleated shirt is worn with a tuxedo. The proper closures are studs and cuff links in black, pearl, gold, silver or precious stones.
- d. Sleeve - Allow one-half of an inch of shirtsleeve to show beneath the sleeve of the jacket.
- e. Cummerbund - Made of brocade, silk or satin, it covers the waistband and range from mild to wild. Consider the mood and season of the wedding before choosing one and be sure that what you wear around your middle looks good around your neck as cummerbunds and ties usually match. And always place the pleats upward.
- f. Vest - Made of brocade, silk or satin in a fullback or halfback style, a vest is the most comfortable and popular compliment to the tuxedo. They come in a wealth of choices and add personality to even the most conservative tuxedo. The fullback vest looks terrific on its own and allows the jacket to be removed later in the evening when everyone is more relaxed. It's not necessary to match vest and tie but make certain you don't clash with the hue of the boutonniere.
- g. Trousers - can be double-pleated or flat-front and should break about five-inches above the ankle. There's a satin stripe on the side. The bottoms are never cuffed.
- h. Shoes - Black patent or matte finished oxfords or slippers are appropriate choices. A business shoe clashes with the streamlined look of formalwear while Formal shoes are sleeker. Match hose to trousers.

- i. A groom's boutonniere should complement the flowers and colours of their bride's bouquet. But they should say something about the groom's personality, too. Groomsmen boutonnieres should complement the flowers of the bride's attendants.

Groom: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire   
Going Away Attire   
Honeymoon Attire

Bestman: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Groomsmen: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Ushers: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Ushers: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Ringbearer: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Father/Bride: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Father/Groom: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Grandfather: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Grandfather: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

M.C. Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Special Guest: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Special Guest: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Special Guest: Jacket  Trousers  Shirt  Neckwear   
Vest  Links  Studs  Suspenders   
Shoes  Socks  Pocket Square  Gift   
Rehearsal Dinner Attire

Thank – you Gift Etiquette

Insert Groomsmen Gifts

Bridesmaids Gifts

- Jewellery – Pearl necklace / Earrings
- Watch
- Scarf
- Makeup Bag and Brushes
- Memory Book or Photograph Album
- Picture Frame
- Stationary
- Perfume Bottle
- Jewel Box
- Perfume
- Pen Set
- Key Chain
- Pendant Engraved
- Sunglasses
- Monogrammed Floppy Hats

# Thank-you Gift Etiquette

## Rings

### Diamonds are a Girl's Best Friend

Maximillion of Austria is said to have started a wonderful tradition over 500 years ago when he gave a diamond ring to Mary of Burgundy to seal their engagement. The Duke made a wise choice-the diamond-proven to be a fitting symbol for everlasting love because of its beauty, hardness and rarity, not to mention its enduring value.

Before purchasing a diamond every couple should understand the Four C's(cut, color, clarity, and carat)- the diamond industry uses the Four C's to determine the value of a diamond.

#### Cut

- Determines the visual beauty of a diamond
- The cut transforms a rough, natural occurring crystal into the faceted, refined gemstone seen in the jewellery store

#### Color

- The common diamond is somewhat colourless, usually tinged yellow, brown or grey
- Very rare is the completely colourless diamond thus making it very valuable
- Also rare and valuable are "fancy stones" a diamond with definite color such as red, yellow, green, blue or canary rather than just a shade or tinge

#### Clarity

- Is the most impressive quality of all
- The more irregularities there are, the lower the value of the diamond
- A flawless diamond must show no surface blemishes or interior inclusions when examined at a 10-power magnification

#### Carat

- The weight of a diamond is expressed in carats
- The weight of a diamond is the most important factor when determining its value-however a smaller carat diamond with better color, clarity or cut can easily cost more than a larger carat diamond

Most importantly your ring's cut, setting and stone should all be a reflection of your own tastes, opinions and backgrounds.

## **The Guest List**

When you are planning your guest list you need to set some limits. Most couples have several factors to consider like their budget and the size of the facility where the wedding is going to take place. If you need to set limits you should also prioritise your guest list to an "A list" immediate family members, members of the wedding party, and closest friends. You both need to establish the ground rules up front and have both families abide by these ground rules. Some examples are no co-workers, no dates for single guests, no distant relatives, or maybe no children. It is best to be up front and let your parents and future in-laws know before hand how many guests they are allocated. Another tip is to send out wedding announcements to individuals whom know about the wedding but you are unable to invite due to limitations.

