

# Schedule a Wedding

## Weddings at Trinity Lutheran Church

Congratulations on your engagement! Thank you for expressing interest in holding your wedding at Trinity Lutheran Church. These guidelines should help to provide the information you need to have your wedding at Trinity Lutheran.

## Wedding Spaces

Trinity Lutheran can accommodate both large and small weddings.

- The Sanctuary can accommodate up to 1300 guests
  - The center isle of the Sanctuary has 13 rows (26 pews) in the front half and 14 rows (28 pews) in the back half.
- The Chapel can accommodate up to 200 guests

## Wedding Officiating

If you have chosen to hold your wedding at Trinity, your ceremony will be officiated by one of our pastors. Trinity Lutheran Church has three full time pastors available to officiate your wedding. Pastors are selected and assigned to officiate weddings based on ministry assignments, their schedule and couples' preference. Special requests may be made for other ordained Lutheran Church Missouri Synod (LCMS) pastors and will be reviewed for approval by the Senior Pastor.

## Wedding Days

- Weddings may be scheduled 15 months in advance.
- All weddings must be booked 3 months in advance.
- Weddings are held Mondays – Saturdays.
  - Weddings are not held on Sundays without permission from the Senior Pastor.
- Rehearsals are held the day before the wedding.
- Weddings are not held during the following times:
  - Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, the week preceding Easter, and major holidays (Memorial Day, Fourth of July, Labor Day, Thanksgiving).

## Scheduling Process

- Email our wedding coordinator Hannah Riemer ([riemerh@trinityklein.org](mailto:riemerh@trinityklein.org)) to receive information and start planning. Please put "Wedding" in the subject line of your email.

- Determine the date, time and space (Sanctuary or Chapel) for your wedding.
- Submit the appropriate forms with the deposit and fees to the wedding coordinator. (\$250 non-refundable fee + \$75 marriage mentoring fee is required to book your wedding.)
- Your reservation will be confirmed once the date has been selected, the pastor has agreed to officiate and the Forms + Fees have been submitted to the wedding coordinator.

## **Wedding Coordinator**

Trinity Klein has two wedding coordinators to assist you in planning your wedding. One will be assigned to your event upon booking your wedding.

## **Marriage Mentoring**

You will have the opportunity participate in a class called Becoming One and to have two meetings, the first with your Marriage Mentor Couple and one with a Pastor. Your Mentor Couple is an experienced, Christian married couple dedicated to assisting you in establishing a strong, healthy, and happy Christian marriage.

First you will take an on-line premarital inventory (Prepare/Enrich) which will assess your responses to key marital issues. The on-line premarital inventory cost is \$75 in addition to the overall fees. The results will be summarized and used as a tool for the Becoming One class and meetings you will have with your Marriage Mentor Couple and Pastor. This is a fun and exciting way for you to focus on each other and the incredible journey you are about to take.

By participating in the Marriage Mentor Ministry you will:

- Explore relationship strength and growth areas
- Strengthen communication skills
- Learn Ten steps for resolving conflict
- Explore family-of-origin issues
- Develop personal, couple and family goals

## **Wedding Music**

The music used in your wedding forms an important part of the worship service. It is important to remember that a church wedding is a worship service, which is to be a God-directed, Christ-centered experience for you as the couple, your family, and the community of worshippers whom you have invited. With this in mind, you and the Minister of Music, Dr. Bill Brusick ([brusickb@trinityklein.org](mailto:brusickb@trinityklein.org)) will have a mandatory meeting and will be able to make decisions on the music you choose.

Normal procedure for planning your music is to set-up an appointment with the Minister of Music well in advance of your wedding date. You are, of course, free to bring your suggestions, questions, recordings and any other helpful aids.

The sanctuary houses our Ott Pipe Organ and Yamaha Grand Piano, and our Chapel which contains our Roland Clavinova. Each of these instruments is exceptional and require unique skills to play each.

Normally, the Minister of Music or one of his regular substitutes will serve as the organist/keyboardist for your wedding. Should you wish to have a friend or relative assume this responsibility, he or she must meet with the Minister of Music for approval. Regardless, if your Wedding is performed in the sanctuary or in the chapel the following must always be observed: They must have the technical capability to play whatever instrument will be used and be prepared to demonstrate this. Also, they must give a list of music to be performed during the Wedding ceremony to the Minister of Music.

