

WEDDING

WEDDING WISHES

CHECKLIST

# NINE TO TWELVE MONTHS

## YOU'RE ENGAGED!

Now is the time along with your fiancé to decide on the wedding you have always dreamed about. Do you want a destination wedding, a formal wedding at a hotel ballroom, or a casual event in a friend's backyard? What will the theme of your wedding be?

- ❑ First things first! Purchase a binder to hold all of your wedding information. It may be something as simple as a 3 ring binder with pockets and business card holders to a wedding planner organizer purchased from a bookstore.
- ❑ Reality check! Determine with your fiancé and families what your budget is.
- ❑ Consider possible dates. It is a good idea to have a couple of dates in mind to accommodate locations, family, and the officiant.
- ❑ Hire a wedding consultant if you plan on using one. A note about vendors: Make sure that you get a detailed contract with every vendor you book. Write down all the details and don't rely on your conversations to make sure agreed upon services will be provided. Every contract should include the dates, times, locations, delivery times, cancellation policies, refund policies, prices including taxes and tips, details of any payment plan, and any special services that have been agreed upon.
- ❑ Book ceremony site.
- ❑ Book reception site. If you book a reception site on a Friday night, early Saturday afternoon, Sunday afternoon, or during the week you may be able to get the venue at a lower rate. If this works out for you, your friends and family, don't hesitate to ask the vendor if they offer lower rates for off-time bookings.
- ❑ Book your officiant and determine if pre-marital counseling is required if you are getting married in a church or synagogue.
- ❑ Begin shopping for your wedding dress, veil, and accessories. (Allow at least 4-6 months minimum if you are ordering them). You also need to give yourself time for fittings, alterations, and bridal portrait.

- Talk with your fiance about attendants, and ask them to participate.
- Agree on the number of guests.
- Begin compiling guest list.
- Start planning your reception.

## CONTACT YOUR:

- Florist
- Caterer
- Decorator
- Balloon Decorator
- Photographer
- Videographer
- Reception Manager
- Order Bride and Groom's Cake
- Confirm Guest List
- Audition musicians, bands and/or DJ's for the ceremony and reception. Some of them have a sample of their music on their websites. Many will have sample CD's they can mail to you.



## EIGHT MONTHS

- Order your wedding gown, veil and shoes.

### BOOK YOUR:

- Florist
- Caterer
- Decorator
- Balloon Decorator
- Photographer
- Videographer
- Reception Manager
- Musicians for ceremony and reception. Discuss and confirm what music will be played.
- Register for gifts. Choose gifts in all price ranges to accommodate family and guests.
- Begin shopping for bridesmaid dresses. If you are going to have dresses custom made contact a seamstress to discuss your ideas.



## SIX TO EIGHT MONTHS

- ❑ Order the bridesmaid dresses. Give your attendants the name of the store where the dresses will be purchased from so they can give their measurements or go in for a fitting.
- ❑ Consider your honeymoon destination. You may want to consult a professional travel agent.
- ❑ Meet with caterer or reception manager to have a tasting and decide on the menu.
- ❑ Most hotels will set aside a block of rooms at reduced rates for your out-of-town family and friends. Now is the time to reserve a block of rooms. It is a good idea to offer a luxury and budget option.
- ❑ Book the calligrapher.
- ❑ Order your wedding stationery. This may include the invitations, wedding announcements, response cards, maps, programs, place cards, and thank you notes. Order extra envelopes for boo-boos. Your stationer may also be able to supply you with imprinted items such as napkins, cups, matchbooks, or ribbons. Request your envelopes as soon as possible so you or your calligrapher can start addressing them.
- ❑ If you are traveling out of the country and do not have current passports apply for them now or make sure your existing one is up to date. Also inquire if you need a visa or immunizations. The Centers for Disease Control and Prevention (CDC) has a website loaded with traveler information regarding health issues including vaccinations. Their website address is: <http://wwwn.cdc.gov/travel/default.aspx>. They even have Cruise Ship Inspections reports as part of their Vessel Sanitation Program on the site. The US Department of State's website: <http://www.travel.state.gov/> has information on passports, visas, and travel warnings and alerts.