## **Invitations and Thank – you Cards**

- Finalize and "Cut" the list: Separate your list into a "A" and "B" list. The "A" list is composed of family and friends who you can't imagine not being there and the "B" list is composed of people that you would like to attend, but whose absence wouldn't upset you. Send invitations out to the "A" list first then when you receive regrets, send out invitations to the people on your "B" list.
- Invitations should be ordered at least three months prior (at this time you must have your locations for the ceremony and the reception confirmed)
- Invitations should consist of the "invitation", the envelope, the response card and a stamped envelope for the response card.
- Order at least 30 extra invitations for mistakes and last minute additions.
- Mail invitations out at least six weeks before the wedding to allow enough time to receive the response cards.
- No nicknames should be permitted and the date and time should be written out in full.
- Addressing Etiquette: use full names including first names, write out all words (including "and") and use

figures only when writing house numbers and postal codes, write first names of children to be invited below the parents in age order, children over the age of 16 should receive their own invitation and on inner envelopes exclude first names

<u>Guest</u>	<u>Outer Envelope</u>	<u>Inner Envelope</u>
Married couple with children	Mr. and Mrs. Smith	Mr. and Mrs. Smith John, Susie and James
Married couple and wife kept maiden name	Ms. Grant Mr. Johnson	Ms. Grant Mr. Johnson
Unmarried man with guest	Mr. Joe Smith	Mr. Smith and Guest
Unmarried woman with guest	Miss Ann Smith	Miss Smith and Guest
Divorced woman	Mrs. Ann Smith	Mrs. Smith
Widow	Mrs. Robert Howe	Mrs. Howe
Two or more sisters living at home	The Misses Ann and Linda Smith	The Misses Smith
Two or more brothers living at home	The Messrs. John and Tom Smith	The Messrs. Smith
Two married doctors	The Doctors Neil and Shannon Smith	The Doctors Smith
Unmarried couple living	Miss Amy Olson Mr. Todd Smith	Miss Olson Mr. Smith

### Thank – you Cards

The well planned bride always keeps thank – you cards at her fingertips. You will need to send thank – you cards after your bridal showers and engagement parties. These will come from the bride herself. After your wedding day you will need to send thank – you cards for your wedding gifts. These will come from the bride and groom using their newly married titles. It is also good to keep some special thank – you cards on hand to thank someone who has gone out of their way to help you or make your day special.

## **Professional Wedding Planners vs. Planning your own**

### **Professional Wedding Planners**

Professional Wedding Planners are the creative genius behind many dream weddings. Many couples have demanding careers that do not enable them the time or energy to plan their special day the way they want it to be. Wedding consultants provide professional help and expertise. Their responsibilities include start to finish wedding planning plus their connections with allied firms that are reputable and cost saving freeing up your valuable time. Most consultants charge a flat fee or charge by the hour if require help in a specific area?

### **Planning your own**

Most brides today are truly fortunate as there are many magazines and planning guides in the market to help you create your dream wedding. Shows like Bridal Fantasy are also a good venue for couples to get an overall view on this years wedding scene and some great information on the products, venues, catering, fashion, services that they will be requiring.

## **Bridal Registry**

The bridal registry is a free service offered by most department and speciality stores where brides and grooms can then communicate exactly what they need and want as wedding gifts.

- Bridal registries are an advantage to both you and your guests...you receive what you need and your guests can avoid frustration and hassles of what to buy you.
- To set up a registry call your favourite department stores or speciality stores to arrange an appointment to set up your registry form.

## **Photography**

- A photographer should be booked as early as eight months to a year in advance.
- Shop around for your photographer, ask for references or ask friends and family who they used.
- Ask about package prices and what is exactly included in a package.

