



**GM-Entertainment**  
GREATER MICHIGAN

11401 E. 16 Rd. Manton, MI 49663  
231.884.3190  
djbobbyd@gmentertain.com  
www.gmentertain.com



**WEDDING PLANNER**  
April 2011

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### Welcome

We are happy to present you with this collection of worksheets, checklists, vendor comparison charts, responsibility cards and other information from our website in a printable and easy-to-fill-in format. This planner is meant to be used as a supplement to the information you'll find at our website. We hope that both our website and this planner will help you achieve wedding dream!

Thank you,  
GM Entertainment

## VENDOR CONTACT LIST

Use this quick reference guide to help you keep track of all the important vendors you will need for your wedding day.

### BAKER

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

### BRIDAL SALON

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

### CALLIGRAPHER/INVITATIONS

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

### CATERER

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

### CEREMONY LOCATION

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

### CEREMONY OFFICIANT

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

### DISC JOCKEY

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

### FLORIST

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

**JEWELER**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**LIMOUSINE COMPANY**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**MUSICIAN (CEREMONY)**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**MUSICIAN (RECEPTION)**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**PHOTOGRAPHER**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**VIDEOGRAPHER**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**RECEPTION LOCATION**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**TUXEDO RENTAL**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**VOCALIST**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**WEDDING COORDINATOR**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**WEDDING FAVORS**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**MISCELLANEOUS**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**MISCELLANEOUS**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**MISCELLANEOUS**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
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 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**MISCELLANEOUS**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**MISCELLANEOUS**

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Pager: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

# CEREMONY PROGRAM

Use this worksheet to assist you in the creation of your ceremony program. It will also help you record the proper spelling of your wedding party's names.

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_

**Location of Ceremony:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Name of Location: \_\_\_\_\_

**Location of Reception:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Name of Reception: \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_ **Ceremony Time:** \_\_\_\_\_ **Reception Time:** \_\_\_\_\_

**Celebrants/Officiants:** \_\_\_\_\_

**Bride's Mother:** \_\_\_\_\_ **Bride's Father:** \_\_\_\_\_

**Groom's Mother:** \_\_\_\_\_ **Groom's Father:** \_\_\_\_\_

**Maid/Matron of Honor:** \_\_\_\_\_ **Honor Attendants:** \_\_\_\_\_

**Best Man:** \_\_\_\_\_ **Best Man Attendants:** \_\_\_\_\_

**Bridesmaids:**

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**Bridesmaids Attendants:**

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**Groomsmen/Ushers:**

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**Groomsmen/Ushers Attendants:**

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**Junior Bridesmaids:**

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**Junior Groomsmen:**

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**Flower Girls:**

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**Ring/Coin Bearers:**

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**Reader 1:**

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**Organist/Pianist:**

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**Guest Book Attendant:**

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**Miscellaneous Wedding Party Members:**

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**Reader 2:**

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**Wedding Coordinator:**

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**Runner Attendant:**

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**Wedding Party Members Description:**

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## WEDDING BUDGET

The following percentages are not set in stone — they are merely suggestions. You can vary these numbers depending on which aspects of the wedding are more important to you. Also, you may be fortunate enough to have a kind relative or friend provide free services that will further affect the budget.

| Typical % of Budget | Description   | Amount | Estimate | Actual |
|---------------------|---|--------|----------|--------|
| <b>50%</b>          | <b>RECEPTION</b><br>Food.....<br>Drinks.....<br>Cake.....<br>Location Fee.....<br>Service Fee.....<br><i>(Wait staff, bartenders, and valet)</i><br>Rentals (tables, chairs, etc.).....<br>Decorations (other than floral).....<br>Other: _____<br>Other: _____<br>Other: _____ |        |          |        |
|                     | <b>TOTAL:</b>   |        |          |        |
| <b>10%</b>          | <b>ATTIRE</b><br>Bridal Dress.....<br>Tuxedos.....<br>Headpiece/Veil.....<br>Jewelry (other than wedding rings).....<br>Shoes.....<br>Garter.....<br>Accessories.....<br>Other: _____<br>Other: _____<br>Other: _____   |        |          |        |
|                     | <b>TOTAL:</b>   |        |          |        |
| <b>8%</b>           | <b>PHOTOGRAPHY/VIDEOGRAPHY</b><br>Photographer.....<br>Videographer.....<br>Albums.....<br>Other: _____<br>Other: _____<br>Other: _____   |        |          |        |
|                     | <b>TOTAL:</b>   |        |          |        |
| <b>7%</b>           | <b>MUSIC</b><br>Disc Jockey.....<br>Band/Musicians for Ceremony.....<br>Band/Musicians for Reception.....<br>Other: _____<br>Other: _____<br>Other: _____   |        |          |        |
|                     | <b>TOTAL:</b>   |        |          |        |
| <b>6.5%</b>         | <b>MISCELLANEOUS</b><br>Marriage License.....<br>Taxes.....<br>Tips.....<br>Other: _____<br>Other: _____  |        |          |        |
|                     | <b>TOTAL:</b>   |        |          |        |

6%

**FLORAL/DECORATIONS**

|  |       |                      |                      |
|--|-------|----------------------|----------------------|
| Bouquets.....  | _____ | _____                | _____                |
| Boutonnieres.....                                      | _____ | _____                | _____                |
| Corsages for the Mothers.....                          | _____ | _____                | _____                |
| Ceremony Flowers.....                                  | _____ | _____                | _____                |
| Reception Flowers, Table Centerpieces, Cake Table..... | _____ | _____                | _____                |
| Other: _____   | _____ | _____                | _____                |
| Other: _____   | _____ | _____                | _____                |
| Other: _____   | _____ | _____                | _____                |
| <b>TOTAL:</b>  |       | <input type="text"/> | <input type="text"/> |

5.5%

**STATIONARY**

|                                |       |                      |                      |
|--------------------------------|-------|----------------------|----------------------|
| Announcements.....             | _____ | _____                | _____                |
| Wedding Invitations.....       | _____ | _____                | _____                |
| RSVP Cards.....                | _____ | _____                | _____                |
| Calligraphy.....               | _____ | _____                | _____                |
| Thank You Cards.....           | _____ | _____                | _____                |
| Stamps.....                    | _____ | _____                | _____                |
| Reception Napkins/Matches..... | _____ | _____                | _____                |
| Other: _____                   | _____ | _____                | _____                |
| Other: _____                   | _____ | _____                | _____                |
| Other: _____                   | _____ | _____                | _____                |
| <b>TOTAL:</b>                  |       | <input type="text"/> | <input type="text"/> |

2%

**RINGS**

|                            |       |                      |                      |
|----------------------------|-------|----------------------|----------------------|
| Bride's Wedding Rings..... | _____ | _____                | _____                |
| Groom's Wedding Ring.....  | _____ | _____                | _____                |
| Other: _____               | _____ | _____                | _____                |
| <b>TOTAL:</b>              |       | <input type="text"/> | <input type="text"/> |

2%

**TRANSPORTATION**

|                                      |       |                      |                      |
|--------------------------------------|-------|----------------------|----------------------|
| Transportation to the Ceremony.....  | _____ | _____                | _____                |
| Transportation to the Reception..... | _____ | _____                | _____                |
| Guests Transportation.....           | _____ | _____                | _____                |
| Other: _____                         | _____ | _____                | _____                |
| Other: _____                         | _____ | _____                | _____                |
| <b>TOTAL:</b>                        |       | <input type="text"/> | <input type="text"/> |

2%

**GIFTS**

|                                |       |                      |                      |
|--------------------------------|-------|----------------------|----------------------|
| Wedding Favors.....            | _____ | _____                | _____                |
| Gifts for the Bridesmaids..... | _____ | _____                | _____                |
| Gifts for the Groomsmen.....   | _____ | _____                | _____                |
| Gifts for the Parents.....     | _____ | _____                | _____                |
| Gifts for each other.....      | _____ | _____                | _____                |
| Other: _____                   | _____ | _____                | _____                |
| Other: _____                   | _____ | _____                | _____                |
| <b>TOTAL:</b>                  |       | <input type="text"/> | <input type="text"/> |

1%

**CEREMONY**

|                                  |       |                      |                      |
|----------------------------------|-------|----------------------|----------------------|
| Ceremony Location Fees.....      | _____ | _____                | _____                |
| Officiant's Fee or Donation..... | _____ | _____                | _____                |
| Other: _____                     | _____ | _____                | _____                |
| Other: _____                     | _____ | _____                | _____                |
| <b>TOTAL:</b>                    |       | <input type="text"/> | <input type="text"/> |
| <b>GRAND TOTAL:</b>              |       | <input type="text"/> | <input type="text"/> |

## WHO PAYS FOR WHAT

The tradition of “who pays for what” has changed somewhat, especially in today’s modern world of dual income and independent couples who pay for the entire wedding themselves. For those who still consider tradition important in financing the wedding, you’ll find this outline helpful in “assigning” expense responsibilities.

### BRIDE

- Groom's wedding ring
- Groom's wedding gift
- Gifts for the bridal attendants
- Bridal attire and accessories
- Wedding consultant
- Bridal luncheon

### GROOM

- Bride's engagement and wedding ring
- Bride's wedding gift
- Gifts for the groom's attendants
- Marriage license
- Officiant's fee
- Groom's attire
- Boutonnieres for groom's attendants
- Honeymoon expenses

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### BRIDE'S FAMILY

- Wedding invitations and announcements
- Transportation of bridal party from ceremony to reception
- Wedding reception
- Florals for ceremony, reception, bridal bouquet, bridesmaids' bouquet, corsages and boutonnieres for family
- Photography
- Videography
- Musical entertainment

### GROOM'S FAMILY

- Rehearsal dinner
- Boutonnieres and corsages for immediate family members

---

### ATTENDANTS

- Rental or purchase of wedding attire
- Travel expenses to and from wedding city
- Wedding gift for the wedding couple
- Bridal/Coed shower
- Bachelor/Bachelorette party

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |

**Tasks to be done 7 to 12 months before the wedding**

**CHECK DESCRIPTION**

- Formally Announce your Engagement** by having both families meet. Don't forget to notify the local newspaper and announce your engagement in print!
- Select the Date!** Consider a date that will accommodate your family and friends, such as the summer months when kids are out of school and when most individuals plan their annual vacations. Also, when considering a date near a major holiday, keep in mind that most reception locations increase their prices and are booked well in advance. If you set a date near a holiday or at least one year in advance, think about mailing a "Save the Date" card to your guests so that they can make the necessary accommodations.
- Determine your Budget.** Be realistic when creating the budget. Determine WHO is paying for the wedding: the bride's family, the Groom's family, the couple or a combination of the above. Highlight the one or two items that will mean the most to the both of you and budget the other items around these one or two major items.
- Book the Officiant.** Make sure that whomever you want to marry you both is available. Reserve both the wedding and reception locations. Reserving the location of both your wedding ceremony and reception is one of the most important tasks that must be done once an engagement is announced. If the date of the wedding is in close proximity to a holiday, this task becomes even more pertinent.

*7-12 Month Tasks Continued...*

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |

**Tasks to be done 7 to 12 months before the wedding**

**CHECK DESCRIPTION**

- Hire the wedding consultant.** If you are considering using a wedding consultant, conduct your interviews now. Make sure you choose a consultant who is not only professional and a member of an accredited wedding consultant association but someone who is amiable and easy to work with.
- Purchase a handy wedding planner.** You can't plan a wedding without a trusty wedding planner. Trust us! Make sure the planner contains pages on which you can take notes, a daily calendar to keep you on time and pockets to hold those ever-important receipts! In today's technological world, consider a wedding planning software program as a helpful companion that will assist you in maintaining the guest list and tracking the "thank you" notes. Some software programs will even help with the seating assignments!
- Compile the guest list.** Although this SHOULD be one of the fun aspects of planning a wedding, it often becomes the basis of many heated debates. Also, keep in mind that the length of the guest list is often in direct correlation with the budget.
- Select members of your wedding party.** Honor your family and friends by selecting them to stand next to you both on your special day.

