

On This Day Weddings

DAY OF WEDDING COORDINATION SERVICES

HILLSBOROUGH & PRINCETON, NJ WWW.ONTTHISDAYWEDDINGS.COM INFO@ONTTHISDAYWEDDINGS.COM

WEDDING ORGANIZER

CONGRATULATIONS, YOU'RE ENGAGED! ANNOUNCE YOUR ENGAGEMENT TO FAMILY AND FRIENDS & CONSIDER MAKING THE ANNOUNCEMENT IN LOCAL NEWSPAPERS.

12 MONTHS BEFORE

- HAVING AN ENGAGEMENT PARTY? SET A DATE, CHOOSE A LOCATION, CREATE A GUEST LIST, AND MAIL INVITATIONS.
- IF YOU'RE HAVING AN ENGAGEMENT PARTY, START A SMALL GIFT REGISTRY NOW.
- DECIDE ON THE BUDGET.
- SELECT A WEDDING DATE AND TIME.
- DETERMINE THE TYPE OF WEDDING YOU WANT (DAY/NIGHT, INDOOR/OUTDOOR, FORMAL/CASUAL, ETC.)
- START THE GUEST LIST.

11 MONTHS BEFORE

- CHOOSE A COLOR SCHEME FOR YOUR BIG DAY.
- DETERMINE APPROXIMATELY HOW MANY GUESTS YOU WISH TO INVITE.
- SEARCH FOR A CEREMONY VENUE AND AVAILABILITY.
- SEARCH FOR A RECEPTION VENUE AND AVAILABILITY.

10 MONTHS BEFORE

- START YOUR WEDDING WORKOUT ROUTINE. POSSIBLY JOIN A GYM.
- CHOOSE THE MEMBERS OF YOUR WEDDING PARTY - MAID OF HONOR AND BEST MAN, BRIDESMAIDS, GROOMSMEN, RING BEARER, FLOWER GIRL AND USHERS - AND INVITE THEM TO TAKE THESE ROLES.
- CREATE YOUR WEDDING WEBSITE.
- SEARCH FOR A PHOTOGRAPHER.
- SEARCH FOR A CATERER.
- SEARCH FOR A FLORIST.
- SEARCH FOR A VIDEOGRAPHER.
- BOOK YOUR RECEPTION VENUE (GET A CONTRACT)
- SEARCH FOR A VENDOR FOR YOUR SAVE THE DATE CARDS
- DESIGN AND CREATE YOUR SAVE THE DATE CARDS
- RECORD DEPOSITS AND PAYMENTS.

9 MONTHS BEFORE

- START SHOPPING FOR YOUR GOWN! BROWSE WEDDING DRESS GALLERIES, WEBSITES AND MAGAZINES TO GET IDEAS FOR YOUR OWN DRESS. VISIT BRIDAL SHOWS.
- SEARCH FOR A BAND OR DJ.
- BOOK YOUR CEREMONY VENUE.
- DETERMINE WHO WILL OFFICIATE AT THE CEREMONY, IF NOT PROVIDED WITH THE CEREMONY LOCATION.
- BOOK YOUR CATERER. BEGIN WORKING ON A MENU (GET A CONTRACT)
- BOOK YOUR PHOTOGRAPHER (GET A CONTRACT)
- RECORD DEPOSITS AND PAYMENTS.

8 MONTHS BEFORE

- SELECT YOUR WEDDING DRESS AND PLACE THE ORDER.
- COMPILE AND FINALIZE YOUR GUEST LIST (INFORM YOUR FAMILY MEMBERS TO DO THE SAME)
- ADDRESS AND MAIL YOUR SAVE THE DATE CARDS
- SET UP YOUR REGISTRIES.
- SEARCH FOR A CEREMONY MUSICIAN.
- BOOK YOUR FLORIST (GET A CONTRACT)
- BOOK YOUR VIDEOGRAPHER (GET A CONTRACT)
- RECORD DEPOSITS AND PAYMENTS.