- Ask about extra costs: meal and transportation expenses, enlargements, extra prints, etc.
- Who will own the negatives? Who is responsible for lost proofs?
- Most importantly the photographer must be able to be a good listener and communicator.
- Draft a Must Shots list for the photographer. Some of these shots might be:

#### Bride

- Alone-close up and full length
- With parents
- With Maid of Honor
- Tossing bouquet

#### Groom

- Groom alone
- With parents
- With best man
- Waiting for bride to enter just prior to ceremony

#### Couple

- Lighting unity candle
- Cutting cake
- Exchanging rings
- Talking with guests

#### Wedding Party

- With bride
- With groom
- Getting bouquets and boutonnières
- Dancing

#### Miscellaneous

- Ushers seating guests
- Wedding cake
- Candid photos during reception
- Guests waving good-bye

## **Videography**

- All of us have seen home videos and know that videotaping requires practice and skill.
- Hiring a professional videographer ensures a high quality and memorable video.
- Professionals often use more than one camera and microphones placed in strategic positions throughout the ceremony and reception.
- Interviews with parents, family and guests can make your video even more special.

- Videographers can also add many special effects and can dub and edit the entire day personalizing the video to your wants and needs.
- Before hiring a videographer be sure to shop around, comparing quality and price.

## Wedding Flowers

Say it with flowers:

- To make sure that your flowers say exactly what you want them to say, you must first successfully communicate with the florist.
- Visit shops, talk to the florists and choose the florist you are most comfortable with.
- Be prepared for your first consultation, you need to know how much you are willing to spend.
- Bring along a swatch of your bridesmaid's dresses, to match colours.

Flowers are an important focal point of your total bridal picture. Visual impact is important so consider the colour, the size, and style of the message you are communicating with your flowers.

### Flower Checklist

Brides Bouquet	<input type="checkbox"/>
Grooms Boutonniere	<input type="checkbox"/>
Maid of Honour's Bouquet	<input type="checkbox"/>
Bridesmaid's Bouquet	<input type="checkbox"/>
Best Man's Boutonniere	<input type="checkbox"/>
Groomsmen's Boutonnieres	<input type="checkbox"/>
Mother's Corsages	<input type="checkbox"/>
Grandmothers Corsages	<input type="checkbox"/>
Father's Boutonnieres	<input type="checkbox"/>
Grandfathers Boutonnieres	<input type="checkbox"/>
Master of Ceremonies Boutonniere	<input type="checkbox"/>
Honoured Guests	<input type="checkbox"/>
Flower girls Basket	<input type="checkbox"/>
Ringbearers Boutonniere	<input type="checkbox"/>

### Reception Flowers

Reception flowers create both a special ambience and colour scheme at your head table. Center pieces add charm to each table but should be kept to a lower height to encourage conversation. Flowers are one of the ultimate symbols of love.

## **Musical Entertainment**

The musical entertainment is a very noticeable reflection of the bride's and grooms personal taste. Music is a key part of the day from the beginning to the end.

- The Prelude: is background music while the guests are being seated.
- The First Solo: establishes the mood for the ceremony and is sung after the bride's mother is seated.
- The Processional: the traditional wedding march is played while the wedding party members and the bride walk down the aisle.
- The Second Solo: played immediately following the recital of the vows, this is usually a personal, meaningful song to the bride and groom.
- The Recessional: this should be a up-beat celebratory piece heralding the new couple.
- The Postlude: entertains the guests as they are being ushered out.
- The Reception: the music should compliment the formality and mood of the reception, for smaller and formal receptions a string ensemble would be best but for a lively and large reception planned to last until the wee hours of the morning a professional DJ should be hired.
- It is also important to keep your guests in mind: Are there songs for older couples to dance to? How about the twenty somethings?
- Rehearsing is required no matter what type of music and musicians are decided on, most couple insist on hearing a rehearsal during the wedding rehearsal the night before.

Questions to ask while selecting your entertainment:

- Can you get a tape or video of there live performances?
- Can you play a variety of music?-Dance, polkas, jazz, etc.
- Will you act as Master of Ceremonies?
- How will you dress? (Preferably in formalwear)
- How long will you play?
- Overtime?
- Will you provide all of your own equipment?
- Do you provide any special effects or lighting?
- Cancellation policies?
- Are you allowed to control the volume of the music?

## **Remarriage**

In approximately 46% of weddings today the bride or groom has been previously married. It is often thought that a large second marriage is inappropriate, however a second wedding can be larger and more elaborate than the first if desired.

