

Country Club
RECEPTIONS

*Wedding
Planning
Guide*



So much goes into planning a wedding that sometimes it's hard to know where to begin. Many brides start with the dress and go from there. Others have been dreaming about their wedding since childhood and need only a few months to organize and confirm everything they've been mentally planning for years. Whatever the case may be, a wedding is a very special event in a couple's life, so below we have gathered some important planning tips to help you put all the pieces of the puzzle together and create a memorable and beautiful wedding.

Consider The Size

The first task to accomplish when planning a wedding is determining the size of the wedding party and guest list. Once the wedding party is formed, attention should be turned toward potential attendees. Maintaining a list of possible guests helps both the bride and the groom determine how much room is needed to host both the ceremony and the reception. Often, parents and grandparents want to include people on the guest list as well, which means the wedding ends up being larger than originally planned. However, the couple who creates their guest list before booking the little white church that only seats 100 people will be happy they took the time to consider the size of the wedding prior to making any reservations.

Choose The Location

Once a couple has determined the number of guests they plan on inviting, as well as the size of the wedding party, it's time to select the location. Consider a few key factors when choosing where your wedding will take place:

- *Will the ceremony and the reception be held in the same place?*
- *What type of venue is desired? Outdoors or indoors?*
- *Does the reception venue provide catering services?*
- *Does the venue include decorations or are they provided by the couple?*

The good news is that venue options are available to accommodate just about any bride's dream wedding. With manicured lawns providing a beautiful backdrop for outdoor weddings, and beautiful facilities that also support indoor ceremonies, a golf course is an excellent choice for hosting your perfect day.

Regardless of the couple's preference, honing their expectations for the location(s) of both the wedding and reception will enable them to find a suitable venue with relative ease.

Choose The Attire

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No one knows like a bride-to-be how important it is to find the right attire for her wedding—especially the wedding dress itself. By far the most exciting part of wedding planning for any bride, is the search for the perfect dress, this should begin after the couple has decided on the type of wedding they plan to have. Details such as size, venue, and potential themes are all key factors that help determine the style of dress best suited for the occasion. And because finding that perfect gown can take a while, it's a good idea to start early to allow for any possible modifications, since alterations can take at least a month to complete.

Once a bride has chosen her dress, she's then ready to select attire for the rest of the wedding party. Many brides choose to complement their wedding gown by selecting bridesmaid dresses in the same color, or in a similar style. Others prefer to have their dress stand out from their bridesmaids', and so they pick something completely different.

After the dresses have been chosen, the men's attire can then be selected—with care taken to ensure the

style complements both the bride's and bridesmaids' dresses.

Details

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Now that the major decisions have been determined, it's a good idea to brainstorm about what's needed to plan the big day—early planning saves stress as the wedding day draws near. And remember: when it comes to planning a wedding, details are everything!

A few planning details to consider:

- **The Food.** Find out if the venue offers catering. If they do—or if you hire an outside vendor—you'll need to plan a menu in advance.
- **The Photographer.** It's a good idea to interview several photographers to ensure you hire someone who's not only a great match for your budget, but who also captures your aesthetic.
- **The Officiant.** It's a good idea to ask if he/she has any pre-ceremony requirements. For example, many officiants require premarital counseling before performing a marriage.
- **The Flowers.** A reputable florist with wedding experience can offer suggestions that will make the wedding beautiful. Also consider honoring loved ones on your special day—a good florist can help with that, too.
- **The Music.** What type of music do you want? Is a deejay or a band the better choice?
- **The Parking.** What type of parking is available? Are parking attendants needed?

Couples who take time to plan for their big day will enjoy a more relaxed wedding celebration, and find themselves worrying less about small issues that might arise as the day goes on.

When it comes to planning, every couple is surrounded by well-meaning friends and family members who want to offer advice. But the most important thing to remember is that the wedding is a celebration of the love the couple has for one another—it should be a reflection of who they are and an expression of their future together.

Wedding Planning Checklist

In order to plan the perfect wedding celebration, it's advisable to use a series of checklists to ensure no detail, big or small, is overlooked. On average, couples within the United States are engaged for approximately 16 months; however, when using our checklists, you can make any necessary adjustments to fit your own personal time frame.