*7-12 Month Tasks Continued...*

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 10 months before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |

## Tasks to be done 7 to 12 months before the wedding

### CHECK DESCRIPTION

- Choose the caterer.** If you are evaluating a caterer, make sure to sample their menu and personally meet with the caterer. Obtain references and inquire the Better Business Bureau on their professional history.
- Book the photographer.** Don't take these professionals for granted! Good photographers are booked quickly! Ask the right questions and view their portfolio. Keep in mind that he/she is responsible for capturing the formal and candid moments of your day that will last a life time. Be picky!
- Book the videographer.** More and more couples are opting to capture their wedding day on celluloid in addition to photo paper. Again, ask the right questions and view some sample wedding videos. Make sure the videographer you interview will be the ACTUAL professional who will be there at your wedding.
- Hire the florist.** Considered to comprise one of the biggest shares of the budget "pie." The florist makes it his/her job to assist you in color coordination and bouquet arrangements.

*7-12 Month Tasks Continued...*

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 9 months before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |

## Tasks to be done 7 to 12 months before the wedding

### CHECK DESCRIPTION

- Book the entertainment for both the ceremony and reception.** Evaluate demo tapes of the entertainment whether it's a DJ, harpist, soloist, string quartet or live band. Make sure to discuss different music genres in their repertoire. Also, discuss which songs to play during the processional, ceremony and recessional.
- Order the wedding gown, veil, shoes and other accessories.** The earlier you choose and order your gown, the better off you will be. You want to receive the wedding gown for final fitting weeks in advance... with time to spare.

## Additional tasks to be done 7 to 12 months before the wedding

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

7-12 Month Tasks Continued...

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 8 months before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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## Additional tasks to be done 7 to 12 months before the wedding

**CHECK**    **DESCRIPTION**

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

*7-12 Month Tasks Continued...*

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 7 months before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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## Additional tasks to be done 7 to 12 months before the wedding

CHECK DESCRIPTION

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| <input type="checkbox"/> | _____ |

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 6 months before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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## Tasks to be done 4 to 6 months before the wedding

### CHECK DESCRIPTION

- Shop and order Wedding Party Dresses and Tuxedos.** If some members of the wedding party live far away, tailor shops and bridal shops in their area can take their measurements. Have each member of the wedding party mail their measurements to your bridal or tuxedo shop.
- Reserve Rental Equipment.** If you are planning an outdoor ceremony and/or reception, make sure to reserve the tables, chairs and tents now.
- Order the wedding cake.** This is the fun part! Shop the local bakers and make sure you sample their "sweet" perfections. Peruse their portfolios and consider referrals from others. Discuss the colors and design of the cake to match the look and formality of the wedding.
- Order Wedding Stationery.** Includes wedding invitations, RSVP cards, thank you cards, and place cards.
- Make Honeymoon Reservations.** Make sure you have a current passport for international destinations.
- Make a Doctor's Appointment, if necessary.** If your state requires a blood test, arrange the test now.

*4-6 Month Tasks Continued...*

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 5 months before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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## Tasks to be done 4 to 6 months before the wedding

### CHECK DESCRIPTION

- Book transportation.** Reserve any special transportation needed on the day of the wedding: limos, horse-drawn carriage, Rolls Royce, etc.
- Reserve accommodations for out-of-town guests.** Most hotels will offer group discounts if you block/reserve several rooms for your out-of-town guests.

## Additional tasks to be done 4 to 6 months before the wedding

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

7-12 Month Tasks Continued...

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 4 months before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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## Additional tasks to be done 4 to 6 months before the wedding

**CHECK**    **DESCRIPTION**

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 3 months before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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## Tasks to be done 2 to 3 months before the wedding

### CHECK DESCRIPTION

- Finalize the guest list.** Approximately 20% of your guest list will not be able to attend the wedding.
- Meet with caterer and/or banquet manager.** Finalize the menu and room decorations.
- Meet with officiant.** Discuss any special readings for the wedding ceremony. Make copies of these readings and forward to those who you have asked to do the reading so they have plenty of time to practice.
- Arrange gown final fitting.** Make sure you bring along the shoes and lingerie that you will wear on your wedding day. You want to make sure EVERYTHING looks just right!
- Write your vows.** It takes time to express your love for one another on paper.
- Arrange rehearsal dinner.** The rehearsal dinner allows close family and friends from both sides to meet each other, some for the first time. The rehearsal dinner is usually a casual affair and never as formal an event as the actual wedding. You can host it at a family member's home, a small restaurant or banquet hall.

*2-3 Month Tasks Continued...*

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 2 months before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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## Tasks to be done 2 to 3 months before the wedding

### CHECK DESCRIPTION

- Purchase wedding favors.** Contrary to popular belief, wedding favors (the gifts that each guest takes home with her to remember the day) are not required. If you choose to provide these gifts to commemorate your event, there are many choices available from the quintessential Jordan almonds to small wine bottles emblazoned with your picture on its label.
- Purchase wedding party gifts.** You can thank your wedding attendants by purchasing accessories they can wear on the day of the wedding such as cuff links, earrings or purses.
- Purchase the wedding bands.** It can be something simple or absolutely extravagant. Most importantly, the wedding bands are the tangible expression of your love for one another.

## Additional tasks to be done 2 to 3 months before the wedding

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

2-3 Month Tasks Continued...

# WEDDING SCHEDULER

Month/Year: \_\_\_\_\_

~ 1 month before the wedding ~

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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## Tasks to be done 1 month before the wedding

### CHECK DESCRIPTION

- Obtain the marriage license.** You can usually obtain the license up to 30 days in advance. Gift for each other. Just to say "I love you."
- Purchase the guest book.** Place the guest book at the entrance to the reception room so that each one of your guests can write a special message.
- Organize wedding programs.** More and more couples are creating programs that will be passed out before the wedding ceremony. The program outlines the ceremony's agenda, its readings and its participants. Most importantly, it can assist those guests who are not of the same religion or faith.
- Change your last name.** If you plan to change your last name, consider your driver's license, passport, credit cards and bank accounts.
- Send wedding announcements to newspapers.** Let the local newspapers announce your wedding.
- Mail wedding invitations.** Allow your guests enough time to make the necessary arrangements.
- Inform post office of change in address.** A simple form filled out early enough will not interrupt your mail service.
- Arrange trial-runs.** Meet with your hair stylist and/or make up artists for a run-through.
- Send out thank you notes.** You may receive wedding gifts well before the actual wedding day. Not only is a "thank you" expected by the gift-giver but it also acknowledges the fact that you actually received the gift.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
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**The Month of the Wedding**

**CHECK DESCRIPTION**

- Pick up wedding dress.** Make sure the wedding dress is stuffed to preserve its shape and covered with a protective bag.
- Finalize seating assignments.** Involve both sets of parents. They can inform you of any rifts between family and/or friends.
- Finalize the guest count.** Inform caterer or banquet manager of the final guest count.
- Write speeches.** A speech during the rehearsal dinner and wedding reception are both expected. A simple "thank you" for those who have shared in the day's festivities and who have come near and far to witness the love and commitment you have for one another should suffice.
- Address wedding announcements.** Announcements are for those family and friends who were not able to attend the wedding.
- Make hair and make up appointment.**
- Pack for the Honeymoon.**

*Continued...*



## ORDER OF EVENTS AT RECEPTION

The following is the order of events most commonly used at a traditional Wedding Reception.

| Time  | Event  |
|-------|--|
| _____ | <b>Cocktail Period</b><br>By beginning with a cocktail period, you will give your guests a chance to gather at the reception facility, deposit their gifts, and meet and mingle with other guests. It will also provide time for lost guests to find their way to the reception. Meanwhile backstage, this time can be used by the photographer to take portraits of the wedding party. If desired, the bridal couple can arrange to eat at this time, ensuring that they will indeed get to eat, thus freeing up their time to mix and mingle with guests later on during the lunch/dinner portion of the reception. The cocktail reception usually takes place outside the reception hall. |
| _____ | <b>Receiving Line</b><br>The bridal couple opens up the reception hall with a receiving line and invites everyone inside. This will ensure that the bridal couple will have the opportunity to greet each guest at least once during the festivities. The reception line traditionally includes the bridal couple, the couples' parents, the best man, the maid-of-honor, and any special guests.  |
| _____ | <b>Introduction of the Wedding Party</b><br>Once the guests are inside the reception hall, the wedding party is then introduced by the emcee as they parade inside. First comes the groomsmen and bridesmaids, then the flower girls and ring bearer, the parents, and the bridal couple.  |
| _____ | <b>Dancing (option #1)</b><br>Most experts suggests "that the First Dance, Father and Daughter Dance, etc. occur before dinner immediately upon the Bride & Groom's introduction to the reception area, for several good reasons. Primarily, it allows the dancing to begin much earlier in the reception thereby eliminating a lull in activities that so often happens. Once the bride and groom, the parents and attendants have danced, some guests will feel more comfortable dancing while others may be eating or in a buffet line. This will allow many of the guests who know how to ballroom and Latin dance to do so on a non-congested dance floor."                             |
| _____ | <b>Toasts</b><br>The best man will then make the first toast, followed by the maid-of-honor, the father-of-the-groom and the father-of-the-bride. If they so choose, the bridal couple can make a speech thanking the guests for coming, the parents for paying, and anything else they may wish to say.   |
| _____ | <b>Lunch/Dinner is Served</b><br>During this time, the bride and groom (if they have already eaten) can mingle and make informal visits to each table, or even have table pictures taken by the photographer. If guests wish to make speeches, sing songs, tell jokes, do a skit, this would be the ideal time.  |
| _____ | <b>Dancing (option #2)</b><br>If the bride and groom haven't danced their first dance yet, they may now take the opportunity to open up the dance floor with their first dance. Then the father/daughter dance, then the mother/son dance. The attendants then join in the dancing and then the guests are invited to dance as well.   |
| _____ | <b>Cake Cutting</b><br>The bride and groom cut the cake for dessert. Additional toasts may be made at this point.  |
| _____ | <b>Bouquet &amp; Garter Toss</b>   |
| _____ | <b>Dancing</b>   |
| _____ | <b>Departure of the Bridal Couple</b>  |
| _____ | <b>Departure of the Guests</b>   |

In structuring your reception timeline, make sure to consult with your photographer, your disc jockey or musicians, your reception facility representative and/or caterer, and your bridal consultant if you have one. Also make sure your master of ceremonies is familiar with the scheduling of events.

## GUEST LIST & TABLE ASSIGNMENTS

Due to space limitations, we only included one page each of the guest list and the table assignments for the reception worksheets. Since every wedding has differing number of guests (thus requiring varying amounts of pages in the worksheets) we felt the best approach is to have the user print or copy the pages as many times as they require. This can be done by going to the file menu on the toolbar, selecting print, selecting the page number of the guest List or table assignments for the reception worksheet under print range, then selecting the number of copies under copies. Alternatively, you can take the pages and have them copied as many times as needed on a copier.