7 MONTHS BEFORE

- START SHOPPING FOR BRIDESMAID GOWNS AND FLOWER GIRL DRESSES.
- FIND AN AFFORDABLE HOTEL NEAR YOUR VENUE. SET ASIDE BLOCKS OF HOTEL ROOMS FOR OUT-OF-TOWN GUESTS. ADD ACCOMMODATIONS AND TRAVEL INFO TO YOUR WEDDING WEBSITE.
- SEARCH FOR A WEDDING CAKE MAKER (IF YOUR VENUE DOES NOT PROVIDE ONE).
- ORDER YOUR WEDDING CAKE. (GET A CONTRACT)
- RECORD DEPOSITS AND PAYMENTS.

6 MONTHS BEFORE

- SEARCH FOR A WEDDING STATIONER FOR INVITATIONS, PLACE CARDS, MENUS, ANNOUNCEMENTS AND THANK-YOU STATIONERY (WHICH SHOULD BE ORDERED AT THE SAME TIME).
- SELECT YOUR BRIDESMAID DRESSES AND FLOWER-GIRL DRESS. HAVE YOUR ATTENDANTS PLACE THEIR ORDERS.
- SEARCH FOR A RENTALS SUPPLIER IF YOU NEED TO RENT CHAIRS, CHAIR COVERS, A TENT, ETC.
- BOOK YOUR BAND/DJ (GET A CONTRACT)
- BOOK YOUR OFFICIANT.
- BOOK YOUR CEREMONY MUSICIAN (GET A CONTRACT)
- RESEARCH TRANSPORTATION FOR THE WEDDING. LIMOUSINES, HORSE AND CARRIAGE, VANS, ETC.
- START PLANNING YOUR HONEYMOON. RESEARCH DESTINATIONS.
- DISCUSS REHEARSAL DINNER WITH THE GROOM'S PARENTS - WILL THEY HOST? BEGIN SEARCHING FOR A VENUE. DISCUSS WHO WILL BE INVITED.
- RECORD DEPOSITS AND PAYMENTS.

5 MONTHS BEFORE

- BOOK YOUR TRANSPORTATION VENDOR. (GET A CONTRACT)
- FINALIZE YOUR INVITATIONS AND PLACE THE ORDER.
- GUEST LIST SHOULD BE FINAL.
- INFORM MOTHERS TO SELECT THEIR DRESSES.
- CONTACT OUT-OF-TOWN GUESTS AND NOTIFY THEM ABOUT THE HOTEL BLOCK. (REMIND THEM THAT INFORMATION CAN BE FOUND ON YOUR WEBSITE)

- FINALIZE YOUR ORDER FOR EVENT RENTALS. (GET A CONTRACT)
- REHEARSAL-DINNER HOST SHOULD FINALIZE VENUE.
- RECORD DEPOSITS AND PAYMENTS

4 MONTHS BEFORE

- UPDATE YOUR GIFT REGISTRY, IF NECESSARY.
- FINALIZE HONEYMOON DETAILS AND MAKE RESERVATIONS: TRAVEL, ACCOMMODATIONS, AND ACTIVITIES.
- SHOP FOR ACCESSORIES FOR YOUR GOWN: VEIL, SHOES, UNDERGARMENTS, AND JEWELRY.
- SCHEDULE YOUR CEREMONY REHEARSAL AND NOTIFY YOUR ATTENDANTS, OFFICIANT, AND CEREMONY MUSICIANS OF THE DATE AND TIME.
- SHOP FOR AND PURCHASE YOUR WEDDING BANDS. ORDER ENGRAVING.
- SEARCH FOR A VENDOR TO HELP WITH YOUR HAIR AND MAKEUP.
- MAKE APPOINTMENT FOR PHYSICAL EXAM WITH YOUR DOCTOR/DENTIST.
- PREPARE ALL MAPS AND DIRECTIONS FOR THE CEREMONY AND RECEPTION.
- RESEARCH LOCAL MARRIAGE LICENSE REQUIREMENTS. SCHEDULE A BLOOD TEST APPOINTMENT IF ONE IS REQUIRED IN YOUR STATE. DON'T FORGET TO CHECK WHEN THE LICENSE EXPIRES AND IF THERE IS A WAITING PERIOD.
- RECORD DEPOSITS AND PAYMENTS