- **Announcements:** The bride's and groom's children should be the first to know, then their parents, friends and relatives
- **Invitations:** are printed for large or formal remarriages; after a private ceremony send announcements. The invitation' wording should fit the circumstances properly
- **Ceremony:** The first thing is to contact your clergy member as often certain remarriage regulations must be followed for religious services. Regardless of the ceremony size, the children of the bride or groom may participate as attendants. The bride is escorted (the bride is never "given away" a second time) down the aisle alone or with her father, brother, son or her husband to be.
- **Attire:** Only two guidelines should be followed by the bride: she should never wear either a full face veil (symbolizes virginity) or a long train (exclusively worn by first brides). Otherwise the bride can wear any color or style or wedding dress and the groom should follow the brides lead wear anything from a tuxedo to jeans.
- **Honeymoon:** One necessity for any remarriage is the honeymoon. A practical way to solidify a new family is to split the honeymoon in half: the newlyweds spend half the time alone and can be joined for the other half of their honeymoon by their children if desired.

## **Bridal Showers and Prewedding Parties**

### **The Engagement Party**

This Party serves as the official announcement of the engagement. When extending invitations to guests, it is not necessary to state purpose of the party (i.e. the engagement), as no gifts are to be expected, and it is often nice to make the announcement a surprise.

The Party can be hosted by either the bride or groom's family. It is the host's responsibility to announce the engagement with a toast.

The form of this party can range from a formal sit-down dinner to a more casual summer barbecue, or even a cocktail party. The formality of this event should be established by both the bride and groom as well as the host, as this party sets the tone for the rest of the engagement.

### **The Bridal Shower**

The first party held in the bride's honor, is the bridal shower. This gathering is most often given by the maid of honor, but may also be given by other members of the bridal party, close friends, or even by some colleagues.

The shower itself can take several forms and range in its formality with everything from a casual lunch to a formal seven course meal.

Who to invite: any female who is on the guest list for the wedding may be invited, however to keep the party more intimate; invite only those who are closest to the bride. If you want to host a more contemporary event, you may also wish to include male guests.

Timing: due to the busy schedule of the bride, it is best to hold this event 1 - 2 months before the wedding date.

### **The Bridesmaids Luncheon**

This is the bride's opportunity to thank her attendants for their involvement and help with her wedding.

This luncheon can be scheduled for the same day as the final fittings of the bridesmaids' dresses, making this day more of an event, as well as reducing the necessity to schedule multiple group meetings during a hectic pre-wedding schedule. Traditionally a pink cake with a trinket or charm baked inside is served. According to legend, the bridesmaid who receives the trinket will be the next to be wed.

## **Rehearsal Dinner**

The rehearsal dinner, which follows immediately after the wedding rehearsal, is meant to be an ice breaker for all those involved with the wedding, their spouses and dates, as well as the bride and groom's immediate family. This dinner should be fun and lively, but should not be intended to upstage the wedding itself. Popular options for the rehearsal are at-home dinner parties, which can be home cooked or catered, or the dinner may be held at a restaurant with a private room. This event is most often hosted by the groom's parents, and the choice is ultimately left up to their discretion.

At the end of the evening the bride and the groom part separately, not to see each other again until they arrive at the ceremony.

## **The Bachelor Party**

Brides are often anxious about sending their bridegrooms off to a bachelor party because they've heard the ritual is associated with "temptation" and have listened to horror stories about wild drinking, gambling or partying with strippers or prostitutes. The truth is most bachelor parties involve a men's-night-out poker game, tickets to a football game or visits to bars or burlesque shows and a time for old friends to gather, reminisce and wish the groom good luck.

If you are still nervous about the bachelor party, make a point of discussing your fears and concerns openly with your fiancée.

## **The Bachelorette Party**

These days the bride and her friends are passing by the quiet tea party and opting for a night on the town including dinner, drinks and dancing. In fact, some bachelorette parties are making those bachelor parties look tame.

## **The Wedding Cake**

The wedding cake is perhaps the most recognised symbol of wedding receptions and the cutting of it by the bride and groom is one of the most beloved traditions. The wedding cake got its start in ancient cultures as a fertility rite for the newlyweds. The Romans broke grain cakes over a bride's head to bless her future with successful childbearing. Today, the bride and groom simply cut the first slice together, with his hand placed over hers on the cake knife.