*Continue on to the next page...*

# GUEST LIST

| Guest # | Contact  | RSVP | Table # | Gift Received | Thank You Card Sent |
|---------|----------|------|---------|---------------|---------------------|
|         | Name:    |      |         |               |                     |
|         | Address: |      |         |               |                     |
|         | Phone:   |      |         |               |                     |
|         | Email:   |      |         |               |                     |
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# TABLE ASSIGNMENTS

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## DISC JOCKEY FORM

Use this form when selecting a Disc Jockey. This form contains the Disc Jockeys information and important questions to ask when interviewing.

| Information  | Disc Jockey #1 | Disc Jockey #2 | Disc Jockey #3 |
|--|----------------|----------------|----------------|
| Company Name:  |                |                |                |
| Contact Name:  |                |                |                |
| Address:   |                |                |                |
| Phone:   |                |                |                |
| Email:   |                |                |                |
| Website:   |                |                |                |
| 1. Will you personally be the DJ for our reception?  |                |                |                |
| 2. <b>If the answer is no:</b><br><br>When can we meet the DJ who will work at my reception so I can see if I feel comfortable with that person/ see if we are on the same wavelength? |                |                |                |
| 3. <b>If you are not talking to the disc jockey, also ask:</b><br><br>If the disc jockey we want no longer works for your company when our wedding comes up, what will you do?         |                |                |                |
| 4. <b>If you are talking to the disc jockey that will work at your reception:</b><br><br>Do you DJ full-time?  |                |                |                |
| 5. What do you do the rest of the week?  |                |                |                |
| 6. What kind of experience, background, and education do you have?   |                |                |                |
| 7. Have you received any formal classroom training as a disc jockey?   |                |                |                |
| 8. How long have you been a disc jockey? How many Weddings?  |                |                |                |
| 9. Have you handled events of my type and size before?   |                |                |                |
| 10. What are the reasons you think we should hire you?   |                |                |                |
| 11. Do you also Emcee the reception?   |                |                |                |
| 12. How many consultations do you provide in your package prices?  |                |                |                |
| 13. Do you provide an entertainment planner?   |                |                |                |
| 14. Do you come to my home or business to go over the Planner?   |                |                |                |
| 15. What time do you arrive to setup your equipment?   |                |                |                |
| 16. Hours of service:  |                |                |                |
| 17. Do you wear a suit and tie?  |                |                |                |
| 18. How many songs do you have in your library?  |                |                |                |
| 19. What format is your music in? (Records, cassettes, CD's, Laptop)   |                |                |                |
| 20. Do you provide cocktail/ dinner music?   |                |                |                |

|   |  |  |  |
|---|--|--|--|
| 21. Do you provide a wireless microphone for speeches?            |  |  |  |
| 22. What kind of lighting do you have?                            |  |  |  |
| 23. How many people do you bring with you to the event?           |  |  |  |
| 24. Is a deposit required? If so, how much?                       |  |  |  |
| 25. When is the deposit due?                                      |  |  |  |
| 26. When is the final payment due?                                |  |  |  |
| 27. Is gratuity included in the price?                            |  |  |  |
| 28. If not, what is the percentage of the service charge?         |  |  |  |
| 29. What is the overtime charge?                                  |  |  |  |
| 30. Are there any additional charges not mentioned? (i.e. travel) |  |  |  |
| 31. Do you provide a written contract and guarantee?              |  |  |  |
| 32. What are the refunds/cancellation terms?                      |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 1:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 1:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 2:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 2:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 3:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 3:</b> |  |  |  |

|   |  |  |  |
|---|--|--|--|
| <b>A question to ask yourself:</b> Has the Disc Jockey addressed your personal concerns satisfactory? |  |  |  |
|---|--|--|--|

## FLORIST FORM

Use this form when selecting a Florist. This form contains the Florists information and important questions to ask when interviewing.

| Information  | Florist #1 | Florist #2 | Florist #3 |
|--|------------|------------|------------|
| Company Name:  |            |            |            |
| Contact Name:  |            |            |            |
| Address:   |            |            |            |
| Phone:   |            |            |            |
| Email:   |            |            |            |
| Website:   |            |            |            |
| 1. Will you personally be the florist for our reception?   |            |            |            |
| 2. <b>If the answer is no:</b><br><br>When can we meet the florist whose work I am seeing so I can see if I feel comfortable with that person/ see if we are on the same wavelength? |            |            |            |
| 3. <b>If you are not talking to the disc jockey, also ask:</b><br><br>If the florist we want no longer works for your company when our wedding comes up, what will you do?           |            |            |            |
| 4. <b>If you are talking to the disc jockey that will work at your reception:</b><br><br>Are you a full-time florist?  |            |            |            |
| 5. What do you do the rest of the week?  |            |            |            |
| 6. What kind of experience, background, and education do you have?   |            |            |            |
| 7. Have you received any formal classroom training as a florist?   |            |            |            |
| 8. Where do you get your inspirations?   |            |            |            |
| 9. Have you handled events of my type and size before?   |            |            |            |
| 10. What are the reasons you think we should hire you?   |            |            |            |
| 11. Do you have a portfolio and a list of referrals?   |            |            |            |
| 12. Is this your recent work I am seeing?  |            |            |            |
| 13. How many weddings have you serviced?   |            |            |            |
| 14. How many weddings do you do per year? How many per day?  |            |            |            |
| 15. What makes your arrangements better or different than the rest?  |            |            |            |
| 16. Off the cuff, what types of flowers would you suggest given my wedding colors, location, and time of year?   |            |            |            |
| 18. If the flowers I want are not available, what is your substitution policy?   |            |            |            |
| 20. Can I add items at the last minute?  |            |            |            |

|  |  |  |  |
|--|--|--|--|
| 21. Do you design items for double use? (i.e. arch sprays for center...) |  |  |  |
| 22. Where do you perform the design?                                     |  |  |  |
| 23. Do you own large coolers to store flowers?                           |  |  |  |
| 24. How many days in advance do you put everything together?             |  |  |  |
| 25. Do you rent special equipment such as urns, arbors, linens, etc.?    |  |  |  |
| 26. Do you provide any other services such as linens, chair covers, et?  |  |  |  |
| 27. Do you decorate the cake with flowers or the cake baker?             |  |  |  |
| 28. What time do you arrive to setup your equipment?                     |  |  |  |
| 29. Hours of service?  |  |  |  |
| 30. Do you own vans or vehicles for delivery?                            |  |  |  |
| 31. Have you worked at my church or rental facility before?              |  |  |  |
| 32. Do you perform any on-site evaluation for decoration?                |  |  |  |
| 33. Do you have people to help you with the design and/or setup?         |  |  |  |
| 34. Can you delivery and set-up within the time frames allowed?          |  |  |  |
| 35. Can you disassemble in the time allowed?                             |  |  |  |
| 36. Do you provide a written contract and guarantee?                     |  |  |  |
| 37. What are your policies regarding delivery times?                     |  |  |  |
| 38. How do you price your flowers?                                       |  |  |  |
| 39. What are your delivery and set-up costs?                             |  |  |  |
| 40. Can you provide me an estimate within 2 days?                        |  |  |  |
| 41. Is a deposit required? If so, how much?                              |  |  |  |
| 42. When is the deposit due?   |  |  |  |
| 43. May I make partial payments?   |  |  |  |
| 44. When is the final payment due?                                       |  |  |  |
| 45. Is gratuity included in the price?                                   |  |  |  |
| 46. If not, what is the percentage of the service charge?                |  |  |  |
| 47. What percentage are the taxes?                                       |  |  |  |
| 48. What is the overtime charge?   |  |  |  |
| 49. Are there any additional charges not mentioned?                      |  |  |  |
| 50. What are the refund/cancellation terms?                              |  |  |  |
| 51. What is the average cost of wedding flowers by YOUR clients?         |  |  |  |
| 52. Do you charge for consultations?                                     |  |  |  |
| 53. How do I book your service?  |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 1:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 1:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 2:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 2:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 3:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 3:</b> |  |  |  |

|   |  |  |  |
|---|--|--|--|
| <b>A question to ask yourself:</b> Has the Florist addressed your personal concerns satisfactory? |  |  |  |
|---|--|--|--|

## HOW TO INTERVIEW A CATERER

Here are a Number of Great Tips and Some Sample Questions to Ask Your Prospective Caterer.

Many people discover that their catered event is the biggest expense of their wedding or party. The cost of your wedding reception or party includes the food, beverages, kitchen staff, wait staff, rentals, the decorations, and the cost of the reception site itself. About 50% of a couple's wedding costs are the reception. It is very important to know how to interview and to choose a caterer.

### 1. SITE/AVAILABILITY

When you are selecting a facility such as a winery, hotel, country club, park, resort, reception hall, or restaurant you need to know whether the site includes the caterer. Some reception/facility sites have their own in-house caterer and they do not allow outside caterers to provide the food on their site. The site that you choose should match the formality of the event, the theme of your wedding/event, the type of food that you want to provide, and your budget. You may want to reserve a site where you have the freedom to choose your own caterer.

### 2. IS YOUR EVENT/WEDDING RECEPTION INDOORS OR OUTDOORS?

This is important to know what facilities are available at your site. Some facilities do not have sinks, kitchens, ovens, stoves, or barbecues for the caterers to work out of. In terms of the weather and the menu, the food may need to be kept hot or cold.

### 3. PICK A DATE!

Once you have figured out if you need to hire an off-premise caterer, then you need to find out if they are available on the day of your event or wedding. The caterer you want could already be booked for an event on the same day of your affair. You should try to book your caterer at least 6-12 months in advance of your event.

### 4. BUDGET

Now you need to decide if they can work within your budget!

- What is your budget for your catered event?
- Most caterers require an initial deposit to hold the date of your event. Is there a deposit required? What is the initial deposit and when is it due?
- Are installments or payment plans available?
- When is the final payment due for the catering?
- Is there a gratuity or service charge? How much are the taxes?
- How many hours of service does the caterer include in their overall cost?
- How much extra will it be if my event runs overtime?
- What does the caterer include in the price (e.g., set-up, clean up, staff, food, rentals, etc.)?

### 5. EXPERIENCE

- How long has the caterer been in business? Ask them about their experience, background, and culinary education.
- Have they catered weddings or your type of event previously? Have they handled the amount of guests that you have invited?
- Can they handle small or large events? What is the number of guests of the largest event that they have managed?

## HOW TO INTERVIEW A CATERER

### 6. LICENSE/LIABILITY/HEALTH

- Are they licensed?
- Are they insured?
- Do they have health permits?

### 7. ALCOHOL

- Do they have a liquor license to purchase alcohol? If no, are they willing to serve your alcohol? Does your caterer provide bartender(s) to serve your beverages? How much extra is this service?
- Is there a corkage fee for serving my own wine?
- Is champagne service included for my wedding toast?
- Are the beverages served at the bar, buffet style, and do the wait staff refill drinks at the tables?

Ice; don't forget that you may need ice for the keg, bar, carafes of water. A good rule of thumb is 1/2 of pound of ice per guest. You may need extra ice in really hot weather.

### 8. RENTALS/EQUIPMENT

- What rentals are needed for your event?
- Is the rental equipment provided through the catering company or through a rental company?

There are many details to consider such as tables, and chairs, plates, napkins, table linens, chaffers, glassware, sternos, silverware, serving pieces, tents, etc. Some people choose to use plastic flatware and paper plates in order to save money.

Rental costs add up quickly if you rent extra silverware such as salad and dessert forks, bread/butter knives, dessert spoons, along with the basic table setting of forks, knives, and spoons.

There are many different grades of silverware, tableware, glassware, etc, and different colors of linens to choose from. You need to make some choices and find out the price differences for your rentals. Your caterer can help you figure out what items that you need to rent.

Request to see samples of equipment to make sure it is what you want, that's it's not old, chipped, or in poor condition.

Most caterers charge you for rental equipment. Some caterers include the cost of rentals along with their food prices per guest.

### 9. HEADCOUNT

Prices are usually based on the number of guests that you plan to invite to your wedding or event. The caterer will need an initial headcount or a rough idea of the amount of your guests.

- When does the caterer need to know the final headcount? When you send out your invitations, keep in mind that the most caterers want a final count 1-2 weeks before your event.
- Does the headcount include other wedding/party vendors, such as the DJ, Band, Wedding Consultant, and Photographer?
- Is there a price difference for the children and the wedding/party professionals?
- Is there some place else for the vendors to eat, out of site from your guests?