3 MONTHS BEFORE

- BOOK ACCOMMODATIONS FOR YOUR WEDDING NIGHT.
- CHOOSE YOUR BRIDESMAIDS' ACCESSORIES (SHOES, JEWELRY, ETC.). PURCHASE OR PASS ALONG THE PURCHASING INFORMATION.
- CHOOSE GROOM AND GROOMSMEN ATTIRE (INCLUDING A RENTAL SHOP IF THEY'LL BE RENTING FORMAL ATTIRE). ARRANGE FOR THEM TO BE MEASURED. SEND THEM THE INFORMATION NECESSARY TO PURCHASE OR RENT. (IF YOUR GROOMSMEN DO NOT LIVE CLOSE TO THE FORMAL WEAR SHOP YOU CHOOSE, TELL THEM TO GO TO A LOCAL SHOP — MOST SHOPS WILL MEASURE THEM AS A COURTESY). *RING BEARER AND JUNIOR GROOMSMEN SHOULD BE MEASURED ONE MONTH PRIOR TO THE WEDDING.
- DISCUSS PARTY PLANS FOR BACHELOR AND BACHELORETTE PARTIES, AS WELL AS ANY SHOWER THAT IS OFFERED, WITH YOUR MAID OF HONOR AND BEST MAN.
- PROVIDE GUEST LISTS TO YOUR MAID OF HONOR AND BEST MAN FOR YOUR SHOWER, BACHELORETTE PARTY AND BACHELOR PARTY.
- PLAN BRIDESMAID'S LUNCHEON AND ANY OTHER PARTIES.
- FOR AN INTERNATIONAL HONEYMOON, BEGIN TO GET YOUR PAPERS IN ORDER (PASSPORT, ETC.). CHECK FOR VISA AND VACCINATIONS REQUIREMENTS.
- RECORD DEPOSITS AND PAYMENTS

2 MONTHS BEFORE

- ADDRESS AND MAIL OUT WEDDING INVITATIONS. INVITATIONS SHOULD BE MAILED AT LEAST 6 TO 8 WEEKS BEFORE THE WEDDING!
- FINALIZE THE MENU AND SERVICE DETAILS WITH YOUR CATERER.
- DESIGN YOUR CEREMONY PROGRAMS AND PRINT THEM. CREATE MENU CARDS FOR THE RECEPTION TABLES, IF YOU'LL BE USING THEM.
- DESIGN AND CREATE FAVORS. SEARCH FOR A FAVORS VENDOR IF YOU WANT PERSONALIZED FAVORS.
- ALERT YOUR WEDDING PARTY & *On This Day Weddings* TO THE REHEARSAL. THE REHEARSAL-DINNER HOST SHOULD SEND REHEARSAL DINNER INVITATIONS.
- SCHEDULE GOWN FITTING APPOINTMENTS. YOUR FIRST APPOINTMENT SHOULD BE DIRECTLY AFTER YOU RECEIVE THE GOWN, AND THE LAST APPOINTMENT SHOULD FALL NO LATER THAN THREE WEEKS BEFORE THE WEDDING!
- ASK YOUR READERS TO BE A PART OF YOUR CEREMONY. BEGIN A SEARCH FOR READINGS, AND DISCUSS THEM WITH YOUR OFFICIANT & SEND A COPY TO *On This Day Weddings*.