### **Pre-Service Music and Processional**

Usually, the pre-service music will begin about fifteen minutes before the ceremony. The music chosen will be appropriate to the spirit of the wedding service. The processional portion of the ceremony may consist of several parts:

- Seating of the grandparent/ parents
- Lighting of the Unity Candle (optional)
- Procession of the Wedding party (bride's maids, groomsmen, ring bearer, flower girl, etc.)
- Bridal procession

Each of these sections may include a separate musical selection or in some cases, the same piece may be used to cover one or more of these parts.

Whether your music is to be played on the organ or a keyboard instrument, it is vital that the music convey the Christ-centered nature of the Wedding. In this regard, music may be large and regal, as in one of the famous "Trumpet tunes" of Henry Purcell or Jeremiah Clarke, or it may be meditative, as in Johann Pachelbel's "Canon in D", or J.S. Bach's "Jesu Joy of Man's Desiring".

### **Music within the service**

Congregational hymn singing is always an option. There are several hymns which can be suggested which add to the joy and celebration of your wedding. This is especially true if you expect large numbers of guests. As an alternative you may wish to use a vocal or instrumental soloist or some form of ensemble (e.g. string quartet, or harp and flute). Trinity is gifted with many fine musicians, and we will be happy to assist you in securing one for you. If, however, you wish to secure your own musician, please be aware of the following:

- Whether the musicians are family or not, be sure that they are well qualified
- Be sure that they will be able to perform under the stress of an audience and the emotion of the event

- If they are to be accompanied by the Minister of Music, they must set a separate rehearsal time.
- If accompaniment tracks are to be used, they must coordinate this through the Asst. Minister of Music well in advance of the wedding.
- Soloists are not included in the wedding fee. Cost will be negotiated between you and the soloist.

As with the ceremony music, solos should conform to the nature of a Worship Service. Songs such as “All you Need is Love” or “You Needed Me” which contain no reference to the love of God are better suited for the reception. Songs such as “There is Love” or “In This Very Room” are more suitable. Your song suggestions are welcome at the pre-planning meeting with the Minister of Music. The final choice of music, both instrumental and vocal must be cleared with the Minister of Music in ample time before the wedding. Most professional instrumental ensembles that play weddings on a regular basis have a suitable repertoire of appropriate music.

### **Recessional and Post Service Music**

Much of what applies to the pre-service music applies here as well. The Recessional is generally spirited, uplifting music which celebrates the joy of what has just transpired.

### **Worship Arts**

If you have chosen the Sanctuary for your wedding it is mandatory that you contact the Minister of Worship Arts, Mr. Pat Blake concerning Worship Arts & Technology. ([blakep@trinityklein.org](mailto:blakep@trinityklein.org)) Worship Arts & Technology includes lighting, sound and the AV systems in the sanctuary and the various ways they may be used during your ceremony.

### **Building Access**

In addition to the use of the sanctuary or the chapel, you will also have access to the Sanctuary Reception Room (Bridal Room) and the Vestry area for the groom. The Bridal Room and Vestry can be used for pre-wedding preparations and dressing. These spaces will be open for your use two hours before the wedding and two hours after the wedding. If you require additional time in the Bridal Room/Vestry you may reserve it for \$25 per hour. Trinity Lutheran has a no smoking/no alcohol policy in any room on campus.

### **Flowers and Decorations**

Your florist will have access to the worship space two hours before your wedding. All flowers and decorations must be removed immediately following the wedding. (However, if you have informed the church office, you may leave one or all of your flower arrangements to be used as altar decorations for the Sunday worship services.) The church does not store any wedding decorations. The paraments (altar cloths) on the altar will not be changed to coordinate with wedding colors.

The only decorations allowed on the altar itself are the altar candles and a Unity Candle. No open flames are allowed in the aisles, instead LED lights may be used, for example when candles are a part of the pew decorations. Nails, staples, tacks, pins or glue may not be used. Aisle runners and flower petals are discouraged.

Trinity has three pairs of candelabras that are available to use. Two of the pairs are gold and both hold a total of 28 candles. The third candelabra is a 30-candle silver spiral pair. The candles are included in the rental fee for the 3 pairs of candelabras. There are also two Unity candleholders to choose from. However, you must provide the candles for one of the Unity candleholders. All arrangements for the use of candelabras/Unity candleholder must be made through the wedding coordinator and should be reflected on your Marriage Application Form.