## HOW TO INTERVIEW A CATERER

### 10. MENUS

- Do they have set menus or can they customize menus according to the theme or style of your event?
- Can they provide special menus such as vegetarian cuisine, kosher cuisine, or are they able to accommodate guests with food allergies.

### 11. SERVICE

- What methods do you want your food/beverages served?
- Are the hors d'oeuvres passed around to the guests by the wait staff or are the hors d'oeuvres stationary (sitting on a table)?
- What style do you want your main meal served? Types to consider are buffet, seated or sit-down, French, Russian, and family styles. Ask your caterer about different styles of service that they provide. Specify what services are included and what details that they do not handle.

#### SERVING STYLES:

1. Seated or standard sit-down service is when the food is plated and portioned in the kitchen and the guest is served the plate of food while sitting down at the table.
2. Russian Style is where the food is plattered and the server portions and serves each guest a portion of the entrée, starch, and vegetable, served with a fork and spoon.
3. French Style is when the food is plattered tableside. The platters are presented to the guests and the guests pass and serve themselves. This requires more space and service can be slow.
4. Family Style is when the food is in bowls and on platters in the middle of the table and the guests help themselves.
5. Buffet style is when the people stand in a food line.

- Does your caterer provide servers or is the buffet self serve?
- Does the catering include wedding cake service or do you have to hire someone to cut and serve the cake?

### 12. DRESS CODE FOR THE WAIT STAFF

Is it formal or casual? The attire should reflect the formality/theme of your event. The staff may wear tuxedo shirts with bow ties and blank pants or skirts. Butler style is when the waitpersons wear white gloves. If you are having a Hawaiian theme party, ask your caterer to have the wait staff wear Hawaiian shirts.

### 13. RATIO

What is the staff to guest ratio? Generally, there should be at least one server per 30 guests for a buffet and one server per 20 guests for a sit-down dinner. However, it depends on how formal or complicated the event is. The ratio may be reduced, depending on these factors. A lavish six-course, sit-down dinner may require one server per 10-12 guests. Discuss the staff to guest ratio with your caterer.

## HOW TO INTERVIEW A CATERER

### 14. FOOD

- Does the caterer use fresh ingredients/produce or does he/she use canned or frozen ingredients?
- Who are their food/produce suppliers?
- Do they bake their own breads/desserts or do they contract out to bakeries/chefs?

Generally speaking, the price of food includes all of the ingredients, preparation, and transportation of the food to your site.

Discuss portion sizes and the amount of food that needs to be prepared.

### 15. CONTRACT/REFUNDS/CANCELLATIONS

- Request a contract or proposal.
- What are the general terms of the contract?
- What is their cancellation policy?
- Is your deposit refundable if your wedding/event is cancelled?

Read all of the fine print including their cancellation policy, price per person, service charges, and taxes.

After you read the contract make sure all parties that are involved sign it. Be ready to put down an initial deposit.

#### THE CONTRACT SHOULD INCLUDE:

1. The date, time, location of the event, and hours of service provided by the caterer.
2. The date that you need to provide the final headcount.
3. The list of services provided (e.g. buffet, sit-down meal, bar service, wedding cake service, etc.)
4. The menu that you have selected.
5. The fees, including any extra expenses, a payment schedule, and when the final balance is due.
6. The name of the caterer handling the event.
7. Finally, your contract should include the caterer's cancellation policy.

### 16. CUSTOMER SERVICE

Talk to your caterer on the phone. Request the menus ahead of time. Then, schedule an appointment and meet with your prospective caterer in person.

- How does your caterer deal with you?
- Do you feel comfortable with your caterer?
- Does your caterer communicate with you effectively and is he/she helpful?

Your caterer should be available by appointment and by phone to answer any questions that you may have.

## HOW TO INTERVIEW A CATERER

### 17. TASTING

Will your caterer provide an initial tasting/consultation? Some caterers will ask you to come in for a free tasting. Others will charge a fee. Some caterers will ask you to come into their restaurant if you want to try the food. However, some caterers do not provide tastings at all. They will give you references and show you pictures of their presentations of food. Be aware that preparing a meal for a few people and a few hundred is very different in the quantity, holding, and the transportation of the food.

Judging the food at the caterer's kitchen is not always a true example of the food that is served at an event.

If you do go in for a tasting, ask your caterer is the tasting for free or does he/she charge a fee for the sampling?

- How many people can I bring to the tasting?

Don't assume that you can bring 5 or 6 people to a tasting. Tastings are expensive and complicated to provide for the caterer. Ask if you can bring someone along, such as the bride or groom.

### 18. REFERENCES

Request references from your caterer. Ask your friends, family, or colleagues for recommendations of caterers that they have employed for their events.

Some caterers will provide you with letters of references or phone numbers of clients that are willing to share their past experience with your caterer.

Request to look at pictures of events that they have done in the past.

Ask the client questions about the quality of the food, if they were satisfied with the wait staff/service, and ask about the overall presentation of the event.

### 19. LEFTOVERS

- What is your caterer's leftover policy? Do not assume that all of the leftovers are automatically yours. Most caterers make extra food for unexpected guests and to feed their staff. You are paying per person, much like a restaurant. However, some brides/grooms/hosts do not have time to eat during their reception/event. Therefore, some caterers will provide a leftover basket of their food. The couple can have a romantic picnic for two on their honeymoon and enjoy themselves when all of the commotion is over with.

**GOOD LUCK AND BON APPETIT!**

## CATERER FORM

Use this form when selecting a Caterer. This form contains the Caterer information and important questions to ask when interviewing.

| Information   | Caterer #1 | Caterer #2 | Caterer #3 |
|---|------------|------------|------------|
| <b>Company Name:</b>  |            |            |            |
| <b>Contact Name:</b>  |            |            |            |
| <b>Address:</b>   |            |            |            |
| <b>Phone:</b>   |            |            |            |
| <b>Email:</b>   |            |            |            |
| <b>Website:</b>   |            |            |            |
| 1. Are you a full time caterer?   |            |            |            |
| 2. What do you do the rest of the week?                                   |            |            |            |
| 3. What kind of experience and education do you have?                     |            |            |            |
| 4. Have you received any formal training as a caterer/chef?               |            |            |            |
| 5. How long have you been a caterer? How many event?                      |            |            |            |
| 6. Have you handled events of my type and size before?                    |            |            |            |
| 7. Why did you choose catering as a career?                               |            |            |            |
| 8. What makes you better or different than another caterer?               |            |            |            |
| 9. What are the reasons you think we should hire you?                     |            |            |            |
| 10. Do you have all the necessary licenses and health permits?            |            |            |            |
| 11. Are you properly insured?   |            |            |            |
| 12. Do you provide tasting consultations/food tastings?                   |            |            |            |
| 13. Is there a fee for such tastings?                                     |            |            |            |
| 14. How many people can I bring along for the tastings?                   |            |            |            |
| 15. What time do you arrive to setup your equipment?                      |            |            |            |
| 16. Hours of service:   |            |            |            |
| 17. What equipment do you provide?  |            |            |            |
| 18. Do you bring backup equipment?  |            |            |            |
| 19. What is the staff to guest ratio?                                     |            |            |            |
| 20. What is the staff dress code? Formal or casual?                       |            |            |            |
| 21. If buffet style is offered, are servers provided or is it self serve? |            |            |            |
| 22. Is there any extra charge for buffet servers? If so, how much?        |            |            |            |
| 23. Do you have a liquor license?   |            |            |            |
| 24. Is there an extra charge for bartenders? If so, how much?             |            |            |            |

|   |  |  |  |
|---|--|--|--|
| 25. Who is supplying the liquor, water, ice, etc.?                    |  |  |  |
| 26. Do you provide cake cutting/serving service?                      |  |  |  |
| 27. Is cake cutting part of the package? If not, what is the cost?    |  |  |  |
| 28. Do you provide the wedding cake?                                  |  |  |  |
| 29. If caterer provides the cake, what is the extra charge?           |  |  |  |
| 30. Is the champagne toasting included? If not, what's the cost?      |  |  |  |
| 31. When is the final headcount due?                                  |  |  |  |
| 32. Does the headcount also include all wedding professionals?        |  |  |  |
| 33. Are there special prices for children?                            |  |  |  |
| 34. Are there special prices for feeding other wedding professionals? |  |  |  |
| 35. Is a deposit required? If so, how much?                           |  |  |  |
| 36. When is the deposit due?  |  |  |  |
| 37. May I make partial payments?                                      |  |  |  |
| 38. When is the final payment due?                                    |  |  |  |
| 39. Is gratuity included in the price?                                |  |  |  |
| 40. If not, what is the percentage of the service charge?             |  |  |  |
| 41. What percentage are the taxes?                                    |  |  |  |
| 42. What is the overtime charge?                                      |  |  |  |
| 43. Is the set-up and clean-up included in the final price?           |  |  |  |
| 44. What are the costs for alcohol and beverages?                     |  |  |  |
| 45. Do you provide linens, tables, chairs, silverware, etc.?          |  |  |  |
| 46. Are the above items included in the basic price?                  |  |  |  |
| 47. If not, what is the extra charge?                                 |  |  |  |
| 48. Do you provide rentals, or are they from another company?         |  |  |  |
| 49. Are there any additional charges not mentioned?                   |  |  |  |
| 50. Do you provide a written contract and guarantee?                  |  |  |  |
| 51. What are the refunds/cancellation terms?                          |  |  |  |
| 52. What is your leftover policy?                                     |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 1:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 1:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 1:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 1:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 3:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 3:</b> |  |  |  |

|   |  |  |  |
|---|--|--|--|
| <b>A question to ask yourself:</b> Has the Caterer addressed your personal concerns satisfactory? |  |  |  |
|---|--|--|--|

## CATERING WORKSHEET

Once you have selected your caterer, use this worksheet to work out the details of your event with your caterer.

| General  | Information |
|--|-------------|
| <b>Name of Caterer:</b>  |             |
| <b>Contact Person:</b>   |             |
| <b>Address:</b>  |             |
| <b>Phone &amp; Mobile Number:</b>  |             |
| <b>Email Address:</b>  |             |
| <b>Web Site Address:</b>   |             |
| <b>Date of Event:</b>  |             |
| <b>Location of Event:</b>  |             |
| <b>Is the Event indoors or outdoors?</b>   |             |
| <b>Address of the event location:</b>  |             |
| <b>Phone number of the location:</b>   |             |
| <b>Directions of the location:</b>   |             |
| <b>Is there a kitchen with ovens, refrigerators, etc.?</b>   |             |
| <b>Comments on above:</b>  |             |
| <b>Scheduled time to hold the Hors d'oeuvres/Cocktails:</b>  |             |
| <b>Scheduled time to serve the meal:</b>   |             |
| <b>Scheduled departure time:</b>   |             |
| <b>Type of event:<br/>(wedding reception, rehearsal dinner, bridal shower, etc.)</b>   |             |
| <b>Type of service: (Formal Sit-Down, Buffet, or Family Style)</b> <ul style="list-style-type: none"> <li><b>Formal Sit-Down:</b> guests are seated at the table and served</li> <li><b>Buffet:</b> guests stand in a food line</li> <li><b>Family:</b> guests help themselves to food that is placed at the center of the table</li> </ul>  |             |
| If Sit-Down, what type of style? <ul style="list-style-type: none"> <li><b>American (or standard):</b> the food is plated and portioned in the kitchen and the guest is served the plate of food while sitting down at the table.</li> <li><b>Russian:</b> the food is plattered and the server portions and serves each guest a portion of the entrée, starch, and vegetable, served with a fork and spoon.</li> <li><b>French:</b> the food is carved and prepared tableside. The platters are presented to the guest and the guests pass and serve themselves.</li> </ul> |             |