Wedding Checklists at Nine to Sixteen Months Prior

- ❑ **Organize a wedding binder or folder.** Start by searching through bridal, fashion, gardening, and food magazines for inspiration.
- ❑ **Plan your budget.** Determine exactly how much you wish to spend based upon your own finances, and that of your family and friends.
- ❑ **Decide who will be part of your wedding party.** As soon as you become engaged, people will want to know the details of your wedding party.
- ❑ **Start composing the guest list.** Throughout your planning process, it's imperative to maintain a projected head count. Formulating a spreadsheet for this purpose is highly recommended.
- ❑ **If desired, hire a wedding planner.** Wedding planners typically maintain a working relationship with local vendors—and also possess insight into their particular area of expertise.
- ❑ **Reserve your location and date.** Decide whether you'd like to have the ceremony and reception in separate locations, or at the same venue.
- ❑ **Reserve your officiant.**
- ❑ **Research bands, florists, photographers, and caterers.** Keep all of their pricing and contact information in your binder.
- ❑ **If you wish, host an engagement party.** Bear in mind that anyone invited will need to be included on your wedding list as well.



Wedding Checklists at Eight Months Prior

- Hire your videographer and photographer.** While it's unnecessary to discuss specific arrangements this early in the planning process, it's a good idea to ensure the person you hire is willing to take the types of shots you want.
- Reserve your entertainment.** Visit a few gigs performed by the groups you're considering, then choose your favorite.
- Meet with your caterers.** If your choice of venue doesn't offer catering, you'll need to employ the services of an outside vendor within the next month.
- Purchase your wedding dress.** Allow time for three separate fittings. The veil can be purchased at a later date.
- Reserve multiple hotel rooms for any guests coming in from out of town.** Choose a few different hotels that offer a range of pricing plans and are also located close to the venue.
- Register.** Visit at least three separate retailers and fill out a gift registry.
- Build a website for your wedding.** Launch a personal page that provides details about your wedding.



Wedding Checklists at Six to Seven Months Prior

- Purchase your invitations.
- Decide on honeymoon plans.
- Shop for your bridesmaid dresses.
- Arrange a meeting with your officiant.
- Mail save-the-date cards.
- Plan ahead for any structural necessities.
- Reserve your florist.
- Arrange your wedding-day transportation.
- Compile a timeline for the wedding day.



Wedding Checklists at Four to Five Months Prior

- Reserve the location for your rehearsal dinner.
- Check the status of your invitations.
- Order your cake.
- Give your shower host a list of everyone attending the wedding.
- Begin dress fittings, and purchase your shoes.
- Schedule appointments with your makeup artist and hairstylist.
- Select your choice of music.

 **Wedding Checklists at
Three Months Prior**

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- Finalize the choice of flowers and dinner menu.
- Order any desired party favors.
- Prepare a list of guests who plan to give a toast.
- Finalize all readings for the ceremony.
- Purchase your undergarments.
- Make the final decisions on the ceremony and reception.
- Print any wedding programs and menu cards.
- Purchase wedding rings.
- Provide vendors with a schedule of events.

 **Wedding Checklists at
Two Months Prior**

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- Reconnect with vendors.
- Schedule a meeting with the photographer.
- Review the set list the band or deejay that will play at the reception.
- Mail invitations.
- Submit a newspaper announcement.
- Have fun at your bachelorette party!

 **Wedding Checklists at
One Month Prior**

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- Enter RSVPs into your spreadsheet.
- Apply for the marriage license.
- Mail invitations for the rehearsal dinner.
- Make your final visit to the dressmaker.
- Ensure the bar is fully stocked.
- Make as many final payments as you can.
- Confirm appointment times for hair, makeup and all vendors.
- Give the transportation drivers a set of directions.
- Assign seats.
- Purchase bridesmaids' gifts.
- Compose your vows as needed.
- If desired, get your hair colored and cut.

 **Wedding Checklists for
the Week of the Wedding**

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- Reconfirm your vendors' arrival times.
- Delegate a few select tasks for the wedding day.
- Make sure your bridal party is aware of the day's timeline.
- Pick up your dress.
- Check in with your photographer one final time.
- Put aside checks for all remaining vendor payments.

- Reserve a day at the spa.
- If applicable, send the caterer a final list of attendees, as well as the venue hosting your event.
- Break in your shoes.
- Compile and distribute your welcome baskets.
- Pack for your honeymoon!

*W*edding checklists are a fabulous tool to help prepare for your big day. They can also keep you from feeling stressed—or intimidated—as you prepare for this joyous event.

To ensure the event planning stays on schedule, take time to read through each checklist. Make sure to especially review the ones pertaining to wedding decorations, cake, catering, and flowers.

And remember, you can never have too many wedding checklists!