### **Photography and Videotaping**

No photographs may be taken using flash attachments during the ceremony, nor may any photos be taken from the chancel area. It is suggested that ushers be told to share this information with wedding guests bringing cameras into the church. A qualified and competent photographer and/or videographer must check with the wedding coordinator as to when he may take photos so as not to disturb the wedding worship. After the ceremony, it is permissible for both flash photos and/or additional videos to be taken.

### **Additional Information**

It is expected that members of the wedding party understand that the church is a house of God and will conduct themselves in a manner befitting a place of worship. No alcoholic beverages may be brought onto or consumed on the church premises at any time, including the parking lots. Smoking is also not permitted in Trinity's facilities. For safety reasons, the throwing of rice, birdseed or other similar materials is not permitted in Trinity's facilities or on church grounds. Bubbles may be used outside the church to celebrate the exit processional. It is the obligation of the bride and groom to ensure that all members of the wedding party and all outside service providers understand these rules and adhere to them.

### **Wedding Fees**

Trinity's Business Office will send the bride (unless otherwise indicated) an invoice for the wedding approximately one month prior to the wedding. The total amount must be paid two weeks prior to the wedding. If payment is not timely received your wedding will be removed from the master calendar. Payment plans may also be set up at the time the wedding is scheduled by contacting Mary Gibbs at [gibbsm@trinityklein.org](mailto:gibbsm@trinityklein.org).

Trinity's wedding fees for on campus weddings are all-inclusive:

- The Pastor who will officiate at your ceremony (meet with you prior to the ceremony)
- Organist for the ceremony, who will also play the grand piano
- Music Ministry assistance in selecting the music for the ceremony
- Pre-Marriage Workshop (\$75) and an individual meeting as a couple with Officiating Pastor
- Assistance of the Wedding Coordinator during scheduling, planning, rehearsal and the wedding ceremony.
- Custodial Services for set-up and clean-up
- Sound Operator, who will make a DVD of the ceremony as a memory

	Member	Child of Member	Non-Member
Chapel (seats 200)	\$850	\$1,100	\$1,350
Sanctuary (seats 1300)	\$1,300	\$1,550	\$1,800

Fee includes access to the building two hours prior to wedding and two hours after.

Optional Fees:	Member	Child of Member	Non-Member
Additional hours in the Sanctuary	\$100	\$150	\$200
Additional hours in the Chapel	\$50	\$75	\$100
Additional hours in the Bridal Room	\$25	\$25	\$25

Break Out of above fees excluding building rental:

- Pastor - \$250
- Organist - \$150
- Sound/Audio Tech - \$100
- Wedding Coordinator - \$200

**Off-Campus Weddings:**

\$525 (SUBJECT TO ADDITIONAL FEES BASED ON TIME AND LOCATION...see below)

- Pastor - \$350
- Wedding Coordinator (Processing Only) - \$100
- Marriage Mentoring - \$75

The \$75 fee for the marriage mentoring class is required upon completion of the application. The Pastor's and wedding coordinator's fees will be billed one month prior to the wedding. The total must be paid two weeks prior to the wedding.

Please be respectful of the location of your off-campus ceremony. If the venue is a unique source or distant from Trinity we will set a price that respects our pastor's time and travel arrangements. Special distances or times may incur lodging for pastor.

If you are interested in giving an extra monetary gift for the pastor it may be placed in a separate envelope with his name written on it. This may be given to the wedding coordinator on rehearsal night or given directly to the pastor before the ceremony.

If a coordinator is requested at off-campus wedding: rehearsal, set up, ceremony, and reception, coordinator will be paid directly by bride \$800.

Break down of fees:

- \$100 for rehearsal
- \$100 for set-up
- \$200 for ceremony
- \$400 for reception

Cash or check is due directly to coordinator before the day of the rehearsal. Coordinator will travel a maximum of one hour away from her home.