**General (continued)**

**Information**

|  |  |
|--|--|
| <b>If buffet, does the caterer provide the servers or do the guests serve themselves?</b>                                      |  |
| <b>Hors d'oeuvres:</b> will they be passed or are they stationary?   |  |
| <b>Bar/beverage service:</b> buffet bar service or bar service?  |  |
| <b>Are bartenders provided, if so, will it be an extra charge?</b>   |  |
| <b>Who is supplying the liquor, water, ice, etc.?</b>  |  |
| <b>Do you provide cake cutting/serving service?</b> Is this part of the basic package? If not, how much does the service cost? |  |
| <b>Do you provide the wedding cake?</b>  |  |
| <b>If Caterer provides the cake, is there an extra charge? How much?</b>   |  |
| <b>Staff to Guest ratio:</b>   |  |
| <b>Staff dress code:</b>   |  |
| <b>Leftover policy:</b>  |  |

**Menu**

**Information**

|   |  |
|---|--|
| <b>Prior to meeting with your caterer, go over the menus.</b>         |  |
| <b>Select a menu from their sample menu or request a custom menu.</b> |  |
| <b>Discuss the style of food preparation.</b>                         |  |
| <b>Are their ingredients/produce fresh?</b>                           |  |
| <b>Do they sub-contract with other chefs/bakeries?</b>                |  |
| <b>Discuss the size and portions with your caterer:</b>               |  |
| <b>Menu selected:</b>   |  |
| <b>Hors d'oeuvres:</b>  |  |
| <b>Main course:</b>   |  |
| <b>Salads:</b>  |  |
| <b>Side dishes:</b>   |  |
| <b>Breads:</b>  |  |
| <b>Desserts:</b>  |  |
| <b>Beverages:</b>   |  |

**Budget**

**Information**

|   |           |
|---|-----------|
| <b>Total Catering Budget:</b>   | <b>\$</b> |
| <b>Reception/Event Site:</b>  |           |
| <b>Initial headcount/number of guests:</b>  |           |
| <b>Final headcount:</b>   |           |
| <b>When is the final headcount due?</b>   |           |
| <b>Does the headcount include wedding professionals at the event (photographers, DJ's, etc.)?</b> |           |

|  |           |
|--|-----------|
| <b>Cost per guest:</b>   | <b>\$</b> |
| <b>Special cost for children:</b>  | <b>\$</b> |
| <b>Special cost for photographers, DJ's, and other wedding professionals at the event:</b>             | <b>\$</b> |
| <b>Gratuity included? If not, how much (in percentage of final cost):</b>                              |           |
| <b>Taxes?</b>  | <b>\$</b> |
| <b>Deposit required? When is it due?</b>   |           |
| <b>How much is the deposit?</b>  | <b>\$</b> |
| <b>May I make partial payments?</b>  |           |
| <b>When is the final payment due?</b>  |           |
| <b>Is the set-up and clean-up included in the final price?</b>   |           |
| <b>If not, what is the extra charge?</b>   | <b>\$</b> |
| <b>What is the overtime charge?</b>  | <b>\$</b> |
| <b>What are the costs for alcohol and beverages?</b>   | <b>\$</b> |
| <b>Are bartenders/corkage provided in the basic package? If not, what is the extra charge?</b>         | <b>\$</b> |
| <b>Do you provide linens, tables, chairs, china, glassware, silverware, serving accessories, etc.?</b> |           |
| <b>Are the above items included in the basic price or are they extra? If extra, how much?</b>          | <b>\$</b> |
| <b>Do you provide rentals, or are they from another company?</b>                                       |           |
| <b>Wedding cake: Included in the basic package? If not, what is the extra charge?</b>                  | <b>\$</b> |

## RECEPTION LOCATION FORM

Use this form when selecting a Reception location. This form contains the Reception location information and important questions to ask when interviewing.

| Information   | Location #1 | Location #2 | Location #3 |
|---|-------------|-------------|-------------|
| <b>Company Name:</b>  |             |             |             |
| <b>Contact Name:</b>  |             |             |             |
| <b>Address:</b>   |             |             |             |
| <b>Phone:</b>   |             |             |             |
| <b>Email:</b>   |             |             |             |
| <b>Website:</b>   |             |             |             |
| 1. How long have you been in business? And how many events have you hosted? |             |             |             |
| 2. Have you handled events of my type and size before?                      |             |             |             |
| 3. What is the capacity of your room(s)?                                    |             |             |             |
| 4. What makes your location better or different than the rest?              |             |             |             |
| 5. What are the reasons you think we should hire you?                       |             |             |             |
| 6. Do you have all the necessary licenses and health permits?               |             |             |             |
| 7. Are you properly insured?  |             |             |             |
| 8. Do you allow outside Caterers?   |             |             |             |
| 9. Do you have a fully equipped kitchen?                                    |             |             |             |
| 10. If the location is also the caterer: Do you provide tastings?           |             |             |             |
| 11. Is there a fee for tastings?  |             |             |             |
| 12. How many people can I bring to the tastings?                            |             |             |             |
| 13. What is the staff to guest ratio?                                       |             |             |             |
| 14. What is the staff dress code? Formal or casual?                         |             |             |             |
| 15. If buffet is offered, are servers provided or self serve??              |             |             |             |
| 16. Is there extra charge for servers? If so, how much?                     |             |             |             |
| 17. Do you have a liquor license?   |             |             |             |
| 18. Is there extra charge for bartenders? If so, how much?                  |             |             |             |
| 19. Who is supplying the liquor, water, ice, etc.?                          |             |             |             |
| 20. Do you provide cake cutting/serving service?                            |             |             |             |
| 21. Is cake cutting part of the basic package?                              |             |             |             |
| 22. If not, what is the additional cost?                                    |             |             |             |
| 23. Do you provide the wedding cake?  |             |             |             |
| 24. If so, is there an extra charge? If so, how much?                       |             |             |             |
| 25. Is the champagne toasting service included? If not, how much?           |             |             |             |
| 26. Does the headcount include wedding professionals?                       |             |             |             |
| 27. Are there special prices to feed wedding professionals?                 |             |             |             |

|   |  |  |  |
|---|--|--|--|
| 28. Are there special prices to fee children?   |  |  |  |
| 29. Is there a dance floor? How many people will it hold?   |  |  |  |
| 30. May our wedding professionals have access to electrical?  |  |  |  |
| 31. Is a deposit required? If so, how much?   |  |  |  |
| 32. When is the deposit due to reserve the location?  |  |  |  |
| 33. When is the final headcount due?  |  |  |  |
| 34. May I make partial payments?  |  |  |  |
| 35. When is the final payment due?  |  |  |  |
| 36. Is gratuity included in the price?  |  |  |  |
| 37. If not, what is the percentage of the service charge?   |  |  |  |
| 38. What percentage are the taxes?  |  |  |  |
| 39. What is the overtime charge?  |  |  |  |
| 40. Is the set-up and clean-up included in the final price?   |  |  |  |
| 41. What are the costs for alcohol and beverages?   |  |  |  |
| 42. Do you provide linens, tables, chairs, glassware, etc?  |  |  |  |
| 43. What equipment do you provide?  |  |  |  |
| 44. Do you have Audio/Visual Equipment?   |  |  |  |
| 45. Are the above items included in the basic price? If not, how much?  |  |  |  |
| 46. Do you provide rentals?   |  |  |  |
| 47. Is there adequate parking?  |  |  |  |
| 48. Is there a charge for parking? If so, how much?   |  |  |  |
| 49. Do you offer valet parking? If so, how much?  |  |  |  |
| 50. Do you allow outside valet companies?   |  |  |  |
| 51. Is there a coat checkroom? Is staff available for the room?   |  |  |  |
| 52. Is there any extra charge for coat checkroom or staff? How much?  |  |  |  |
| 53. Are there any additional charges not mentioned?   |  |  |  |
| 54. Do you provide a written contract and guarantee?  |  |  |  |
| 55. What are the refunds/cancellation terms?  |  |  |  |
| 56. What is your leftover policy?   |  |  |  |
| 57. How far is your facility from our ceremony location?  |  |  |  |
| 58. How far is your facility from our guest's hotels?   |  |  |  |
| 59. Are there any other events taking place at the same time as ours?   |  |  |  |
| 60. <b>If the reception location is a hotel:</b>  |  |  |  |
| 1. Do the bride and groom receive a bridal suite included in the package?   |  |  |  |
| 2. Are discounts available to our guests for their accommodations? If so, how much is the discount and/or how much are the rooms? |  |  |  |
| 3. How many hours will we have in the room? What are the beginning/end times?   |  |  |  |
| 4. How long before the event can we have access to the room so that we may prepare it?  |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 1:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 1:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 2:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 2:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 3:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 3:</b> |  |  |  |

|  |  |  |  |
|--|--|--|--|
| <b>A question to ask yourself:</b> Has the Reception location addressed your personal concerns satisfactory? |  |  |  |
|--|--|--|--|

## PHOTOGRAPHER FORM

Use this form when selecting a Photographer. This form contains the Photographer information and important questions to ask when interviewing.

| Information   | Photographer #1 | Photographer #2 | Photographer #3 |
|---|-----------------|-----------------|-----------------|
| <b>Company Name:</b>  |                 |                 |                 |
| <b>Contact Name:</b>  |                 |                 |                 |
| <b>Address:</b>   |                 |                 |                 |
| <b>Phone:</b>   |                 |                 |                 |
| <b>Email:</b>   |                 |                 |                 |
| <b>Website:</b>   |                 |                 |                 |
| 1. Will you personally be the photographer for our wedding?   |                 |                 |                 |
| 2. If no: When can we meet the photographer whose work I'm seeing so I can see if I feel comfortable with that person / see if we are on the same wavelength? |                 |                 |                 |
| 3. What will you do if that photographer no longer works for you?   |                 |                 |                 |
| 4. Are you a full time photographer?  |                 |                 |                 |
| 5. What do you do the rest of the week?   |                 |                 |                 |
| 6. What kind of experience and education do you have?   |                 |                 |                 |
| 7. How long have you been a wedding photographer?   |                 |                 |                 |
| 8. How many wedding have you photographed?  |                 |                 |                 |
| 9. Have you handled events of my type and size before?  |                 |                 |                 |
| 10. What are the reasons you think we should hire you?  |                 |                 |                 |
| 11. Is this your recent work I am seeing?   |                 |                 |                 |
| 12. Do you use black and white film?  |                 |                 |                 |
| 13. Do you know the meaning of " <b>Photojournalism</b> "?  |                 |                 |                 |
| 14. How do you know how many pictures to take?  |                 |                 |                 |
| 15. Who is your favorite photographer?  |                 |                 |                 |
| 16. Have you ever been published before? (Magazine, show, etc.)   |                 |                 |                 |
| 17. What makes your photographs better or different than others?  |                 |                 |                 |
| 18. Why did you choose photography as a career?   |                 |                 |                 |
| 19. What time do you arrive to set up your equipment?   |                 |                 |                 |
| 20. Hours of service:   |                 |                 |                 |
| 21. Is gratuity included in the price?  |                 |                 |                 |
| 22. If not, what is the percentage of the service charge?   |                 |                 |                 |
| 23. What percentage are the taxes?  |                 |                 |                 |
| 24. What is the overtime charge?  |                 |                 |                 |
| 25. Do you bring back up equipment?   |                 |                 |                 |
| 26. How many people will cover the event?   |                 |                 |                 |

\* **Photojournalism** - The collecting, editing, and presenting of material for publication or broadcast that creates images or video in order to tell a story.

|  |  |  |  |
|--|--|--|--|
| 27. Do you provide a written contract and guarantee? |  |  |  |
| 28. What are your policies regarding proofs?         |  |  |  |
| 29. What are your policies regarding negatives?      |  |  |  |
| 30. What are your policies regarding delivery times? |  |  |  |
| 31. Is a deposit required? If so, how much?          |  |  |  |
| 32. When is the deposit due?                         |  |  |  |
| 33. May I make partial payments?                     |  |  |  |
| 34. When is the final payment due?                   |  |  |  |
| 35. What percentage are the taxes?                   |  |  |  |
| 36. What is the overtime charge?                     |  |  |  |
| 37. Are there any additional charges not mentioned?  |  |  |  |
| 38. What are the refunds/cancellation terms?         |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 1:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 1:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 2:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 2:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 3:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 3:</b> |  |  |  |

|  |  |  |  |
|--|--|--|--|
| <b>A question to ask yourself:</b> Has the Photographer addressed your personal concerns satisfactory? |  |  |  |
|--|--|--|--|

# PHOTOGRAPHER WORKSHEET

Use this worksheet to keep all poses organized. Be sure to capture a picture with all the people close to you and of all the important events of the day by using this checklist.