- CONFIRM THE DELIVERY DATE OF BRIDESMAID DRESSES.
- FINALIZE FLORIST DETAILS, PHOTOGRAPHER, VIDEOGRAPHER, MUSICIANS, ETC.
- CONFIRM HEAD COUNT, DELIVERY TIME, AND LOCATION WITH YOUR WEDDING CAKE VENDOR & SEND A COPY TO *On This Day Weddings*.
- CONFIRM THE REHEARSAL DETAILS AND WEDDING DAY SCHEDULE WITH YOUR OFFICIANT AND SEND A COPY TO *On This Day Weddings*.
- RECORD DEPOSITS AND PAYMENTS

6 TO 8 WEEKS BEFORE

- SCHEDULE YOUR HAIR AND MAKEUP APPOINTMENT.
- RING BEARER AND JUNIOR GROOMSMEN SHOULD BE MEASURED FOR FORMAL WEAR.
- PURCHASE OR MAKE GIFTS FOR YOUR BRIDAL PARTY AND CLOSE FAMILY. DON'T FORGET USHERS, FLOWER GIRLS, RING BEARERS, AND READERS.
- TRACK GIFTS RECEIVED FROM GUESTS.
- ORDER ALCOHOL (WINE, CHAMPAGNE, LIQUOR) IF THEY ARE NOT INCLUDED IN THE CATERING CONTRACT. DISCUSS WITH YOUR CATERER TO DETERMINE HOW IT WILL BE TRANSPORTED TO THE WEDDING.
- PURCHASE A GUEST BOOK AND A FEW NICE PENS.
- WRITE YOUR VOWS IF YOU CHOOSE TO PERSONALIZE THEM. SEND A COPY TO YOUR OFFICIANT.
- PREPARE A PORTRAIT FOR THE NEWSPAPER. CHECK YOUR LOCAL NEWSPAPER FOR DETAILS AND TIMING.

4 TO 6 WEEKS BEFORE

- MEET WITH *On This Day Weddings* TO CREATE A WEDDING DAY TIMELINE AND BRIDAL PARTY TIMELINE. *On This Day Weddings* WILL SUPPLY THE BRIDAL PARTY AND VENDORS WITH THESE SCHEDULES.
- SEND A COMPLETED VENDOR INFORMATION WORKSHEET TO *On This Day Weddings*.
- CONFIRM THE NUMBER OF BOUQUETS, BOUTONNIERES, AND CENTERPIECES WITH YOUR FLORIST.
- CHECK ON YOUR HOTEL ROOM BLOCKS TO ENSURE THAT OUT-OF-TOWN GUESTS HAVE MADE THEIR RESERVATIONS.
- FINALIZE YOUR CEREMONY MUSIC SELECTIONS AND SEND THE LIST TO YOUR CEREMONY MUSICIANS.
- PURCHASE (BORROW) ALL ADDITIONAL ACCESSORIES LIKE UNDERGARMENTS, JEWELRY, HEADPIECE, BRIDAL PURSE, RING PILLOW, GOBLETS, GARTER BELT, CANDLES, ETC.
- PICK UP WEDDING RINGS AND CHECK THE INSCRIPTIONS BEFORE YOU LEAVE THE STORE.
- FINALIZE WITH YOUR BAND/ DJ, THE LIST OF 'MUST-PLAY' AND 'DO-NOT PLAY' SONGS. BE SURE YOU ALSO SEND THEM SELECTIONS FOR YOUR INTRODUCTIONS, FIRST DANCE, CAKE CUTTING, FATHER/DAUGHTER DANCE, ANNIVERSARY DANCE, AND LAST DANCE & SEND A COPY TO *On This Day Weddings*.
- FINALIZE ANY SPECIAL PREFERENCES, READINGS, OR OTHER CEREMONY DETAILS (IN WRITING) WITH YOUR OFFICIANT & SEND A COPY TO *On This Day Weddings*.
- SCHEDULE YOUR FINAL GOWN FITTING IF YOU HAVEN'T ALREADY DONE SO. AT THIS FINAL GOWN FITTING, BRING YOUR MOM, MAID OF HONOR OR A FRIEND TO LEARN HOW THE BUSTLE WILL BE TIED.
- CALL GUESTS WHO HAVE NOT YET RSVP'D FOR THE WEDDING AND REHEARSAL DINNER TO GET A FINAL HEAD COUNT.
- GIVE FINAL HEAD COUNT TO THE CATERER. CONFIRM SET-UP INSTRUCTIONS AND MENU ITEMS & SEND A COPY TO *On This Day Weddings*.
- VERIFY WITH YOUR RECEPTION VENUE TO MAKE SURE YOUR VENDORS WILL HAVE ACCESS TO THE SITE WHEN THEY NEED IT & SEND A COPY TO *On This Day Weddings*.
- BUY A GIFT FOR THE GROOM/BRIDE.
- PURCHASE A GOING AWAY OUTFIT.
- CONFIRM THAT ALL BRIDESMAIDS' ATTIRE HAS BEEN FITTED.
- SHOP FOR YOUR HONEYMOON.
- CREATE YOUR SEATING CHART. MAKE PLACE CARDS OR GIVE TYPED NAMES TO YOUR CALLIGRAPHER.