The bride always samples the cake first before lovingly giving her groom a taste, a leftover gesture of the fertility rite. Saving the top layer of the wedding cake for the couple to eat on their first wedding anniversary is a more recent custom, at least since efficient refrigeration has been made available!

- Wedding cakes come in a multitude of flavours, shapes and sizes. From amaretto and mint to chocolate and traditional white.
- Icing flowers, fresh flowers, fountains, hand blown glass and other decorative tops can all be used to decorate the cake.
- The size of the cake is best decided after the number of guests is finalized.
- Delivery and set-up is usually included in the price. It is advised to pay extra, if necessary, to have the baker set-up the cake. Do not set up your own cake
- Some bakers provide knives to cut the cake, but many couples provide their own.

Traditionally, the groom's cake is a small, single layer dark fruitcake with white icing, but it can also be baked in your fiancé's favourite flavour, or in the shape symbolic of his special interest or hobby. At the reception, it is served along with the bride's cake or packed in decorative boxes for guests to take home as favours. Legend says that single guests who put a sliver of groom's cake under their pillows on the wedding night will dream of their future spouses.

### **Wedding Day Transportation**

- Today wedding parties are finding original modes of transportation on their wedding day ranging from limousines to horse drawn carriages, Lamborghinis to hot air balloons, a vintage Rolls Royce to a bus.
- Order of Procession to the church: 1<sup>st</sup> car includes the bride's mother, maid of honor, and a couple of attendants, the 2<sup>nd</sup> car includes the rest of the attendants. The 3<sup>rd</sup> car carries the bride and her father. The groom and his attendants should arrange their own transportation to the church before hand.
- Order of Procession after the ceremony: the bride and groom leave in the car the bride and her father arrived in, the 2<sup>nd</sup> car is for the bride's and groom's parents, the rest of the bridal party leave in the 3<sup>rd</sup> car.

- Questions to ask when booking your transportation:
  - Are the vehicles available to be seen prior to the wedding?
  - Minimum rental time?
  - What about overtime availability and costs?
  - Mileage limits?
  - What is the deposit and when is the remainder due?
  - Cancellation policies?

## **The Wedding Ceremony Procedure**

A rehearsal for the wedding ensures smoothness and grace. Schedule the rehearsal at the actual scene, preferably the day before the wedding and all participants should attend. If you decide to have a rehearsal party, hold the party after the rehearsal.

### Thirty Minutes Before Ceremony

- Prelude music begins; ushers escort guests to their seats

### Guidelines for Ushers

- Left side of the church is reserved for friends and family of the bride
- Right side of the church is reserved for friends and family of the groom
- The ushers stand at inner doorways and ask guests if they are "Friends of the bride or groom?"- and then offers female guests his right arm and escorts her to the appropriate side
- The ushers also unroll the white aisle runner if one is being used

### Twenty Minutes Before

- The groom and best man meet the officiant, who checks the marriage license and is given the fee

### Ten Minutes Before

- The attendants, bride's mother, groom's parents and other immediate family members arrive
- Relatives, except for the parents of the bride and groom are now seated
- Grandparents are escorted in

### Five Minutes Before

- Groom's parents are seated
- Bride's mother is seated-the solo begins
- Two ushers unroll the white floor cover
- The clergy, groom and best man take their place
- Processional music begins
- The wedding party enters
- The groomsmen enter first, followed by the bridesmaids
- The flower girl and/or ringbearer come in just before the bride and her father
- The bride and groom then join the officiant(s) for the ceremony
- The best man stands to the groom's right holding the brides ring
- The other attendants and groomsmen may be seated in the front row of the church or synagogue

### The Recessional

- When the marriage ceremony is completed, the bride turns first to her honour attendant for her bouquet
- The bride then takes the groom's right arm and together they lead the recessional down the aisle with the attendants
- The attendants may double up or walk single file, depending on which looks best

### The Jewish Ceremony

- Parents of both families take part in the processional and remain at the alter during the ceremony
- The order of the processional is ushers, bridesmaids, rabbi, best man, groom between his parents, the maid of honor, the flower girl and last, the bride with her parents
- There is no formal giving away of the bride
- The maid of honor stands to the bride's right; the best man stands to the groom's left
- Other attendants stand outside the canopy in the usual grouping

### The Receiving Line

Couples today often forgo this tradition, but it is the one way to greet each guest. Usually the mothers of the bride and groom stand in the receiving line, while the fathers circulate among the room (An ideal solution to the problem of "who stands where" in families with divorced and remarried

parents). The following are a few examples of receiving lines.