Wedding Catering Checklist

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- Starting 9 - 12 months in advance, research and interview caterers.
- Ask potential caterers for references, a portfolio, and applicable wedding experience.
- Check the caterer's availability on wedding date.
- Request menu examples that include prices, and decide if you prefer a buffet or sit-down dinner.
- Ask if any regulations apply for self-supplied food, drinks, or the wedding cake.
- Inquire if they provide cake knife and stand.
- Check if they provide bar service.
- Ask if they have a minimum charge requirement, and if taxes and gratuities are included in the price.
- Verify if the catering fee covers set-up and clean-up, and also what equipment (plates, utensils, food warmers, linens, etc.) is included in the overall cost.
- Ask if the caterer provides menus for sit-down dinners, or food descriptions for buffet-style meals.
- Clarify menu selection, deadline, and final guest estimate.
- Review deposit, guarantee, insurance, and cancellation terms.
- CSign a written contract that stipulates all agreements.

Wedding Reception Checklist

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- Starting 6 - 9 months in advance, choose the location or venue.
- Decide if you want to hire a wedding planner.
- Choose an emcee.
- Review deposit, guarantee, insurance, and cancellation terms.
- Decide if you want to use restaurant catering, a catering service, or if you prefer to prepare the food yourself.
- Organize decorations.
- Organize flowers.
- Choose wedding favors.
- Check if extra rentals such as tables, chairs, or linens are needed.
- Select a wedding cake.
- Decide if you want a bartending service.
- Determine if you're hiring a professional photographer and/or videographer.
- Determine the day's entertainment, program, and toasts.
- Organize music details and dance floor.
- Determine if you want to provide childcare.
- Organize transportation needs.
- Sign a written contract that stipulates all agreements.

- Clarify deposit, guarantee, insurance and cancellation terms
- Make a written contract with all agreements

Wedding Ceremony Checklist

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- Start about 9-12 months in advance
- Choose church or other venue for ceremony
- Check fee / gratuity for officiant or clergy and site
- Check which documents you need to bring for the of conduction of ceremony
- Choose ceremony program
- Organize organist and / or other music
- Choose readings / prayers
- Choose vows or come up with your own ones
- Choose decoration (altar arrangements, pew bows, flowers, candles, archway...)
- Choose lighting
- Organize unity candle
- Choose witnesses
- Organize rings, ring pillow and ringbearer
- Organize flower girl basket
- Organize pen for signing marriage license
- Organize chairs and table for ceremony if necessary
- Think about the distribution of people (especially of family members)

- Organize photographer / videographer
- Organize car / limousine
- Check / organize parking possibilities for guests

Wedding Photo / Videography Checklist

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- Start 6-9 months in advance interviewing photographers / videographers
- Ask for photographer's references and photo samples
- Decide if you want a second photographer
- Check price for full day wedding coverage
- Check photographer's charge for travel, hotel, car rental...
- Check shipping costs (when photographer lives overseas)
- Check minimum number of "keeper" after photos
- Check if digital negatives and files are included
- Check if there will be any photographer / company logo or copyright on photos
- Check if meals for photographer/s need to be provided
- Decide on style of photography (romantic, casual, funny...)
- Decide if you prefer film or digital
- Decide if you also want black & white photography
- Decide if you want matte or glossy
- Decide if you also want an engagement photography session
- Decide on locations for photo shooting (engagement / wedding)
- Assure light & shade photography
- Make a prioritized shot list
- Designate an organizer/helper for portraits
- Make sure you have formals (family portraits) with all family members
- Decide on type of albums (Are they included in price? If yes, how many?)
- Decide if you want some photos enlarged
- Check finished photos / album delivery date
- Check if they mass produce photos selected, to send to guests (hard copy or CD)
- Decide if you want an online gallery / online wedding album
- Decide if you want to provide disposable cameras for guests

Wedding Services Checklist

- Wedding consultant
- Venue
- Accommodation
- Transportation
- Catering
- Wedding cake
- Wedding outfits / attire
- Wedding flower decoration and delivery
- Ceremony officiant
- Photographer / videographer
- Gift registry
- Musicians / DJ
- Technical support
- Childcare / elderly care
- Translation services
- Cleanup services
- Insurance
- Travel agent

List Of Top Wedding Songs

TOP 5 First Dance Songs

1. **Can't Take My Eyes Off You** – Frankie Valli & The Four Seasons
2. **One & Only** – Adelle
3. **You Are the Best Thing** – Lamontagne
4. **You and Me** – Dave Matthews Band
5. **All My Life** – K-Ci & JoJo tied with Lucky – Jason Mraz, The Way You Look Tonight – Frank Sinatra and Then – Brad Paisley