- MEET WITH *On This Day Weddings* TO REHEARSE ALL SET UP AND COORDINATION DETAILS.
- PICK UP YOUR GOWN. BEFORE LEAVING THE SHOP, TRY IT ON TO MAKE SURE THERE ARE NO ADDITIONAL ALTERATIONS TO BE MADE.

2 WEEKS BEFORE

- GET YOUR MARRIAGE LICENSE AND ANY BLOOD TESTS THAT ARE NEEDED. FOLLOW YOUR STATE'S GUIDELINES CONCERNING HOW SOON YOU CAN APPLY, AND HOW LONG THE LICENSE IS VALID FOR.
- IF YOU ARE HAVING A RECEIVING LINE, DETERMINE THE ORDER EVERYONE WILL STAND IN & SEND A COPY TO *On This Day Weddings*.
- DETERMINE ANY WEDDING DAY ASSIGNMENTS FOR MEMBERS OF THE WEDDING PARTY AND MAKE SURE THEY'RE AWARE OF THEIR DUTIES & SEND A COPY TO *On This Day Weddings*.
- HANDLE BUSINESS AND LEGAL DETAILS SUCH AS NAME CHANGES, ADDRESS CHANGES, ETC.
- PREPARE THE WEDDING ANNOUNCEMENT FOR THE NEWSPAPER.
- RECONFIRM GUEST ACCOMMODATIONS.
- PREPARE YOUR TOASTS AND THANKS TO FRIENDS AND FAMILY.
- MAKE SURE THAT ALL CLOTHING AND ACCESSORIES FOR YOU AND THE BRIDAL PARTY ARE READY.