## Before the Ceremony

**CHECK** (when completed)

- Bride dressing
- Bride fully dressed and outfitted
- Bride with Mom
- Bride with Dad
- Bride with Parents
- Bride with Parents and each set of Grandparents
- Bride with immediate Family (Parents and Siblings) and Grandparents
- Bride with each Sibling
- Bride with Maid/Matron of Honor
- Bride with each Bridesmaids
- Bride with Maid/Matron of Honor and Bridesmaids
- Bride with Maid/Matron of Honor, Bridesmaids, Junior Bridesmaids and Flower Girls
- Bride with Junior Bridesmaids and Flower Girl

### ADDITIONAL POSES BEFORE THE CEREMONY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**CHECK** (when completed)

- Groom dressing
- Groom fully dressed and outfitted
- Groom with Mom
- Groom with Dad
- Groom with Parents
- Groom with Parents and each set of Grandparents
- Groom with immediate Family (Parents and Siblings) and Grandparents
- Groom with each Sibling
- Groom with Best Man
- Groom with each Groomsmen/Ushers
- Groom with Best Man and Groomsmen/Ushers
- Groom with Best Man, Groomsmen/Ushers, Junior Groomsmen and Ring Bearers
- Groom with Junior Groomsmen and Ring Bearers

### ADDITIONAL POSES BEFORE THE CEREMONY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



**CHECK** (when completed)

- Bride and Groom
- Bride and Groom with Officiant
- Bride and Groom with Bride's Parents
- Bride and Groom with Bride's immediate Family
- Bride and Groom with Bride's immediate Family and Grandparents
- Bride and Groom with Bride's Parents and Groom's Parents
- Bride and Groom with Groom's Parents
- Bride and Groom with Groom's immediate Family
- Bride and Groom with Groom's immediate Family and Grandparents
- Bride and Groom with Bride's immediate Family, Groom's immediate Family and all Grandparents
- Bride and Groom with Bride's extended Family
- Bride and Groom with Groom's extended Family
- Bride and Groom with Bride's and Groom's extended Families

**ADDITIONAL POSES AFETR THE CEREMONY**

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

**CHECK** (when completed)

- Bride and Groom with Maid/Matron of Honor and Best Man
- Bride and Groom with Maid/Matron of Honor and Bridesmaids
- Groom with Maid/Matron of Honor and Bridesmaids
- Bride and Groom with Maid/Matron of Honor, Bridesmaids, Junior Bridesmaids and Flower Girls
- Bride and Groom with Maid/Matron of Honor, Bridesmaids, Junior Bridesmaids, Flower Girls, Best Man, Groomsmen/Ushers, Junior Groomsmen and Ring Bearers
- Bride and Groom with Best Man and Groomsmen/Ushers
- Bride with Best Man and Groomsmen/Ushers
- Bride and Groom with Junior Bridesmaids, Junior Groomsmen, Flower Girls and Ring Bearers
- Bride and Groom with Readers
- Bride and Groom with Sponsors
- Bride and Groom in limousine leaving for reception location

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

**CHECK** (when completed)

- Bride and Groom at the receiving line
- Wedding Party's entrance
- Bride and Groom's entrance
- Bride and Groom's first dance
- Mother and Son dance
- Father and Daughter dance
- Groom and Bride's Mom dance
- Bride and Groom's father dancing
- Bride's Parents dance
- Groom's Parents dance
- Bouquet Toss
- Garter Removal & Toss

**CHECK** (when completed)

- Placement of Garter on Bouquet catcher by Garter catcher
- Bride and Groom with Bouquet and Garter catcher
- Each Toaster
- Bride and Groom with each Toaster
- Cake Cutting
- Bride and Groom feeding cake to each other
- Bride and Groom sipping champagne with each other
- Guests dancing
- Bride and Groom in the limo saying goodbye

**ADDITIONAL POSES DURING THE RECEPTION**

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

## VIDEOGRAPHER FORM

Use this form when selecting a Videographer. This form contains the Videographer information and important questions to ask when interviewing.

| Information  | Videographer #1 | Videographer #2 | Videographer #3 |
|--|-----------------|-----------------|-----------------|
| <b>Company Name:</b>   |                 |                 |                 |
| <b>Contact Name:</b>   |                 |                 |                 |
| <b>Address:</b>  |                 |                 |                 |
| <b>Phone:</b>  |                 |                 |                 |
| <b>Email:</b>  |                 |                 |                 |
| <b>Website:</b>  |                 |                 |                 |
| 1. Will you personally be the videographer for our wedding?        |                 |                 |                 |
| 2. If not, will we meet the videographer soon?                     |                 |                 |                 |
| 3. What will you do if the videographer no longer works for you?   |                 |                 |                 |
| 4. Are you a full time videographer?                               |                 |                 |                 |
| 5. What do you do the rest of the week?                            |                 |                 |                 |
| 6. What kind of experience and education do you have?              |                 |                 |                 |
| 7. How long have you been a videographer?                          |                 |                 |                 |
| 8. How many weddings have you videotaped?                          |                 |                 |                 |
| 9. Have you handled events of my type and size?                    |                 |                 |                 |
| 10. What are the reasons you think we should hire you?             |                 |                 |                 |
| 11. Is this your recent work I am seeing?                          |                 |                 |                 |
| 12. Do you know the definition of “* <b>Photojournalism</b> ”?     |                 |                 |                 |
| 13. What makes your videography better or different than the rest? |                 |                 |                 |
| 14. Why did you choose videography as a career?                    |                 |                 |                 |
| 15. What time do you arrive to setup your equipment?               |                 |                 |                 |
| 16. Hours of service:  |                 |                 |                 |
| 17. Do you bring backup equipment with you?                        |                 |                 |                 |
| 18. How many people will cover the event?                          |                 |                 |                 |
| 19. How many video cameras will cover the event?                   |                 |                 |                 |
| 20. Do you conduct interviews of the guests and wedding party?     |                 |                 |                 |
| 21. What equipment do you use to edit the captured video?          |                 |                 |                 |
| 22. Do you provide a written contract and guarantee?               |                 |                 |                 |
| 23. What are your policies regarding proofs?                       |                 |                 |                 |
| 24. What are your policies regarding delivery times?               |                 |                 |                 |

\* **Photojournalism** - The collecting, editing, and presenting of material for publication or broadcast that creates images or video in order to tell a story.

|   |  |  |  |
|---|--|--|--|
| 25. Is a deposit required? If so, how much?               |  |  |  |
| 26. When is the deposit due?                              |  |  |  |
| 27. May I make partial payments?                          |  |  |  |
| 28. When is the final payment due?                        |  |  |  |
| 29. Is gratuity included in the price?                    |  |  |  |
| 30. If not, what is the percentage of the service charge? |  |  |  |
| 31. What percentage are the taxes?                        |  |  |  |
| 32. What is the overtime charge?                          |  |  |  |
| 33. Are there any additional charges not mentioned?       |  |  |  |
| 34. What are the refunds/cancellation terms?              |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 1:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 1:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 2:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 2:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 3:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 3:</b> |  |  |  |

|  |  |  |  |
|--|--|--|--|
| <b>A question to ask yourself:</b> Has the Videographer addressed your personal concerns satisfactory? |  |  |  |
|--|--|--|--|

## HOW TO CHOOSE A LIMOUSINE CO.

### 1. PLAN AHEAD

A common mistake many couples make is to overlook the importance of planning ahead for limousine service and other wedding ground transportation. It is not uncommon for a limousine service to get a call two days before the wedding. Please keep in mind that weekends are the busiest periods for limousines so you should plan at least three to four months in advance to ensure availability.

### 2. DETERMINE SCOPE

An important thing to keep in mind is the enormous array of options available. In addition to traditional limousine service, you may also choose to arrange shuttle service from the hotel to your wedding venue, airport shuttles (vans or minibuses), and site-seeing trips for out-of-town friends and family (perhaps the day before the wedding). You may even decide to honor your special out-of-town guests with VIP service to and from the airport. If you are serving alcohol at the reception, it is advisable to provide some form of backup transportation for your guests.

### 3. WEDDING DAY

Traditionally, the bride will ride with her parents to the wedding ceremony. The groom and best man will ride together in a second limo. The bride's attendants will follow in a third vehicle. Another common configuration is for the maid-of-honor and best man to ride in the first limo with the couple. The rest of the wedding party follows in a second limo. Whatever you decide, make sure that the vehicles are large enough to keep everyone's clothes wrinkle free. After the reception, you should also plan on service for the newlyweds from the reception to the airport or hotel.

### 4. MAKING A DECISION

Now that you've hopefully decided what you want, the important task is to make sure that you get what you expect. You should find out exactly what size the vehicles are, how many people can COMFORTABLY fit in the vehicles, the makes, models, years and colors (interior and exterior). If you are unsure, ask for a picture. You should also ask what the chauffeur/s will be wearing. Many chauffeurs will wear a tuxedo for weddings, which adds a classic touch. Ask what else is included in the package. Many wedding packages include complimentary champagne, red carpet and a customized "Just Married" sign. Keep in mind that newer limousines are typically equipped with better cooling and heating systems.

### 5. MAKING A RESERVATION

Once you make your reservation, insist on getting a written contract. The contract should include the date, itinerary, types of vehicles including years, makes, models and colors, rates (including gratuity and taxes), deposit amount and cancellation policy. If you are quoted a package rate, make sure the contract stipulates the rate for additional hours in case you decide to keep the vehicle/s for longer than expected. After making your reservation, you should reconfirm one month and one week prior to be on the safe side.

### 6. IMPORTANT DETAILS

Make sure your limousine service gets a detailed copy of the schedule. You should provide them with instructions on where they will be going along with the names of each person traveling in each vehicle. If you want to get photographs of your grand entrance, make sure the limousine service knows in advance so the chauffeur doesn't open the door before the photographer is ready.

### 7. CONCLUSION

When shopping for a limousine service, you will be faced with a wide range of prices for your desired services. Just as you wouldn't choose a restaurant or hotel based solely on price, the same is true for your limousine service. Old or poorly maintained vehicles, unprofessional chauffeurs, tardy service and lack of proper insurance coverage are potential risks of lower priced limousine services. If you base your decision on price alone, you will likely have a disappointing wedding day experience. Use the following limousine worksheet to help you make an informed decision.