### **The Ceremony Outline**

Pre-service Music

Seating of Honored Guests

Solo (if desired)

Mothers Candle Lighting Ceremony

Ring of the Bell

Processional for Bridesmaids

Processional for Bride

The giving of the bride in marriage

Welcome and Invocation

Scripture Reading

Wedding Message

Solo (if desired)

Marriage Commitment

The marriage pledges/vows

Blessing/Exchange of rings

Pronouncement of Marriage

Lighting of Unity Candle

Solo (if desired)

Blessing

Prayers

The Lord's Prayer  
Benediction  
Kiss  
Introduction of Mr. and Mrs.  
Recessional  
Dismissal

# Becoming One Class

Congratulations on your engagement and upcoming wedding - what an exciting and extremely busy time for you! To help you prepare for your married life together beyond the "big day", Trinity requires each couple being married either on our campus or by one of our pastors at an off-campus location to complete our premarital preparation class entitled, "Becoming One." The couples who have completed this find it very interesting, helpful, and informative and are glad they made time amidst their busy schedules to work on their relationship. As an added "bonus", upon completion of the class, you will receive a certificate that will save you \$60 on your marriage license fees! Following is a condensed summary of how our program works.

**Step One** – Register for the class. Your wedding coordinators will sign you up and confirm your spot in the class securing all fees.

**Step Two** – Both you and your fiancé will receive a separate email with the log-in information from PREPARE-ENRICH. Once you have signed on you will take the assessment individually. (approximately 30-45 minutes on-line and at your own pace/schedule)

**Step Three** – Check in to your assigned class date and attend "Becoming One."

**Step Four** – After completion of Becoming One you will be asked to schedule a private meeting (1 hour) with one of our trained Mentor Couples. Your assigned Mentor Couple will contact you after your completion of the class to set a mutually agreeable date and time for this meeting.

**Step Five** – You will contact the pastor who is officiating your wedding to arrange a private meeting with him. This meeting will review the details of the ceremony as well as the selection of your wedding verse. Since pastors' schedules can be very full it is recommended that you contact him at least 30 days prior to your wedding in order to confirm a mutually agreeable date and time.

Your wedding coordinator will work to remind you of these and other necessary deadlines.

God's blessings as you prepare for your lifetime together as husband and wife!

# Calendar

## **12+ MONTHS**

- Get organized! Start a notebook/file folder to house all your wedding-planning paperwork in one place.
- Envision your wedding style and wedding colors -- formal, eggplant-and-gold hotel reception? Or a modern, black-and-white loft? Colorful, tented, backyard barbecue celebration? Or exotic, orange-and-yellow beach wedding?
- Decide on a wedding budget and hash out who's contributing to the wedding.
- Choose a wedding date and time, and finalize after checking with important guests (parents, siblings, grandparents, and wedding officiate).
- Envision your wedding dress. (It's never too early!) Begin by figuring out which wedding dress style will look best on you.
- Protect your engagement ring! Make sure you have it appraised and insured.
- Book a wedding photographer. At this time you will want to take your engagement photos. This is the perfect opportunity to get comfortable with your photographer before the big day!
- Send out a just-engaged video Ecard and submit an engagement announcement to the local newspaper.

- Get in wedding day shape by eating right, joining a gym, and/or even hiring a personal trainer.
- Scout reception sites in your area until you find the perfect reception location.
- Look for a ceremony officiant in your area (if you don't already have one in mind) and/or a premarital counselor who suits your style and spirit. Interview prospective officiants and start prewedding counseling if it's right for you.
- Start your guest list! You will need to know an approximate guest number to choose the right venue.
- Book your ceremony and reception site as soon as you see something you love that's available on your date. Before you sign the reception contract, make sure it includes everything you discussed.
- Interview caterers. Look online for wedding caterers in your area and ask recently married friends for recommendations.
- Choose your bridal party. Pick your bridesmaids, have your groom pick his groomsmen. Choose your flower girl and ring bearer. Also consider a house party, ushers, and readers for other very important people in your life.
- Start a wedding website.

### **9-11 MONTHS**

- Having an engagement party? Set a date, draft a guest list, and order the invitations.
- Settle on wedding colors (if you haven't already), taking into account the existing decor of your ceremony and reception spaces.