1 WEEK BEFORE

- MAKE A LIST OF WHO WILL GET BOUQUETS, CORSAGES, AND BOUTONNIERES & SEND A COPY TO *On This Day Weddings*.
- GIVE THE SEATING CHART TO YOUR CATERER, RECEPTION VENUE MANAGER AND *On This Day Weddings*.
- GIVE YOUR TRANSPORTATION VENDOR THE SCHEDULE, ADDRESSES, AND CONTACT PHONE NUMBERS FOR THE WEDDING DAY & SEND A COPY TO *On This Day Weddings*.
- CONFIRM ALL FINAL PAYMENT AMOUNTS WITH YOUR VENDORS. MAIL YOUR PAYMENT CHECKS OR MAKE ARRANGEMENTS FOR THE WEDDING DAY.
- REVIEW ANY SEATING DETAILS WITH THE USHERS AND *On This Day Weddings*.
- CALL ANY GUESTS WHO HAVE NOT RESPONDED YET.
- RECONFIRM FINAL HEAD COUNT WITH CATERER.
- *On This Day Weddings* WILL:
 - ✓ CONFIRM THE LOCATION, DATE, TIME, FINAL HEAD COUNT AND LAST MINUTE DETAILS WITH YOUR RECEPTION VENUE.
 - ✓ CONFIRM THE LOCATION, DATE, AND TIME WITH YOUR BAND/DJ.
 - ✓ CONFIRM THE LOCATION, DATE, AND TIME WITH YOUR PHOTOGRAPHER.
 - ✓ CONFIRM THE LOCATION, DATE, AND TIME WITH YOUR VIDEOGRAPHER.
 - ✓ CONFIRM DELIVERY LOCATIONS, TIMES, AND FINAL ARRANGEMENTS WITH YOUR FLORIST.
 - ✓ CONFIRM THE LOCATION, DATE AND TIME WITH THE MUSICIANS AND VOCALISTS FOR THE CEREMONY.
 - ✓ CONFIRM THE LOCATION, DATE AND TIME WITH YOUR TRANSPORTATION VENDOR.
 - ✓ CONFIRM THE LOCATION, DATE AND TIME WITH YOUR WEDDING CAKE VENDOR.
- CONFIRM YOUR WEDDING DAY BEAUTY APPOINTMENTS.
- RECONFIRM HONEYMOON RESERVATIONS. ENSURE THAT YOU HAVE PLANE TICKETS, ETC. GIVE SOMEONE A COPY OF YOUR ITINERARY AND CONTACT INFORMATION IN CASE OF AN EMERGENCY.
- PACK FOR HONEYMOON.
- MAKE SURE ALL WEDDING ATTIRE FITS.
- WRAP WEDDING PARTY GIFTS.
- FINALIZE REHEARSAL DINNER ARRANGEMENTS.
- PICK UP THE TUXEDO/SUIT AND TRY IT ON AT THE SHOP. SEE IF THERE ARE ANY ADDITIONAL ALTERATIONS TO BE MADE.

ONE DAY BEFORE

- PUT TOGETHER WEDDING GOWN, VEIL, SHOES, STOCKINGS, AND A LAST-MINUTE EMERGENCY KIT (ASPIRIN, MAKEUP, HAIRSPRAY, SAFETY PINS, MINTS, ETC.)
- DROP OFF FAVORS, PLACE CARDS, GUEST BOOK, PENS, CAKE KNIFE, TOASTING FLUTES, AND ALL OTHER RECEPTION ITEMS AT THE RECEPTION VENUE.
- WRITE A NOTE TO YOUR SPOUSE-TO-BE, TO DELIVER TOMORROW, JUST BEFORE OR AFTER YOU MARRY.
- GET A MANICURE OR MASSAGE TO RELAX YOURSELF.
- STAY WITH YOUR FAMILY THE NIGHT BEFORE AND SLEEP EARLY.
- REHEARSE THE CEREMONY WITH YOUR OFFICIANT, WEDDING PARTY AND *On This Day Weddings*.
- REHEARSAL DINNER AND PRESENT GIFTS TO THE WEDDING PARTY.
- ❖ YOU MAY WANT TO CONSIDER HAVING YOUR CEREMONY REHEARSAL AND REHEARSAL DINNER TWO DAYS BEFORE IF YOUR WEDDING PARTY IS AVAILABLE. THIS CAN BE LESS STRESSFUL AND HAVE YOU GETTING TO SLEEP EARLIER AND THEREFORE MORE RESTED FOR YOUR BIG DAY!

THE BIG DAY

- MAKE SURE THE BEST MAN AND MAID OF HONOR SIGN THE WEDDING CERTIFICATE.
- ALLOW YOURSELF PLENTY OF TIME TO GET DRESSED.
- BE SURE TO EAT PROPERLY.
- PREPARE FOR YOUR HAIRDRESSER AND MAKEUP APPOINTMENTS.
- ENJOY YOUR WEDDING AND CHERISH EACH MOMENT BECAUSE *On This Day Weddings* WILL BE TAKING CARE OF EVERYTHING ELSE.

Enjoy your wedding day!