## **The Reception**

While the only two requirements for a wedding reception are cake and champagne, menus for marriage run the full gamut, from a light breakfast to an elaborate dinner. It is considered courteous to serve guests a meal appropriate to the time that the wedding reception is being held. However, if reception plans and budget do not include a full dinner, the invitation should suggest this intention. Indicating the menu plan on the invitations, will eliminate guests' preconceived expectations for a meal. Alternatives to full menus could be *Cake and Champagne* or *Hors D'oeuvres and Cocktails*.

### ***Hors d'oeuvres***

The trick with hors d'oeuvres is to design a menu that has broad appeal, is appetizing, and leaves guests with energy to party. Besides hors d'oeuvres, having one or two stations with guacamole and chips and baked brie, not only helps discourage people from jumping the waiters as they come out of the kitchen door but also provides a natural gathering spot.

Passed hors d'oeuvres are usually priced per piece or included in the meal package. For a raw bar, carving station, or pasta assortment, you will most likely be charged per head. Between 8 and 10 pieces per person is ample for a one-hour cocktail reception

### **The Main Course**

Here are a few popular options for the dining service of the wedding reception:

#### **French Service-**

Waiters heat plates and garnish food at a side table or cart. Although considered the height of elegance, it is rather slow and requires a great deal of space

#### **Russian Service-**

Waiters serve from a silver platter.

#### **Plated or a la carte-**

Waiters carry the food out on plates. The most elegant way to serve plated food is to have waiters carry two plates at a

time and, choreographed by the captains, “blanket” the room, completing one table at a time.

### *Buffets-*

Buffets are food stations that enable you to serve eclectic and creative meals without traffic jams and are very much in vogue. Buffets will create a shorter reception than a served meal because downtime between courses disappears. Have the headwaiter discreetly issue the invitation to the buffet to each table...never use a microphone.

Choose a buffet menu with a variety of colors, textures and temperatures. Stay away from a line-up of silver chafing dishes as they look fairly institutional. Instead choose unique baskets, platters and bowls. Keep in mind that buffets are not necessarily a bargain budget option as you have no control over portions.

### ***The Toast***

It is said that toasts got their start in 16th-century France when a piece of bread was put in the bottom of a wine goblet to soak up sediment from the wine. The goblet was passed from woman to woman, with the last woman to drink getting the “toast” for good luck.

The best man is introduced and asks everyone to stand. The bride and groom should remain seated. His toast may be brief and sentimental or it can be more detailed and personal, often amusing and anecdotal. It should reflect the hope and happiness for the couple. It should never reflect the highlights of the bachelor party.

The champagne or sparkling wine chosen to be served at the wedding should be special, one the guests will remember, so it's best not to cut corners here. On average, allow two drinks per person during the first hour of the reception and one per hour thereafter. Also consider the time of year (guests drink more in warmer weather), the time of day (people drink more in the evening) and the age of your guests (people in their 20s and over 50 tend to drink more).

## **Seating**

Illustrated below is the most traditional table seating for the bride and groom and their families:

### **The Favours**

Long considered tokens of appreciation to their family and friends from the bride and groom, wedding favours come from a beloved Italian tradition. Tulle-wrapped bundles of sugared almonds representing the bitterness and sweetness of married life are always brought home by guests at Italian weddings. Favours can be the sweetest, most imaginative tokens for wedding guests, representing the bride and groom's personality, style and wit. From personalized golf balls to tiny clay pots with tree or flower seeds to small crystal vases to holiday ornaments, wedding favours are a wonderful way to remember the special day as well as to thank guests for their attendance.

### **The Gift Opening**

The wedding does not end with the reception. The day following the exchanging of vows is traditionally when a gift opening is held. This gathering often takes the form of a champagne breakfast, light brunch, or afternoon tea. The gift opening can take place in a variety of locations, from the home to the hall where the reception was held.

