

## ***The Ann Arbor City Club Ultimate Wedding Planning Checklist***

Congratulations! You've decided to tie the knot. Now that was the easy part. Now comes the fun! First of all, thanks for considering the Ann Arbor City Club. We will do whatever is necessary to make your special day one to remember. From this day until the day of your wedding, you will be busy planning for what may be the most important day of your life! Good news for you is you don't have to go into planning your wedding blindly. Our staff has in excess of 30 plus years in planning and executing weddings and large social events. We will provide you with the experience and expertise to guide you through many of your difficult decisions. Below you will find the ultimate wedding checklist prepared especially for you by our club staff to make sure you don't forget anything.

### ***At Least One Year in Advance***

*First decide on the basics*

- Choose wedding date*
- Decide type of wedding desired (traditional, big/small, etc)*
- Determine what religion the service will be performed in, if any*
- Decide time of wedding and reception*
- Choose desired location (The City Club of course)*
- Set wedding budget and decide how wedding will be financed*

*Then hire the individuals from whom you will need services on the wedding day....*

- Choose/hire individual who will perform your wedding*
- Interview/choose photographer and then book him/her*
- Interview/choose florist and then book him/her*
- Interview/choose caterer (The City Club, right?)*

### ***Ten to Twelve Months in Advance***

- Decide how large/small the wedding party will be*
- Choose/order wedding dress and veil*
- Begin looking at invitations*
- Set honeymoon budget*
- Announce engagement to friends and family*
- Set time and date for engagement party at Ann Arbor City Club*

### ***Six to Ten Months in Advance***

- First meeting with minister/officiant*
- Begin writing vows*
- Choose ceremony music (prelude, processional, solos, recessional, postlude, etc)*
- Choose attendants and ask if they'll accept the positions*
- Begin looking for bridesmaid dresses*
- Pick out tuxedos for groom and groomsmen/ushers/fathers*
- Choose/reserve desired location for rehearsal dinner (Yes, the City Club!)*

- \_\_\_ *Look for and reserve block of rooms at nearby hotel(s) for out-of-town guests*
- \_\_\_ *Choose invitations*
- \_\_\_ *Make first draft of invite list*
- \_\_\_ *Plan honeymoon and book all lodgings/transportation/event tickets*
- \_\_\_ *Check passports/visas*
- \_\_\_ *Discuss if a bridal registry is desired and what items would be on it*

### ***Four to Six Months in Advance***

- \_\_\_ *Choose poetry/scripture readings for ceremony*
- \_\_\_ *Choose readers for ceremony and ask if they'll accept the position*
- \_\_\_ *Buy/make favors for guests, if desired*
- \_\_\_ *Order bridesmaid dresses*
- \_\_\_ *Hire limousine driver or arrange other transportation to/from ceremony and reception*
- \_\_\_ *Pick out/order wedding bands*
- \_\_\_ *Select reception decorations such as flowers, candles, balloons, arches, etc*
- \_\_\_ *Meet with florist to choose amount and type of flowers for ceremony and reception and any other accessories (pew bows, candelabras, etc)*
- \_\_\_ *Meet with a baker and decide on wedding cake style and design*
- \_\_\_ *Register gift preferences with one or more bridal registries at nearby and/or nationwide store*
- \_\_\_ *Get measurements from groom/ushers/fathers/groomsman for tuxedos*

### ***Two to Four Months in Advance***

- \_\_\_ *Have first wedding gown fitting*
- \_\_\_ *Buy disposable cameras*
- \_\_\_ *Determine wedding band inscriptions*
- \_\_\_ *Choose reception food with Ann Arbor City Club catering staff*
- \_\_\_ *Determine seating arrangements at reception*
- \_\_\_ *Determine how attendants will process and stand at ceremony*
- \_\_\_ *Choose reception music (1<sup>st</sup> dance, father/daughter dance, mother/son dance etc)*
- \_\_\_ *Finalize vows and memorize (if necessary)*
- \_\_\_ *Bride buys gifts for bridesmaids, parents, fiancé, and personal attendant*
- \_\_\_ *Groom buys gifts for groomsmen, parents, fiancée, ushers*
- \_\_\_ *Finalize invite list and get addresses of all people on the invite list*
- \_\_\_ *Order invitations*
- \_\_\_ *Set date with fiancé to get marriage license*

### ***Two Months in Advance***

- \_\_\_ *Book rooms for out-of-town attendants at a hotel*
- \_\_\_ *Go over rough draft of duties with all involved in wedding determine order/timing of events at reception (cake cutting, garter toss, etc)*
- \_\_\_ *Have second wedding gown fitting*
- \_\_\_ *Buy honeymoon clothes and going away outfit, if necessary*
- \_\_\_ *Buy/decide on rehearsal dinner menu*