TOP 5 Father/Daughter Dance Songs

1. **I Loved Her First** – Heartland
2. **Wonderful World** – Louis Armstrong
3. **The Way You Look Tonight** – Frank Sinatra
4. **Cinderella** – Steven Curtis Chapman
5. **My Girl** – The Temptations tied with Unforgettable – Natalie Cole

TOP 5 Unrecommended Songs

1. **Chicken Dance**
2. **Electric Slide**
3. **Macarena**
4. **YMCA**
5. **Cotton Eye Joe**

TOP SONGS From 2013 Weddings

1. **All of Me** – John Legend
2. **XO** – Beyonce
3. **Marry Me** – Jason Derulo
4. **How Long Will I Love You** – Ellie Goulding
5. **On Top of the World** – Imagine Dragons

Los Angeles

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Brookside Golf Club

1133 Rosemont Avenue
Pasadena, CA 91103
privateeventdirector@brooksidegc.com
(866) 586-0183, ext. 207

Chester Washington Golf Course

1930 West 120th Street
Los Angeles, CA 90047
privateeventmanager@chesterwashington.com
(866) 597-5675, ext. 27

Diamond Bar Golf Course

22751 E. Golden Springs Drive
Diamond Bar, CA 91765
privateeventdirector@diamondbargc.com
(866) 636-4720, ext. 252

El Dorado Park Golf Course

2400 Studebaker Road
Long Beach, CA 90815
privateeventmanager@eldoradoparkgc.com
(866) 729-0428, ext. 229

Knollwood Country Club

12040 Balboa Boulevard
Granada Hills, CA 91344
privateeventmanager@knollwoodgc.com
(866) 854-2154, ext. 1

Lakewood Country Club

3101 Carson Street
Lakewood, CA 90712
privateeventcoordinator@lakewoodgolf.net
(888) 386-2175, ext. 21

La Mirada Golf Course

15501 E. Alicante Road
La Mirada, CA 90638
catering@lamiradagc.com
(888) 355-4052, ext. 2

Los Verdes Golf Course

7000 West Los Verdes Drive
Rancho Palos Verdes, CA 90275
privateeventdirector@losverdesgc.com
(888) 446-3511, ext. 21

MountainGate Country Club

12445 MountainGate Drive
Los Angeles, CA 90049
privateeventdirector@mtngatecc.com
(888) 510-9427, ext. 208

Mountain Meadows Golf Course

1875 Fairplex Drive
Pomona, CA 91768
privateeventmanager@mountainmeadowsgc.com
(888) 497-7902, ext. 3

Recreation Park Golf Course 18

5001 Deukmejian Drive
Long Beach, CA 90804
privateeventdirector@recreationparkgc.com
(888) 667-6117, ext. 233

San Dimas Golf Course

2100 Terrebonne Boulevard
San Dimas, CA 91773
privateeventdirector@sandimasgc.com
(888) 701-8879

Skylinks Golf Course

4800 East Wardlow Road
Long Beach, CA 90808
privateeventmanager@skylinksgc.com
(888) 717-8098, ext. 205

Sunset Hills Country Club

4155 Erbes Road North
Thousand Oaks, CA 91360
privateeventdirector@sunsethillsclub.com
(888) 742-2357, ext. 4

Wood Ranch Country Club

301 Wood Ranch Parkway
Simi Valley, CA 93065
eventdirector@woodranchgc.com
(888) 945-5344, ext. 207

Orange County

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Coyote Hills Golf Course

1440 E. Bastanchury Road
Fullerton, CA 92835
privateeventmanager@coyotehillsgc.com
(866) 619-8852, ext. 5

Los Coyotes Country Club

8888 Los Coyotes Drive
Buena Park, CA 90621
membership@loscoyotesc.com
(888) 418-0528

SeaCliff Country Club

6501 Palm Avenue
Huntington Beach, CA 92648
eventdirector@seacliffcc.net
(888) 707-5836, ext. 128

Palm Springs

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Monterey Country Club

41500 Monterey Avenue
Palm Desert, CA 92260
membership@montereycc.com
(888) 487-0168, ext. 223

Palm Valley Country Club

39205 Palm Valley Drive
Palm Desert, CA 92211
directorofsales@palmvalley-cc.com
(888) 599-7872, ext. 2227

San Diego

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Chula Vista Golf Course

4475 Bonita Road
Bonita, CA 91902
privateeventmanager@chulavistagc.com
(866) 599-5763, ext. 225

El Camino Country Club

3202 Vista Way
Oceanside, CA 92056
events@elcaminoclub.com
(866) 698-2019

Lomas Santa Fe Country Club

1505 Lomas Santa Fe Drive at Highland Drive
Solana Beach, CA 92075
eventdirector@lomassantafec.com
(888) 404-0017, ext. 107