## LIMOUSINE COMPANY FORM

Use this form when selecting a Limousine Company. This form contains the Limousine Company information and important questions to ask when interviewing.

| Information  | Limo Co. #1 | Limo Co. #2 | Limo Co. #3 |
|--|-------------|-------------|-------------|
| Company Name:  |             |             |             |
| Contact Name:  |             |             |             |
| Address:   |             |             |             |
| Phone:   |             |             |             |
| Email:   |             |             |             |
| Website:   |             |             |             |
| 1. Are you properly insured?   |             |             |             |
| 2. Are you affiliated with any industry associations, like NLA?  |             |             |             |
| 3. Are you open 24-hours a day?  |             |             |             |
| 4. Do you have a toll-free phone number?   |             |             |             |
| 5. What types of limousines do you have?   |             |             |             |
| 6. How many people will comfortably fit in each vehicle?   |             |             |             |
| 7. What colors are available for each vehicle?   |             |             |             |
| 8. How many limos do you have?   |             |             |             |
| 9. What is your policy if a limo breaks down?  |             |             |             |
| 10. Do you have any special wedding packages?<br><br>If the answer is <b>YES</b> , ask questions 11-14<br>If the answer is <b>NO</b> , ask questions 15-16 |             |             |             |
| 11. What is the price?   |             |             |             |
| 12. How many hours are included?   |             |             |             |
| 13. What amenities are included? (champagne, decorations, glasses, red carpet , and just married sign)   |             |             |             |
| 14. If I get a package, what is the additional price per hour if I choose to keep the vehicle longer?  |             |             |             |
| 15. What is the price per hour for each size vehicle available?  |             |             |             |
| 16. What is the minimum number of hours required?  |             |             |             |
| 17. Do you offer sedan or van airport transportation for guests?   |             |             |             |
| 18. Can you provide service in other cities for guests?  |             |             |             |
| 19. Can we have alcohol in the vehicles?   |             |             |             |
| 20. Can we eat in the vehicles?  |             |             |             |

|   |  |  |  |
|---|--|--|--|
| 21. Is the chauffeur well acquainted with the area?   |  |  |  |
| 22. Does the vehicle have a CD player?  |  |  |  |
| 23. Can I play or request particular music in the vehicle?  |  |  |  |
| 24. What year are the vehicles?   |  |  |  |
| 25. What model are the vehicles?  |  |  |  |
| 26. What outside colors are available?  |  |  |  |
| 27. What inside colors are available?   |  |  |  |
| 28. What amenities are included in the vehicle? (CD, TV, etc.)  |  |  |  |
| 29. Do the vehicles have air/heating systems?   |  |  |  |
| 30. Can you mail or email photos of the vehicles I need?  |  |  |  |
| 31. What will the chauffeur be wearing?   |  |  |  |
| 32. Is the driver's gratuity included in the price?   |  |  |  |
| 33. If not, what percentage is added for the driver's gratuity?   |  |  |  |
| 34. Are there any additional charges not mentioned?   |  |  |  |
| 35. Do you offer discounts if additional vehicles are booked?<br>(bachelor/bachelorette parties, wedding party, shuttle for guests, etc.)   |  |  |  |
| 36. Can I get a signed contract stipulating the date, time, all locations,<br>prices, types of vehicle(s) including year, make, model, and color,<br>payment, deposit, and cancellation policy? |  |  |  |
| 37. How far in advance do I need to book the service?   |  |  |  |
| 38. What are your payment options? (credit card, check, cash, etc.)   |  |  |  |
| 39. Is a deposit required?  |  |  |  |
| 40. When is the deposit due?  |  |  |  |
| 41. What is the cancellation policy?  |  |  |  |
| 42. What fee is charged within the cancellation policy?   |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 1:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 1:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 2:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 2:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 3:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 3:</b> |  |  |  |

|  |  |  |  |
|--|--|--|--|
| <b>A question to ask yourself:</b> Has the Limo Company addressed your personal concerns satisfactory? |  |  |  |
|--|--|--|--|

## WEDDING COORDINATOR FORM

Use this form when selecting a Wedding Coordinator. This form contains the Wedding Coordinator information and important questions to ask when interviewing.

| Information  | Coordinator #1 | Coordinator #2 | Coordinator #3 |
|--|----------------|----------------|----------------|
| <b>Company Name:</b>   |                |                |                |
| <b>Contact Name:</b>   |                |                |                |
| <b>Address:</b>  |                |                |                |
| <b>Phone:</b>  |                |                |                |
| <b>Email:</b>  |                |                |                |
| <b>Website:</b>  |                |                |                |
| 1. How long have you been a wedding coordinator?   |                |                |                |
| 2. Did you start your business from scratch or buy a business?   |                |                |                |
| 3. Are you a full time wedding coordinator?  |                |                |                |
| 4. What do you do the rest of the week?  |                |                |                |
| 5. What did you do prior to being a wedding coordinator?   |                |                |                |
| 6. How many (full service) weddings do you coordinate each year?   |                |                |                |
| 7. How many (wedding day only) weddings do you coordinate yearly?  |                |                |                |
| 8. What type of formal training have you had?  |                |                |                |
| 9. Are you a member of any major bridal associations?  |                |                |                |
| 10. Do you employ other people to help you plan events?  |                |                |                |
| 11. How many hours do they work with you a week?   |                |                |                |
| 12. How many event managers do you bring with you to a wedding?  |                |                |                |
| 13. Is there an extra charge for additional staff?   |                |                |                |
| 14. Do you personally attend every wedding?  |                |                |                |
| 15. What will happen if you become ill? Who will fill in?  |                |                |                |
| 16. Do you charge for an initial meeting?  |                |                |                |
| 17. If yes, is it applied to my cost if we hire you?   |                |                |                |
| 18. Do you sell wedding invitations?   |                |                |                |
| 19. What discounts do you offer for the wedding invitation?  |                |                |                |
| 20. What is the largest wedding you've managed?  |                |                |                |
| 21. Who signs the vendor contracts? Do we pay you the fee for the entire event and then you pay each vendor or do we contract with vendors separately? |                |                |                |
| 22. Are you present at all vendor meetings?  |                |                |                |

|  |  |  |  |
|--|--|--|--|
| 23. Do you come to the tastings?   |  |  |  |
| 24. How many hours does it take you to plan a wedding?   |  |  |  |
| 25. How many hours are included with your package?   |  |  |  |
| 26. Do you make initial contact with all referred vendors?   |  |  |  |
| 27. If not, do you give us a list of vendors to call?  |  |  |  |
| 28. How many hours are you on site the day of the wedding?   |  |  |  |
| 29. Do you help with setup and teardown?   |  |  |  |
| 30. Will you help with the processional and recessional?   |  |  |  |
| 31. Do you charge for expenses or travel? If so, how much?   |  |  |  |
| 32. What is your coordination fee?   |  |  |  |
| 33. Does the fee include the day of the wedding?   |  |  |  |
| 34. Do you charge hourly, a flat rate or a percentage of the budget?                                     |  |  |  |
| 35. How are the payments structured? When are they due?  |  |  |  |
| 36. What is the amount of the initial deposit?   |  |  |  |
| 37. What is your refund policy in case of cancellation?  |  |  |  |
| 38. What wont you help with?   |  |  |  |
| 39. Are you present at the rehearsal?  |  |  |  |
| 40. Describe some problems you've had with vendors not fulfilling their contract and how you handled it? |  |  |  |
| 42. Will you help design the overall theme, décor and flow of the wedding ceremony and reception?        |  |  |  |
| 43. Will you provide me with a detailed budget outline?  |  |  |  |
| 44. Will you assist with lodging arrangements for our out of town guests?                                |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 1:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 1:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 2:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 2:</b> |  |  |  |

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Package 3:</b>         |  |  |  |
|                           |  |  |  |
|                           |  |  |  |
| <b>Cost of Package 3:</b> |  |  |  |

|   |  |  |  |
|---|--|--|--|
| <b>A question to ask yourself:</b> Has the Wedding Coordinator addressed your personal concerns satisfactory? |  |  |  |
|---|--|--|--|

## BRIDAL EMERGENCY KIT

A small purse containing the following items should help save you from any little mishaps that may occur throughout the day and well into the night.

| Check | Item | Check | Item |
|-------|------|-------|------|
|-------|------|-------|------|

**CHECK** (when completed)

- Small sewing kit
- Safety pins
- Kleenex™
- Smelling salt
- Lipstick
- Compact powder case
- Gum
- Breath mints or Tic Tacs™
- Compact mirror
- Pantyhose
- Clear nail polish (in case you have a run in your second pair of pantyhose)
- Pen & small note pad
- A list of contacts and phone numbers of all wedding day vendors
- Band Aid™
- Deodorant

**CHECK** (when completed)

- Barrettes and/or Bobby pins
- Perfume
- Visine™
- Aspirin
- Hair spray
- Snack food
- Dental floss
- Bottled water
- Crazy glue
- Toothpicks
- Non-drowsy allergy medicines
- Baby wipes
- Prescription medications
- Chalk (to mark out any flaws on your gown)
- Comb and brush
- Drinking straws (so you can drink while you are having your portraits take without messing up your lipstick or spilling on your dress.)

### ADDITIONAL POSES BEFORE THE CEREMONY

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |

## RESPONSIBILITY CARDS

### Bridesmaids

- Assist in the selection of the bridesmaid dress
- Provide your measurements to the bride for the bridesmaid dress
- Host/co-host the Bridal Shower and/or Bachelorette Party
- Help address and stuff the wedding invitations
- Help the bride get dressed and ready on the wedding day
- Attend pre-wedding parties, if feasible
- Pay for your dress, shoes, and accessories
- Pay for transportation and/or lodging to and from the wedding city
- Help the bride in any tasks or errands
- Participate in the bouquet toss, if single

### Best Man

- Holds the bride's wedding ring
- Make sure vendors receive their payments
- Make sure the groom is dressed and on time
- Welcomes guests as they arrive at the ceremony location
- Offers the first toast to the bride and groom at the reception
- Witness the signing of the marriage certificate
- Attend pre-wedding parties, if feasible
- Pay for your tuxedo and shoe rental
- Pay for transportation and/or lodging to and from the wedding city
- Help the groom in any tasks or errands
- Participate in the garter toss, if single
- Host the Bachelor Party

### Maid/Matron of Honor

- Holds the groom's wedding ring
- Arranges the bride's veil during the processional, ceremony and recessional
- Makes sure the bride looks perfect for all the pictures
- Holds the bride's bouquet during the exchanging of wedding rings
- Host/co-host the Bridal Shower and/or Bachelorette Party
- Witness the signing of the marriage certificate
- Provide your measurements to the bride for your dress
- Help address and stuff the wedding invitations
- Help the bride get dressed and ready on the wedding day
- Attend pre-wedding parties, if feasible
- Pay for your dress, shoes, and accessories
- Pay for transportation and/or lodging to and from the wedding city
- Help the bride in any tasks or errands
- Participate in the bouquet toss, if single

### Flower Girls / Ring Bearers

#### FLOWER GIRLS

- Carry a small basket full of flowers down the aisle
- Drop flower petals as you walk down the aisle
- Participate in bridal party picture opportunities
- Attend the rehearsal (but not necessarily the rehearsal dinner)
- Pay for attire
- Pay for transportation and/or lodging to and from the wedding city

#### RING BEARERS

- As you walk down the aisle, carry a satin pillow that contains a pair of fake wedding rings
- Participate in bridal party picture opportunities
- Attend the rehearsal (but not necessarily the rehearsal dinner)
- Pay for attire
- Pay for transportation and/or lodging to and from the wedding city

## RESPONSIBILITY CARDS

### Groomsmen/Ushers

- Provide your measurements to the groom for the tuxedo rental
- Pay for your tuxedo and/or shoe rental
- Attend pre-wedding parties, if feasible
- Welcome guests to their seats before the wedding ceremony
- Usher guests to their seats by:
  1. First asking if they are guests of the bride or groom. If they are with the bride, they should be seated at the left side of the church (facing the altar). If with the groom, then they should be seated to the right.
  2. Seating the eldest guests first if a large group arrives.
  3. Escorting female guests with his right arm with her escort walking behind, or leading a couple to their seat
  4. Distributing programs to guests after they have been seated.
  5. Balancing out the guests by asking arriving guests if they wouldn't mind sitting on the other (less filled) side.
- After the guests have been seated, escort special guests to their seats in this order (unless otherwise directed by the bridal couple):
  1. General special guests
  2. Grandmothers of the bride and groom
  3. Groom's mother
  4. Bride's mother
- Position the aisle runner in place before the processional is ready to begin
- Collect discarded programs and articles from the pews after the ceremony
- Direct guests to the reception and hand out preprinted maps and directions to those who need them
- Assist in gathering the wedding party for photographs
- Participate in the garter toss, if single
- Additionally, a head usher should be designated to coordinate the ushers, make sure they know their duties, know how to carry them out, know the proper seating of special guests, and know the order in which they should be seated. This role should not be taken on by the Best Man, however, since he will be too busy attending to the groom.
- Pay for your transportation and/or lodging to and from the wedding city







## HOW TO CHOOSE A HONEYMOON PROVIDER

Today, there are a variety of different options to consider when trying to decide how best to plan and book your honeymoon. These range from booking online via travel web sites (like Expedia), to stopping by your neighborhood travel agency. The right method for you will depend on a number of factors, including your comfort level with buying online, the amount of guidance you desire and the complexity of your trip. It's certainly easier to purchase a package vacation to Disneyworld online than, let's say, a custom trip to Thailand. Unless you are extremely comfortable planning and booking travel yourself, however, it is probably a good idea to retain a travel professional for this trip since it's such a special occasion. In addition to walking you through the planning process, a good travel consultant will be there for you while you're on the road, allowing him/her to provide critical assistance if problems unexpectedly arise.