## PASSPORT INFORMATION:

- ❑ \$110 for passport, \$25 Execution fee, plus cost of photo which varies by location from \$10 to \$15. Do not combine these fees. If eligible, renewal passport applications may be mailed in and the costs are the same. Passport can not have been expired for longer than 5 years. Check with your passport location for regulations regarding renewal passport applications. Passport Application Information is also available at many post offices.
- ❑ Collin County, Plano: 900 E. Park Blvd., Suite #140A. 972-881-3174.
- ❑ McKinney: 2100 Bloomdale, 1st Floor. 972-881-3174.

### Dallas County:

- ❑ Dallas: 600 Commerce St., 214-653-7559.
- ❑ Dallas: 3443 St. Francis Ave., 214-321-3182.
- ❑ Dallas: 10056 Marsh Lane, Suite 137, 214-904-3002.
- ❑ Denton County Courts Building: 1450 E. McKinney St., 972-434-8820.
- ❑ Carrollton: Sandy Jacobs Government Center  
1029 W. Rosemeade Parkway, 972-395-1783.
- ❑ Cross Roads: Steven Copeland Government Center, 1400 FM 424, 940-349-4400.

### Tarrant County:

- ❑ Arlington Sub-Courthouse, Arlington : 700 E. Abram St., Suite 204, 817-548-3963.
- ❑ Justice Center, Fort Worth: 401 W. Belknap, 3rd Floor, 817-884-2520.
- ❑ Mansfield Sub-Courthouse, Mansfield: 1100 E. Broad St., Ste 102, 817-473-5113.
- ❑ Southlake Sub-Courthouse, Southlake: 1400 Main Street, Suite 340, 817-481-8190.
- ❑ Southwest Sub-Courthouse, Fort Worth: 6551 Granbury Road, 817-370-4570.
- ❑ Northwest Sub-Courthouse, Lake Worth: 6713 Telephone Road, 817-238-4457.

## FOUR TO SIX MONTHS

- Book your honeymoon destination.
- Purchase your airline tickets.
- Reserve rental items if needed. They may include chair covers, tables, chairs, tent, china, crystal, silverware, linens, gazebo, or lighting. Preview everything to make sure all items are in tip top shape and clean.
- Finalize guest list.
- Finalize reception details.
- If you plan on taking dance lessons sign up for them now.
- Make or select your favors.
- Book your wedding night hotel.
- Book rehearsal dinner site.
- Schedule time for wedding rehearsal.
- Rent the tuxedos. Give your groomsmen the name of the store where the tuxedos will be rented from so they can go in for a fitting. Some tuxedo stores are now renting suits if you prefer a less formal look, but still want everyone to match.
- Meet with your florist to decide upon your bouquet, bridal party flowers, mothers' flowers, fathers' boutonnieres, table decorations and all other floral decorations.
- Select gifts for bridal party.
- Purchase your wedding rings. Discuss engraving.
- Purchase accessories for your bridal gown.
- Hire a personal trainer if you plan on using one.
- Book your make-up artist. Arrange a time for a "practice run."
- Set up an appointment with your hair stylist to try hairstyles with your headpiece. Book him/her for your wedding day.
- Contact newspaper(s) to publish your engagement announcement.

## TWO TO FOUR MONTHS

- Arrange for your car rental for your honeymoon.
- Book transportation for you and your groom, and your bridal party.
- Make arrangements for your pets' care during the honeymoon.
- Review the ceremony service with your officiant.
- Purchase any lingerie you may need to wear with your wedding gown.
- Set up an appointment for your gown fitting.
- Finish addressing your invitations. Traditionally, you mail them out 6-8 weeks before the wedding.

