

# *Wedding Planner* *and* *Resources*



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**Wedding Planning**

There are many details to planning a wedding. This checklist will help you think of things that are sometimes overlooked. It is suggested that you keep a notebook and a small expandable file for all arrangements and contacts as you make them. You will have contracts to sign and return. Keep a copy of all contracts in your file. Be specific with vendors about exactly what you want. A face to face meeting is always best if what you are expecting to order is complicated or could be confusing. Do not assume wedding vendors know what you want or expect. Be specific about the details with them.

Churches, reception halls, photographers, musicians, clergy and equipment vendors are often booked many months in advance, so as soon as you know any key dates and times be sure to seal them with deposits and signed contracts.

A word of caution and challenge. The average US wedding is now topping \$20,000. Most of these funds are expended during a 12 hour period for the wedding and the reception. As wonderful as it is to have a very special day and great memories, it is far more important that you consider what you are willing to invest in preparing for the rest of your lives together. Many couples feel invincible in the early stages of their dating and marrying lives. They believe nothing will ever come between them. These days nearly a third of all marriages are dissolving. An ounce of prevention is worth a ton of cure. And this is especially needful if you are entering a second marriage. It is a known fact that those who prepare for their marriage with pre-marital counseling, marriage encounter programs, and weekend retreats with trained clergy, counselors and/or credible programs are more likely to stay married during the tough times and report higher satisfaction with their relationship years into their marriage. Most premarital preparation classes cost less than \$200 – just a hundredth of what the average couple and their parents spend on a wedding. Invest in your future now and marry for a life time.

Check with your own clergy, marriage and family counselors, or county agencies in your area for marital preparation courses. There are weekend retreats, weekly sessions, and materials in books and on CD, and DVD than can greatly aid marital preparation. Internet sites and a reading list are included in this document.

May your union be truly blessed and may it be for a life time.

## **Wedding Action Items**

### **Marriage Preparations**

- Counseling scheduled, dates, with whom

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**Select and Solicit Wedding Participants**

- ❑ Clergy/Officiant(s) \_\_\_\_\_
- ❑ Musicians \_\_\_\_\_
- ❑ Ring Bearer and Flower Girl(s) \_\_\_\_\_
- ❑ Maid of Honor \_\_\_\_\_
- ❑ Best Man \_\_\_\_\_
- ❑ List Parents. \_\_\_\_\_
- ❑ List Grandparents \_\_\_\_\_
- ❑ Attendants (List below)

**Brides Maids**

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**Groomsmen**

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**Wedding Venue**

- ❑ Church contacted and date secured for the wedding and rehearsal, deposits placed.
- ❑ Gather information on rules of building use (crowd size, decorating time envelope, video policy, sound system, microphones, clean up, etc)

- ❑ Arrange for dressing rooms and prep area for bride and groom at the church.
- ❑ Understand what the church offers for decorating (candles, lighters, runners, candelabra, display tables or areas for flowers, gifts, guest book placement)

### **Reception and Catering**

- ❑ Numbers finalized
- ❑ Menu selected, cake selected and ordered, plan for pick up and delivery
- ❑ Caterer meeting and detailed schedule of food prep, servers, facilities, etc.
- ❑ Rentals secured, tents, tables, chairs, linens, place settings
- ❑ Back up venue secured and logistics of change of venue
- ❑ Decide table favors for your guests (a keepsake of the wedding)

### **Invitations**

- ❑ Decide type of invitations, reception RSVP cards.
- ❑ Order them, pick them up, address and send them.
- ❑ Include directions to Wedding and/or Reception
- ❑ Include gift registration information if applicable.
- ❑ Secure a guest book for those who attend the wedding (assign it to someone)

### **Music**

- ❑ Rates and contracts secured for ceremony, deposits
- ❑ Contact soloists
  - ❑ Pieces selected, approved by pastor, practiced and ready with organist/instrumentalists.
- ❑ Reception music, DJ, Musical group, order of event announcements listed and coordinated with MC.

### **Dress and Tux**

- ❑ Bride dress selection and ordering
- ❑ Wedding party dresses selected and ordered.
- ❑ Alteration schedule and final pick up date.
- ❑ Tux fitting and ordering, or suit purchasing for men in wedding party.

- ❑ Tux pickup and return procedures and assignments made.

### **Photographer**

- ❑ Meet with photographer, sign contract
- ❑ Select poses and picture package
- ❑ Arrange the timing of pictures at the church
- ❑ Contact church about their rules and assign or hire video or audio recording

### **Transportation**

- ❑ Arrange and secure car or limo to transport women to church
- ❑ Arrange transport for bridal couple to reception.
- ❑ Arrange transportation after the reception.