When opening the gifts, have someone record who each gift is from, to ensure that all gift givers are properly thanked

### **The Role of a Master of Ceremonies**

Think Billy Crystal or Whoopi Goldberg at the Academy Awards. What is their role? They're the people who preside over the activities, making sure things go as planned while providing commentary in keeping with the special occasion. The same applies to a Master of Ceremonies of a wedding. He is the one who will keep things going, he'll break the ice and he'll also ensure that everyone understands their roles and responsibilities. It's up to him to make certain that everyone's speaking has something planned and their speech is tasteful and light-hearted.

He'll need to meet with the Bride and Groom and their parents to understand what type of event they have planned

and what people will be speaking. Is the event traditional or a bit more contemporary? Will the bridesmaids speak or just the best man? How many people will be attending and the format of the events planned including time, places, etc.

### Some must knows

- Keeps to agenda
- When his time has come to hit the microphone, introduces himself and his relationship to the party. Thank the guests for coming on behalf of the bride and the groom.
- Asks everyone to stand as the bridal party takes their seats if this is how the bride and the groom want to be introduced.
- Introduces the head table and any members of the wedding party that may not be sitting at the head table.
- Allows time for photographs.
- Introduces the parents of the bride and the groom.
- Introduces special guests including those from out of town.
- He may have letters and well wishes to read.
- Announces toasts
- Announces the cutting of the cake
- Announces any special events, like the garter and bouquet toss.
- Announces the location and time of the gift opening

### How should he look?

- If the wedding party is formalwear, so should he be.
- Complimenting the colours of the wedding party.
- The Master of Ceremonies shouldn't expect the bride and the groom to pay for his garments.

### Setting for stage

- Know the mood of the wedding, is it casual or formal?
- Adjusts his style to the event
- Keeps things "clean" and "general" for all ages
- Stays away from the four things you're never suppose to discuss in a room full of people having a good time: sex, politics, race or religion
- He will want to include any inside info into the romance, for example, when the groom knew he loved the bride and wanted to marry her.

- Makes sure that those speaking know how long their time is at the podium to ensure that everyone planned to speak has a chance without dragging the event on too long.

## **Honeymoon**

Traditionally, the honeymoon has marked the first time the couple was alone together and the time for the official consummation of the marriage. These days, a honeymoon is considered more of a romantic getaway vacation and a special chance for newlyweds to devote time only to each other, away from the demands of work and the “real” world.

According to traditional wedding etiquette, it’s up to the groom to plan the honeymoon. Today travel agents can handle every detail imaginable, they can book airline flights, package and charter tours, cruises, hotels, car rentals and much more. Travel agencies will first inquire about your budget for the honeymoon. The budget should be carefully planned and part of the entire wedding budget. Some couples are too exhausted to enjoy their honeymoon because of the stress and pressure of the wedding and choose to take their honeymoon a couple of weeks after the wedding day. Couples should also communicate to each other on the type of honeymoon they would prefer. Your partner might want to sleep in, lounge on the beach and stay up late at night clubs, while you want an action packed vacation full of hiking, scuba diving, biking, boating and water skiing.

## Honeymoon Checklist

### Six Months or More Ahead

<u>Task</u>	<u>Deadline</u>	<u>✓</u>
-------------	-----------------	----------

Investigate destinations and set budget		<input type="checkbox"/>
---	--	--------------------------

Reserve airline tickets		<input type="checkbox"/>
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Reserve Hotel		<input type="checkbox"/>
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### Three Months Ahead

<u>Task</u>	<u>Deadline</u>	<u>✓</u>
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Obtain passport		<input type="checkbox"/>
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Arrange necessary visas		<input type="checkbox"/>
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Finalize ALL reservations		<input type="checkbox"/>
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### Two Months Ahead

<u>Task</u>	<u>Deadline</u>	<u>✓</u>
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Make a shopping list of items you'll need on your honeymoon		<input type="checkbox"/>
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Get vaccinations if required		<input type="checkbox"/>
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### One Month Ahead

<u>Task</u>	<u>Deadline</u>	<u>✓</u>
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Confirm ALL reservations		<input type="checkbox"/>
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If required order

special meals from airlines

Book tours, tee times, and other activities

Make kennel reservations if required

### **Two Weeks Ahead**

<u>Task</u>	<u>Deadline</u>	<u>✓</u>
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Arrange to have someone watch your house and pick up your mail, parcels, and newspapers	<input type="checkbox"/>	
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Set out clothes to pack	<input type="checkbox"/>	
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Organize addresses to write thank-you notes on the plane if desired	<input type="checkbox"/>	
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### **Three Days Ahead**