- Plan your reception menu -- decide on a caterer and hash out a rough price per head.
- Start shopping for wedding dresses. Begin by looking at pictures of wedding dresses online and in magazines.
- Sign the catering contract and send in a deposit.
- Make a list of family wedding customs or cultural traditions you might want to incorporate into your ceremony or reception.
- Look for reception bands or DJs in your area. When you find someone you like, call them up to meet with them and ask to hear a sample of their work.
- Time to find lighting and rental places in your area (if you're having an outdoor wedding or just want to add a few extras).
- Finalize your wedding guest list.
- It's wedding flower time! Set up appointments with wedding florists in the area to discuss options.
- Head out to bridal salons to try on styles (bring along those wedding dress photos for inspiration!).
- Figure out invitations.
- Research videographers.
- Plan out the ceremony with your officiate and talk about any religious requirements (such as premarital counseling).
- Start your registry at one or more of your favorite stores. Even if you start with just a few pieces, you can always add more items later.

## **6-8 MONTHS**

- Hire your videographer. Decide on the packages you want, sign the contract, and send in your deposits.
- Buy your dress -- narrow down your options and make a final decision.
- Think about bridesmaid dresses and what you want them to look like.
- Decide on a florist and send a deposit to reserve their services.
- Think about wedding hairstyles you like, and start researching hairstylists and makeup artists in your area.
- Book your reception band or DJ, sign the reception music contract, and send a deposit.
- Search for local cake bakers to make your wedding cake. Your caterer is a great source for leads.
- Book your honeymoon especially if you plan to use frequent-flyer miles to travel to your honeymoon destination.
- Find ceremony musicians in your area and listen to demos. Also start forming an idea of what style of ceremony music you want, and any specific songs you're looking for.
- Finalize bridesmaid dress picks. Narrow down the options and let your bridesmaids know which one you've chosen so that they can schedule their fittings.
- Prep for out-of-town guests and set aside a block of rooms at nearby hotels.
- Fill out your registry, and don't forget to include some choices appropriate for your upcoming bridal shower.

- Order save-the-dates and send them out to all your guests (if you haven't already).
- Book your cake baker, choose a wedding cake design you love, and send a deposit once you've signed the wedding cake contract.
- Make sure out-of-town bridesmaids have ordered their dresses and/or that you have collected the necessary measurements from them. Then ask everyone to order their dresses and confirm with you when they do.
- Finalize the ceremony music contract with your musicians and pay your deposit.
- Plan the rehearsal dinner. Look for rehearsal dinner sites in your area and provide the host with contact information for your attendants and any other guests.
- Order your wedding dress (if you haven't already) and double-check your wedding dress contract before you sign to make sure it contains all the correct information.
- Work on invitation wording and figure out the design you want.
- Finalize your invitation wording.
- Finalize the menu and service details with the caterer.
- Browse centerpiece photos and figure out what flowers you like and which ones will be in season on your wedding day.
- Order your wedding invitations and wedding announcements (don't forget plenty of extra envelopes).

## **4-5 MONTHS**

- Hash out the flower proposal with your florist. Decide on your floral style, choose your wedding flowers, and settle on a final price for the contract. Once you're certain the contract outlines everything you agreed upon, sign it.
- Decide on formalwear (tux, suit, casual button-down and slacks) and look through formalwear photos to get an idea of what you want.
- Book a calligrapher in your area (if you're using one).
- Finalize your rental list (tables, chairs, and any other extras) for the reception (unless the caterer or site is taking care of it).
- Grooms: Buy or rent your tux, suit, or other formal attire.
- Book the rehearsal dinner site and finalize menu plans.
- Book a wedding-night hotel room.
- Update your wedding website -- make sure your out-of-town guests know all the details. Add hotel reservation and city information and/or compile hard copies and mail out.
- Make all honeymoon travel reservations, including your flights and rooms.
- Finalize the groomsmen's formalwear. Let the guys know and ask them to get fitted for their tuxes (if need be).
- Address those invitations! Or drop them off with the calligrapher (you'll need to send them out at the three-month mark).
- **2-3 MONTHS**