### YOU CAN USE THE FOLLOWING QUESTIONS AS A GUIDE WHEN TRYING TO CHOOSE A QUALIFIED TRAVEL SERVICE PROVIDER:

#### 1. OVERALL QUALIFICATIONS

- (for travel agencies): are you members of any industry associations, like ASTA (American Society of Travel Agents), ARC (Airline Reporting Corporation), or CLIA (Cruise Lines International Association) for cruises? Additionally, ask whether they are fully insured for errors and omissions?
- (for tour operators): are you accredited and insured by the USTOA (United States Tour Operators Association)?
- Can you provide a couple of client references if I want?

Answers to these questions will help you determine the legitimacy of the travel provider, particularly for those that you find online.

#### 2. SERVICES PROVIDED

- What percentage of your business comes from leisure travel (versus business travel)?
- Please describe the process you use for designing honeymoon trips
- Can you create customized trips according to my interests or do you primarily sell package vacations?
- What travel services can you provide – flights, lodging, rental cars, local activities, restaurants reservations insurance, currency, etc.?
- Do you have specific experience putting together honeymoons?
- Will you be readily available for consultation?
- Will you be available while we are actually traveling? Even after hours?
- Can you help me choose a destination if I'm unsure?

When choosing an agency, you want to make sure that they specialize in leisure travel and have a good amount of honeymoon experience. You also want to make sure that they provide a comprehensive range of planning services, and have a professional approach to your business.

#### 3. DESTINATION KNOWLEDGE

- Do your travel consultants travel regularly?
- For international destinations, do you have good contacts in-country?

You want to make sure that the people you will work with are "well traveled". In addition, for international travel, it will be beneficial if they have solid relationships with individuals in your chosen destination.

#### **4. SERVICE FEES AND FORMS OF PAYMENT**

- Do you charge any service fees? If so, what are they and what do they include?
- What forms of payment do you accept? Do you take credit cards?
- Can I pay any required hotel or tour deposits through you?

Nowadays, most high quality travel agencies charge service fees of some sort (it's no different than any other professional service). Some will charge a la carte for individual services like booking airline tickets or providing planning assistance. Others will charge a set fee, or a percentage of the total trip cost.

#### **5. SPECIAL SERVICES**

- Can you get me any special benefits or amenities on my honeymoon? Typically, what are they?
- Will you provide information on local activities and events, such as restaurants, tours, sights, etc.?

A good travel professional may be able to get you special rates or value-added amenities at no additional cost, so it pays to ask.

While it may take a little while to find the right travel professional, the time is worth investing as the result will be a wonderful honeymoon that closely fits with your interests. Happy planning!

## HONEYMOON PACKING LIST

The first thing to remember is that your destination will have a significant impact on what you should pack. As a general rule, if you are traveling internationally or to more exotic locations, you'll need to pack more items. Below is a general list of what to bring.

### General Documents

**CHECK** (when completed)

- Airline tickets or e-ticket receipt
- Driver's license (or passport for international travel)
- Travel itinerary with addresses, phone and confirmation numbers for all travel providers including hotels, airlines, car rental companies, tour operators and travel agent
- Guide book and good novel

**KEY TIP:** Keep all important travel documents in a single travel folder or envelope.

### Money

**CHECK** (when completed)

- Cash
- Traveler's checks (keep numbers/receipts in a separate place)
- ATM and credit cards

**KEY TIP:** Try to use credit cards whenever possible for added travel benefits and security.

### Toiletries and Health Care

**CHECK** (when completed)

- Toothbrush, toothpaste and other dental care products
- Special soap and other skin care products
- Deodorant
- Razors, shaving cream and after shave
- Makeup
- Nail polish/remover
- Sunscreen, lotions and moisturizers
- Perfume or cologne
- Massage and bath oils
- Scented candles (romance)

**CHECK** (when completed)

- Shampoo and conditioner
- Eyeglasses and contact lenses and saline solution
- Insect repellent
- Feminine hygiene products
- Headache, indigestion and prescription medications
- Birth control
- Hair dryer and hair brush
- Mini scissors and tweezers
- Band-Aids

**KEY TIP:** 1) to pack lighter, check with your hotel before you leave regarding the in-room availability of heavier items like hair dryers and irons; 2) if you forget any toiletries, ask the concierge before going out to buy as many hotels have them.

### Warm Weather Clothing and Accessories

**CHECK** (when completed)

- Variety of short sleeve shirts (tee-shirt, blouse, casual, etc.)
- A couple of long sleeve tops (for cool evenings)
- Shorts
- Skirts
- Pants and jeans
- Sundresses
- Bathing suits and cover-ups
- Eveningwear (more formal for cruises, see guidelines for your particular cruise)
- Sleepwear and lingerie

**CHECK** (when completed)

- Undergarments
- Socks and stockings
- Appropriate footwear (sandals, walking shoes, golf/tennis shoes, hiking boots, heels)
- Daypack, waist pouch, beach bag and/or purse
- Hats
- Sunglasses
- Sports gear
- Rain coat and/or umbrella
- Camera and film
- Video camera and tapes

**KEY TIP:** Coordinate your outfits so that many of your tops and bottoms match together (this will decrease the amount of clothing you have to pack)

### Cold Weather Clothing and Accessories

**CHECK** (when completed)

- Pants and jeans
- Long sleeve shirts
- Sweaters
- Turtle Necks
- Warm Dresses
- Eveningwear
- Sleepwear and lingerie
- Undergarments
- Thermal underwear

**CHECK** (when completed)

- Socks
- Footwear (boots, dress shoes, etc.)
- Coats and jackets
- Hats and gloves
- Backpack, waist pouch and/or purse
- Sports gear
- Raincoat and/or umbrella
- Camera and film
- Video camera and tape

### Special Items for International Destinations

**CHECK** (when completed)

- Passports
- Vaccination certificates
- Small denominations of US and foreign currency (for taxis, tipping and emergencies)
- Prescriptions translated into local language
- Electrical adapter (if necessary)
- Antibacterial hand wipes

**KEY TIP:** 1) bring photocopies of passports and visas which will expedite replacement should they get lost; 2) use antibacterial wipes before eating if you're visiting less developed countries with spotty sanitation standards.

- If possible, bring a change of clothing and important toiletries in your carry-on just in case airlines lose your baggage
- Similarly, split your clothing between two suitcases (half of each of yours in each bag) just in case the airlines lose only one of your bags
- Bring an extra bag if you plan to shop a lot
- Bring zip-lock plastic bags for wet and/or dirty clothing
- Brides should use their maiden name for all travel reservations. Likewise, the name on your airline ticket must match the name on your driver's license and passport

Follow these suggestions and you should be well covered. If you forget something, don't worry as you can probably buy it at your destination. Happy packing!

## PRE-MARITAL QUESTIONNAIRE

Your marriage will last more than just one big fun-filled day. It'll be a lifetime commitment. To ensure that you and your future spouse are on the same page in your plans for the future, take a look at our ever-growing list of pre-marital questions that you should ask each other. This list is compiled with the help of our forum members.

### Family Planning

- Will we have children? If so, when?
- How many children will we have?
- What religion will we raise our children?
- What last name will we give the children, the father's last name or the mother's and father's last name hyphenated?
- Who will be the disciplinarian?
- Will we send them to private or public school?
- Will one of us stay at home to raise the children?
- If we are having a hard time conceiving, will you be opposed to artificial methods of conception?
- Would you be willing to adopt?
- What birth control methods will we use if we decide to wait?
- What values do we want to instill in our children, and how will we do so?
- How will we discipline our children?
- What would be the consequences for...?
- How will we reward our children?
- Will we give them allowance?
- Will we set limits on privileges?
- Where do we stand on junk food, video games...?
- How much family time is appropriate?
- What do you consider quality time as a family? With each other?
- What is our long-term daycare plan? What's our back-up? Can we afford it?
- How much time will we spend with the in-laws?
- What will we do for holidays?
- If something happens to the both of us, who will take care of our children?
- Who will take care of the children from our previous relationships?

### Finances

- Who's going to handle the finances?
- Will we have separate or joint accounts?
- Will we split the bills or pay them together?
- Will we have a pre-nuptial agreement?
- Who will be responsible for the budgeting?
- What is your spending style? Are you a spender or a saver?
- How are you financially preparing for retirement?
- What are your views on debt (credit cards, loans, etc.)?
- How much can we spend each month?
- How much do we plan on saving each month?
- What are our long-term goals? Saving for a house? College? Retirement?
- How much do you spend shopping each month?
- Would you be able to curb discretionary spending?
- Do we create a house budget and write down everything we spend?
- If one of us lost our job, what would we do?
- Do we have a certain amount of money that's individual or are we pooling everything?
- Does one of us want a career change in the future? How would we finance that?
- Do you have credit card or student loan debt?
- If it came time to buy a new car, what kind would you get? How much would you spend?
- What are your plans now for saving towards that?
- Do we have emergency money? How can we save that? What constitutes an "emergency"?
- Is there a spending limit that we should check with each other before making purchases over a certain amount?
- What are our priorities? Is college money more important or is a new kitchen, etc.?
- Will each of us draft a will? What should the will say?

**Home Life**

- Where will we live after the wedding?
- Will we rent or purchase?
- What chores are expected of each other?
- Where will we live after we retire?
- What will the bride's last name be after the wedding?
- What will we do when both sets of our parents are in their advanced ages?

**Religion**

- What religion will we practice, if any?
- Will you be willing to convert to my religion?
- Will it be okay if we each practice our own religion?
- If we practice our own respective religions, will we expect the other to attend services with us?

**Careers**

- Will both of us work?
- If I get a career opportunity in another city or state or even country, would you be willing to move?
- When are we planning on retiring?

**Communication Style**

- Are you willing to talk about issues or do you brood?
- How much communication is too much and leads to overload?
- Would you be willing to seek help from a third party (counseling) if we are unable to resolve our issues on our own?

**Temperament**

- How do you handle stress and crises that suddenly occur? Do you explode or do you step back and approach the issue calmly or somewhere in between?

**Medical**

- Does your family have any history of serious medical problems?
- Do you have a history of serious medical problems?
- Have you ever been, or are now, addicted to: drinking, smoking, drugs, gambling?
- Would you be opposed to the both of us getting tested for sexually transmitted diseases?
- What should we do if the other is on life support? Will we draft a Living Will/Trust?

GM Entertainment would like to wish you the best on your journey through life. May your marriage live on forever.

**CONTACT US ANYTIME**

**GM Entertainment**

11401 E. 16 Rd.

Manton, Michigan 49663

**231-884-3190**

gumentertainment@rocketmail.com

[www.jcpstoneworks.com/GM](http://www.jcpstoneworks.com/GM)

<http://www.youtube.com/user/MrDJBobbyD>

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