## TWO MONTHS

- Consult a lawyer about a will.
- Arrange to purchase life insurance and/or change the beneficiary on your existing plan. Also, discuss other insurance needs (such as medical, automobile and personal property insurance) with your agent.
- Have your bridal portrait taken.
- Contact newspaper(s) to publish your wedding announcement.
- Shop for honeymoon clothing.
- Mail your invitations. Take one to the post office to confirm mailing rate before mailing the whole group. Traditionally, you mail invitations out 6-8 weeks before the wedding.
- If the two of you are exchanging gifts, purchase them now.
- Purchase your going away dress.



# ONE MONTH

- Send thank you notes as you receive gifts.
- Purchase ring pillow, garter, guest book, pen, and wedding photo album. Many photographers offer wedding photo albums with their packages.
- Arrange to have your bridal bouquet preserved.
- Record acceptances and regrets.
- Confirm details of bridesmaids' clothing and accessories.
- Finalize plans for the rehearsal dinner.
- Check reception details.
- Check honeymoon details.
- Get marriage license. In order to obtain a license the following are required:
  - A. One of the following forms of positive ID
    - Certified copy of Birth Certificate or (not accepted in Tarrant County)
    - A valid passport or
    - A valid driver's license or
    - A valid military ID
    - A government issued photo ID card
  - B. Social Security number
  - C. Fee which varies by county

Marriage licenses have a 72 hour waiting period unless waived due to active duty military status or court order. License must be used within 30 days from day license is issued.



## **COLLIN COUNTY:** FEE IS \$77 EXACT CASH, ANY DEBIT OR CREDIT CARDS, NO CHECKS.

1. 900 E. Park Blvd., #140C, Plano | 8-4 M-F | 972-881-3025
2. 2300 Bloomdale Rd., Suite 2106, McKinney | 8-4 M-F | 972-548-4185

## **DALLAS COUNTY:** FEE IS \$71 CASH ONLY.

1. Downtown Dallas at the Records Building, 509 Main Street, Suite 120, Dallas  
8:30-4 M-F | 214-653-7559 or 214-653-7131
2. East Dallas at the East Dallas Government Center, 3443 St. Francis Avenue, Dallas  
7:30-4:30 M-Thursday | 214-321-3182 (call for office hours)
3. North Dallas Government Center, 10056 Marsh Lane, Suite 137, Dallas  
T-F 7:30-4:30 | 214-904-3032
4. Justice of the Peace, Place 1 Precinct 1, 7201 S. Polk, Dallas  
M-F 8-4 | 972-228-0280
5. Justice of the Peace, 1411 W. Beltline Road, Richardson, 8-11 and 1-3 M-F, 972-231-1439
6. Justice of the Peace, 3443 St. Francis Ave., 8-4 M-F 214-943-6980.

## **DENTON COUNTY:** FEE IS \$82 CASH, ANY DEBIT OR CREDIT CARDS, CHECKS ACCEPTED.

1. Denton County Courthouse, 1450 E. McKinney Street, Denton  
8-5 M-F, except Wednesday 8-4:30 | Metro 940-349-2010 or 972-434-8820
2. Sandy Jacobs Government Center, 1029 W. Rosemeade Parkway, Carrollton  
8-4:10 M-F | 972-434-7170
3. Stephen Copeland Government Center, 1400 FM 424, Suite 105, Cross Roads  
8-4:30 M-F | 940-349-4400
4. Justice of the Peace, Precinct 3, 190 North Valley Pkwy., Suite 100, Lewisville  
8-4 M-F | 972-434-4750