- Choose accessories (shoes, jewelry) for your bridesmaids. Then, either buy or pass along purchasing information.
- Buy or rent ceremony decor and reception decorations that aren't included in your flower proposal (aisle runner, program basket, etc.).
- Start a beauty regimen and make appointments at a nearby spa (massages, facials, etc). If you're considering whitening your teeth, this is the time to do it!
- Shop for and purchase wedding bands.
- Double-check that your attendants have bought their dresses and accessories.
- Decide on wedding favors. Shop for wedding favors online or consider making your own wedding favors. Allow extra time for custom-made favors (i.e., chocolates in a preprinted box).
- Get all your under-the-dress essentials and any special lingerie in time for your first wedding dress fitting.
- Pick up your invites (or finish working on them) so you can get ready to send them out.
- Double check that your groom & his groomsmen have been fitted.
- Gather any honeymoon documents that you'll need for an international honeymoon (passport, birth certificate, visas, vaccinations, etc).
- Schedule your dress fittings and confirm delivery date for your wedding dress. There are usually three fittings: the first at six weeks out; the second fitting at one month out; and the final fitting at one to two weeks before the wedding day.

- Confirm the bridesmaid dress delivery date (if you are handling the order).
- Finalize the ceremony song list and ceremony readings with your VIPs (very important extras).
- Figure out ceremony readings and reach out to the people you want to play those roles.
- Send out your wedding bands to be engraved (to ensure they'll be back in time for the wedding).
- Schedule a formal bridal portrait session.
- Grooms: Buy any tux accessories you will need (shoes, shirt stays, cuff links, pocket squares).
- Time to stock the reception bar (if it's not included in the catering contract) -- make sure you order enough liquor, wine and/or champagne.
- Arrange day-of transportation for you, your wedding party, and guests (as needed).
- Send out invitations at the three-month mark. Be sure to add extra postage for overseas guests).
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- 6 WEEKS
  - Brides: Decide on and purchase your wedding veil and wedding shoes prior to your final dress fittings.
  - Work on your ceremony vows, particularly if you're writing your own.
  - Make parking arrangements for the reception.

- Start the ceremony programs. Think about what you want them to say and look like.
- Make a kids plan for your reception and arrange for a babysitter, if necessary.
- Submit your newspaper wedding announcement (if you were planning to).
- Have your first dress fitting and make sure you have everything you need for it.
- Research local marriage license requirements.
- Confirm out-of-town guest hotel reservations. Check with the hotel to make sure that you don't need to block out more rooms.
- Finalize your ceremony vows.
- Brides: Have your final dress fitting.
- Make a hair trial and makeup appointment to make sure you get the look you want on your wedding day. Don't forget to bring your veil or hair piece.
- Brides: Buy gifts for your bridal party including your maid of honor, bridesmaids, and child attendants.
- Grooms: Buy gifts for your guys including the best man, groomsmen, and ushers.
- Send out rehearsal dinner invitations.

### **3-4 WEEKS**

- Decide on a guest book. Make your own or shop online for guest books and guest book pens.
- Finish up your ceremony programs.
- Brides: Shop accessories to finish off your bridal look (earrings, a clutch, shoes).
- Confirm wedding-night and honeymoon reservations.
- Discuss your ceremony music with musicians and agree on final choices.
- Work on a "must-play" wedding song list (and "do-not-play song list") for your DJ or band.
- Get the marriage license and make appointments for blood tests (if necessary). Check when the license expires.
- Wrap all gifts for the wedding party and write each attendant a nice note.
- Confirm that your insurance covers your rings and gifts.
- Finalize your ceremony. Schedule a follow-up meeting or phone call with the officiate to go over ceremony timing and details. Go over any personalized ceremony additions you want to make sure they're okay.
- Pick up wedding rings and check the inscriptions before you leave the store.
- Get going on thank-you notes (it will feel great to get a batch out before the wedding).

- Brides: Pick up your wedding dress.
- Work out a day-of schedule to time out all the details (who will get the bride there, where the wedding party will dress, etc).
- Decide on your "something old, new, borrowed, and blue" if you want to include these customs in your wedding. Also, buy your garter!
- Finalize any special ceremony details like readings or other traditions (in writing) with your officiant.
- Brides: Get your final haircut, if necessary.
- Call or email your wedding party to relay critical info related to rehearsal and wedding (dates, times, directions, duties).

### **1-2 WEEKS**

- Having a receiving line? Determine the order you want everyone to stand in.
- Brides: Pick up your veil or headpiece (if you haven't already).
- Give final head count to the caterer. Confirm all catering set-up instructions and menu items.
- Brides: Practice walking in your wedding shoes.
- Call your reception site manager and make sure your vendors all have access to the site when they need it.
- Assign your bridal party to any wedding day assignments and make lists/info sheets as needed.
- Call guests who haven't RSVP'd for the wedding and rehearsal dinner. It's okay to do this, you need a final head count!