Marbella Country Club

30800 Golf Club Drive
San Juan Capistrano, CA 92675
eventdirector@marbellacc.net
(888) 477-3005, ext. 307

Northern California

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Canyon Oaks Country Club

999 Yosemite Drive
Chico, CA 95928
privateeventmanager@canyonoaksc.com
(866) 593-8054, ext. 11

Lake Tahoe Golf Course

2500 Emerald Bay Road
South Lake Tahoe, CA 96150
eventmanager@laketahoecc.com
(888) 382-8089, ext. 3

Oakhurst Country Club

1001 Peacock Creek Drive
Clayton, CA 94517
eventdirector@oakhurstcc.com
(888) 514-3645, ext. 217

Seascape Golf Club

610 Clubhouse Drive
Aptos, CA 95003
privateeventdirector@seascapecc.com
(888) 710-8995, ext. 217

Summitpointe Golf Club

1500 Country Club Drive
Milpitas, CA 95035
fb@summitpointegc.com
(888) 729-3982

Oregon & Washington

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Corvallis Country Club

1850 S.W. Whiteside Drive
Corvallis, OR 97333
directorofsales@corvalliscc.com
(866) 604-2638, ext. 29

The Oregon Golf Club

25700 S.W. Petes Mt. Road
West Linn, OR 97068
privateeventdirector@oregongc.com
(888) 594-6838

Persimmon Country Club

500 South East Butler Road
Gresham, OR 97080
privateeventdirector@persimmoncc.com
(888) 617-6594

Bear Creek Country Club

13737 202nd Avenue N.E.
Woodinville, WA 98077
directorofevents@bearcreekcc.com
(866) 554-6073, ext. 231

New York

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Dyker Beach Golf Course

1030 86th Street off 7th Avenue
Brooklyn, NY 11228
dos@nyceventsdyker.com
(866) 660-9936, ext. 260

Pelham Bay and Split Rock Golf Course

870 Shore Road
Bronx, NY 10464
privateeventdirector@pelhamsplitrock.com
(888) 614-4539, ext. 224

The Golf Club at Mansion Ridge

1292 Orange Turnpike
Monroe, NY 10950
eventdirector@mansionridgegc.com
(888) 451-4870, ext. 229

Other Locations

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Beaver Brook Country Club

11507 Valley View Drive
Annandale NJ 08801
privateeventdirector@beaverbrookcountryclub.com
(866) 563-2982, ext. 221

Bristow Manor Golf Club

11507 Valley View Drive
Bristow, VA 20136
privateeventdirector@bristowmanorgc.com
(866) 576-3803

Brookstone Golf & Country Club

5705 Brookstone Drive
Acworth, GA 30101
privateeventdirector@brookstonecc.com
(866) 587-2908, ext. 245

Gettysvue Polo, Golf & Country Club

9317 Linksvue
Knoxville, TN 37922
privateeventdirector@gettysvuecc.com
(866) 748-7416, ext. 101

Golf Club of Oklahoma

20400 East 141st St.
Broken Arrow, OK 74014
catering@golfcluboklahoma.com
(866) 787-4540

Killearn Country Club

100 Tyron Circle
Tallahassee, FL 32309
catering@killearncountryclub.com
(866) 802-9850, ext. 131

The Classics at Lely Resort

7989 Grand Lely Drive
Naples, FL 34113
lelydirectorofsales@americangolf.com
(888) 394-9725, ext. 14

The Woodlands Golf Course

39670 Ecorse Road
Wayne, MI 48184
(888) 958-8604

Tanoan Country Club

10801 Academy Road N.E.
Albuquerque, NM 87111
eventsdirector@tanoancountryclub.com
(888) 762-9466, ext. 228

The Tribute at the Colony

1000 Lebanon Road
The Colony, TX 75056
privateeventdirector@thetributegc.com
(888) 783-5715 , ext. 2103



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We know that your big day should be about making every moment perfect. Deciding where to have your wedding is more than choosing a location. It's about finding people who understand how important your big day is and that they are going to do everything possible to make it as special as you have dreamed. You will receive a level of service and expertise that is unmatched, and only comes from having planned hundreds of the areas most envied weddings.

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