### **Program**

- ❑ Decide all the elements for the Program for ceremony
- ❑ Processional and recessional music
- ❑ Securing a runner and deciding who will pull it and when
- ❑ Who will proceed from the back and in what order
- ❑ Who will proceed from the front side and in what order (men)
- ❑ Decide 3 final cues for when the ceremony will begin (music and movements)
- ❑ Who will give away the bride?
- ❑ If multiple pastors, who will officiate the “I do’s”, the Vows, the ring exchange, the charge, the pronouncement.
- ❑ What other elements do you want: songs, scripture readings, poems, communion, candle lighting (before and during the ceremony), roses to mothers, receiving line...and when will they be placed in the program.
- ❑ When does the program need to be finalized for printing, when to pick them up, select those who will hand them out.

### **Florist**

- ❑ Secure florist
- ❑ Meet to select arrangements, boutonnieres, corsages, for church and/or reception
- ❑ Arrange entrance to buildings and set up times.

- ❑ Assign clean up of flowers – possible donation to your home church for the following day or arrange to have them taken to a nursing home or hospital

### **Decorating**

- ❑ Assign a decorator for the church and another one for the reception
- ❑ Develop the decorating details for the ceremony and the reception
- ❑ Secure needed items
- ❑ Arrange the schedule for entering the building and the timing for decorations
- ❑ Arrange the dismantling of decorations and clean up.

### **Gifts**

- ❑ Make list of desired gifts and register at desired stores and let others know the details through the internet and/or in invitations.
- ❑ Prepare areas at the church and at the reception to receive gifts.
- ❑ Prepare a card box for cash and card delivered gifts
- ❑ Buy a register book for recording giver names and get thank you cards to send after the wedding
- ❑ Assign someone to gather gifts at the church and reception and decide where and when to have them delivered to their final destination.
- ❑ Get gifts for bridal party and assign someone to distribute them
- ❑ Decide monetary gifts for Pastors and assign the task of giving your gift to them.

### **Marriage License**

- ❑ Contact the local court and secure the license (note time restrictions).
- ❑ Assign best man to give documents to the pastor the day of the wedding.

- Be sure to get back your official license after the wedding.

### **Honeymoon Plans**

- Choose and book a destination
- Figure out packing plans for prior to the wedding
- Plan for immunizations, passports, currency, travelers checks if needed, etc.

### **Rehearsal Diner**

- Decide the venue, menu and timing related to the rehearsal. (Usually this is handled by the groom or groom's parents).
- (Optional) Send out invitations to the dinner with RSVPs.

### **Miscellaneous Details**

- Assigning candle lighting duties, securing equipment and candles, decide when to light them
- Communion set up, supplies, break down, clean up
- Ushering assignments for ushers ( who will seat the mothers, grandmothers)
- Clean up team for the wedding and the reception
- Possible contingencies for illness of wedding party members (who will stand in)
- Writing your own vows – submit them to the pastor for approval.
- Get back your copy of the signed Marriage License and file it for safe keeping immediately after the ceremony. A copy will be retained by the Pastor and one will be sent by him to the clerk of the court to be permanently filed as a legal record in the jurisdiction in which you are wed.
- Be sure to assign someone to pay all fees for musicians, soloists, Pastors, and any other fees due the day of the event (caterers, rentals) and write all checks before hand and place in envelopes with their names.

### **Internet Resources**

Theknot.com  
Fireyourweddingplanner.com  
Weddingchannel.com  
Brides.com

### **Bridal magazines**

Brides  
Modern Brides  
Elegant Brides  
Bride & Groom

## Reading List for Marriage and Family

### Marriage Preparation

Captivating	John & Stasi Eldredge
Fit to Be Tied	Bill & Lynn Hybels
Getting Married Again	Bob W. Brown
Intended for Pleasure	Ed & Gaye Wheat
Love for a Lifetime	James Dobson
Loving Your Marriage Enough To Protect It	Jerry B. Jenkins
The Language of Love	Gary Smalley & John Trent
The Marriage Masterpiece	Al Janssen
The Smart Step-Family	Ron L. Deal
Wild At Heart	John Eldredge
When Victims Marry	Don & Jon Frank

### Marital Issues

Boundaries	Henry Cloud/John Townsend
Boundaries for Children	Henry Cloud/John Townsend
Brain Sex	Anne Moir & David Jessel
Couples and Money	Victoria Felton-Collins
Getting the Love You Want	Harville Hendrix, PHD
Healing the Masculine Soul	Gordon Dalbey
How to Be a Hero to Your Kids	McDowell/Day
Lonely Husbands, Lonely Wives	Dennis Rainey
Loving Each Other for Better and Point Man	Steve Farrar
Preparing for Adolescents For Best	James Dobson
Seven Promises of the Promise Keeper	Gary Smalley
Starved for Affection	PromiseKeepers.com
Surviving An Affair	Dr. Randy Carlson
The Marriage Clinic	Harley/Chambers
The Married Guys Guide to Great Sex	John M. Gottman
	Clifford and Joyce Penner