<u>Task</u>	<u>Deadline</u>	<u>✓</u>
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Reconfirm overseas flights	<input type="checkbox"/>	
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Buy books for plane and poolside	<input type="checkbox"/>	
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Arrange transportation to and from airports	<input type="checkbox"/>	
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Leave itinerary with relative in case of emergency	<input type="checkbox"/>	
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Check weather reports for your destination	<input type="checkbox"/>	
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# One Day Ahead

Task	Deadline	✓
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Reconfirm domestic flights		<input type="checkbox"/>
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Get ready for your absence-clean out refrigerator, set alarm clocks, take out garbage, water plants, etc.		<input type="checkbox"/>
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## Dollars and Cents

	Estimate	Actual Cost
<b>Pre Wedding</b>		
Bridal Consultant	\$ _____	\$ _____
Announcement in Paper	\$ _____	\$ _____
Engagement Photograph Stationary	\$ _____	\$ _____
announcements	\$ _____	\$ _____
invitations	\$ _____	\$ _____
thank-you notes	\$ _____	\$ _____
postage	\$ _____	\$ _____
miscellaneous	\$ _____	\$ _____
Engagement portraits	\$ _____	\$ _____
<b>Attire</b>		
bride's gown	\$ _____	\$ _____
headpiece/veil	\$ _____	\$ _____
alterations	\$ _____	\$ _____
bride's shoes	\$ _____	\$ _____
lingerie	\$ _____	\$ _____
jewellery	\$ _____	\$ _____
accessories	\$ _____	\$ _____
groom's formalwear	\$ _____	\$ _____
groom's shoes	\$ _____	\$ _____
going away outfits	\$ _____	\$ _____
trousseau	\$ _____	\$ _____
miscellaneous	\$ _____	\$ _____
<b>Rings</b>		
bride's engagement ring	\$ _____	\$ _____
bride's wedding ring	\$ _____	\$ _____
groom's wedding ring	\$ _____	\$ _____
Marriage Licence	\$ _____	\$ _____
Gifts for attendants	\$ _____	\$ _____
Gifts for each other	\$ _____	\$ _____
Rehearsal dinner/party	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____
<b>Ceremony</b>		
Church or ceremony site	\$ _____	\$ _____
Officiant's fee	\$ _____	\$ _____
<b>Music</b>		
organist	\$ _____	\$ _____
soloist	\$ _____	\$ _____
other	\$ _____	\$ _____
Aisle runner	\$ _____	\$ _____
<b>Flowers</b>		
bouquets	\$ _____	\$ _____
boutonnieres	\$ _____	\$ _____

for site	\$ _____	\$ _____
corsages for mothers	\$ _____	\$ _____
Videography	\$ _____	\$ _____
Photography	\$ _____	\$ _____
Transportation (limousine)	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____

**Reception**

Site	\$ _____	\$ _____
Food/Caterer	\$ _____	\$ _____
Liquor	\$ _____	\$ _____
Serving Staff	\$ _____	\$ _____
Decorations		
rental equipment (tent)	\$ _____	\$ _____
flowers	\$ _____	\$ _____
linens	\$ _____	\$ _____
tableware	\$ _____	\$ _____
crystal	\$ _____	\$ _____
balloons	\$ _____	\$ _____
other	\$ _____	\$ _____
Favours for guest	\$ _____	\$ _____
Wedding cake	\$ _____	\$ _____
Music		
live	\$ _____	\$ _____
DJ	\$ _____	\$ _____
Parking, powder room, and coatroom attendants	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____

**Post-Wedding**

Gratuities(if not already included)	\$ _____	\$ _____
Wedding night accommodations	\$ _____	\$ _____
Honeymoon		
transportation	\$ _____	\$ _____
accommodations	\$ _____	\$ _____
spending money	\$ _____	\$ _____
clothing	\$ _____	\$ _____
Gown preservation	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____

**GRAND TOTAL**

\$ _____	\$ _____
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