## **TARRANT COUNTY: \$71 CASH, ANY OR CREDIT CARDS, NO CHECKS.**

1. Tarrant County Plaza Building, 200 Taylor Street - 3rd Floor, Fort Worth  
8-5 M-F | 817-884-1550
2. Northwest Sub-Courthouse, 6713 Telephone Road, Suite 202, Lake Worth  
8-5 M-F (Closed for Lunch 1-2pm) | 817-238-4420
3. Southwest Sub-Courthouse, 6551 Granbury Road, Fort Worth  
8-5 M-F (Closed for Lunch 1-2pm) | 817-370-4546
4. Northeast Sub-Courthouse, 201 Harwood Road, Suite 124, Bedford  
8-5 M-F (Closed for Lunch 1-2pm) | 817-248-6253
5. Mansfield, 1100 E. Broad Street, Suite 200 | 8-5 M-F (Closed for Lunch 12-1pm) | 817-473-5135
6. Southlake, 1400 Main Street, Suite 140 | 8-5 M-F (Closed for Lunch 1-2pm) | 817-481-8179
7. Arlington, 700 E. Abram Street, Arlington | 8-5 M-F | 817-548-3928

## **ROCKWALL COUNTY: \$82 CASH, ANY DEBIT OR CREDIT CARDS, NO CHECKS.**

1. Rockwall County Court House, 1111 E. Yellow Jacket Lane, Rockwall | 8-4 M-F | 972-204-6300



- Print your wedding programs
- Plan the bachelor and bachelorette parties.
- Schedule your final gown fitting. Bring the lingerie, shoes, and accessories you will wear on your wedding day.
- Discuss the candid and formal shots you want of wedding and reception with your photographer.
- Discuss the shots you want with your videographer.
- If you plan on changing your name get the necessary forms now. They may include drivers license, social security card, credit cards and your workplace.
- Confirm accommodations for out-of-town guests.
- Confirm honeymoon reservations.
- Confirm wedding night hotel reservation.

## TWO WEEKS

- Finalize seating plans and write guests' names on place cards, if you are using them. Place cards indicate where the guests will be seated. Your calligrapher could also do the place cards, but give them the place cards earlier than 2 weeks so they have time to work on them.
- Write toasts for the rehearsal dinner and reception.
- Address announcement cards. Traditionally, they are mailed the day after the wedding, but now you can wait up to a couple of months to mail them. Announcements are sent to individuals who were not invited to the wedding, but you want to notify them of your happy occasion.
- Brides: Get your hair cut.
- Purchase your going away dress.

## ONE WEEK

- Confirm details with all of your vendors and service providers.
- Walk around in your wedding shoes so you are comfortable in them. Scuff the bottoms of the shoes so they are not slippery.
- Pick up gown. Store it in a secure place high up so it won't wrinkle. Ask the bridal shop where you purchased the dress from the best way to store the gown.
- Pick up tuxedos or suits. Make sure they fit.
- Pack for your honeymoon.
- Arrange final payments with all of your wedding vendors.
- Give caterer or reception location the final guest count.
- Host bridesmaid lunch.
- Have someone pick up your mail or have it held at the post office.
- Grooms: Get your hair cut.
- Ask someone to be responsible for the gifts brought on the day of the wedding.
- Assign wedding day responsibilities for your wedding party.



## DAY BEFORE

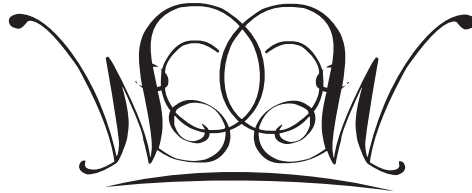
- ❑ Get manicure and pedicure. This can be a fun event for your bridesmaids and mothers to do together. Many spas and salons offer wedding party spa packages.
- ❑ Give your announcements to one of your attendants to mail after the wedding.
- ❑ Attend ceremony rehearsal and rehearsal dinner. This is a great time to give the gifts to the wedding party.
- ❑ Organize everything you need to take to the wedding. Include extra party hose.
- ❑ Arrange to have all tips and final payments in envelopes. Ask someone to give them to the appropriate people.
- ❑ Arrange for your going away clothing to be taken to the reception site.



## THE BIG DAY!

- ❑ URGENT! Take the rings and marriage license to the ceremony.
- ❑ Get a massage. This can also be a fun group event with your bridesmaids and mothers. Once again, many spas offer wedding party spa packages.
- ❑ Relax, have fun! All the hard work is done. Just enjoy your day!





WEDDING WISHES

