

## **SPECIAL OCCASION RENTALS RECOMMENDED TIME CHART**

### **Check List Calendar One Week Before to After The Wedding**

#### **One Week Before**

- Provide the caterer with the total guest count and confirm all details.
- Provide your wedding party and out of town guests with timetables and maps, if necessary.
- Review details on last minute arrangements and timetables with all service companies.
- Confirm all honeymoon reservations and pick up tickets and travelers checks.
- Discuss the details of the reception with your host and hostess.
- Assign tasks to be done on the wedding day to your wedding party.
- Make sure you have your marriage license.
- Pick up wedding attire and make sure every thing fits properly.
- Keep writing thank you notes for gifts received.
- Pack your suitcases for your honeymoon.
- Rehearse wedding ceremony with all participants in attendance.
- Attend rehearsal dinner.
- Give the best man the officiator's fee and instruct him to deliver it on the wedding day.
- Check with the florist to ensure that the flowers will be delivered on time.

#### **On The Wedding Day**

- Do not forget to bring the wedding rings and your marriage license.
- If pictures will be taken before the ceremony, the entire wedding party should be ready.
- Mail the wedding announcements.
- Have music start thirty minutes before the ceremony begins.
- Have guests seated as they arrive.
- Groom's parents should be seated five minutes before the ceremony begins.
- The bride's mother should be seated immediately before the processional.

#### **After The Wedding**

- Write and mail all thank you notes as soon as possible.
- Take care of business and legal affairs (change name if necessary) as soon as possible.