- Confirm head count, delivery time, and reception location with your cake baker.
- Put the reception seating plan together (if you're having a seated reception meal).
- Work on escort cards. Buy materials (if you're making your own) or work out the design with your stationer (if you're having them done). Also, make sure you give typed names to the calligrapher if you're using one.
- Plan a bridesmaid tea, a party at your place, or just cocktails to thank your attendants for all their help.
- Confirm all final payment amounts with your vendors.
- Compile a "must-take" photo list for your photographer. Also re-confirm location, date, and time with your photographer.
- Grooms: Pick up your tux and try it on. (Don't wait until the day of to do this!)
- Confirm delivery locations, times, and final arrangement count with florist.
- Shop and pack for the honeymoon.
- Confirm location, date, and time with videographer.
- Email transportation providers a schedule and addresses for pickups on wedding day.
- Grooms: Get your final haircut.

- Prepare your wedding toasts or thanks to friends and family.
- Make seating chart for reception.
- Distribute wedding-day directions, schedule, and contact list to all parents, attendants, and vendors.
- Put together an overnight bag for your wedding night (toothbrush, sexy lingerie, etc.) and designate someone to deliver it to the hotel for you.
- Plan for wedding gifts (and any cash) brought to the party and designate someone to take care of them at the end of the night
- Confirm date, location, time, and playlist with band/DJ and/or ceremony or cocktail hour musicians.
- Put final payments and cash tips for vendors in marked envelopes and give to a designated family or friend to distribute on the wedding day.
- Brides: Get a manicure and pedicure and confirm wedding day beauty appointments.
- Leave a copy of your honeymoon itinerary with someone in case of emergency.
- Arrange for a bridesmaid or mom to pick up your wedding dress and other personal belongings at the hotel after you depart.
- Inform extended family if they have special seating at the ceremony and reception and if they need to stay for photos after the ceremony.

#### **DAY BEFORE**

- Have fun at your rehearsal dinner (and try to relax!).

- Give wedding announcements to your honor attendant to be mailed on the wedding day.
- Pull together a last-minute emergency kit (aspirin, makeup, safety pins, mints, etc.). Also make sure you have everything together -- your wedding gown, veil, shoes, and accessories.
- Arrange for someone to drop off the guest book and pen at the reception site.
- If your wedding is in the a.m., set your alarm and arrange for a backup.
- Get much-needed pampering and sleep -- if you can!
- Confirm all honeymoon travel plans (including transportation to airport, etc.).
- Rehearse the ceremony with your officiant and wedding party.

### **DAY OF**

- Relax, smile, and enjoy the day!
- Confirm all reception toasts with your VIPs. Remind them to keep their speeches on the short side, especially if you'll have more than two toasts.
- Set aside a private moment together after the ceremony to exchange gifts and a sweet congratulatory kiss (or two).
- Thank your parents and tell them you love them.

## **AFTER THE WEDDING**

- Enjoy your new life as newlyweds!
- Review your wedding vendors so that future brides know what to expect!
- Freeze the top layer of the wedding cake to be eaten at your first anniversary celebration (save some cocktail napkins, too!)
- Preserve your bridal bouquet and other wedding mementos.
- Have your wedding dress and veil preserved.
- Put together an online photo album of wedding photos from friends' Facebook, Picasa, and other wedding albums. These will most likely be the first photos available, since professional proofs can take weeks.
- Mail gifts to your parents to thank them for their help and support, if you didn't give them out at the rehearsal dinner.
- Make sure all vendor bills have been paid in full.
- If you used a videographer, find out when you can expect your edited wedding video.
- Work on those thank-you notes. You should try to get them done within two months of your wedding.

## Vendors & Venues

### Bridal Shops

- Alfred Angelo
  - <http://www.alfredangelo.com/>
- Brickhouse Bridal
  - <http://brickhousebridal.com/>
- David's Bridal
  - <http://www.davidsbridal.com/>
- Merry Go Round
  - <http://marrygoroundbridal.com/>
- Princess Bridal
  - <http://theprincessbridal.com/>
- Weddings by Debbie
  - <http://weddingsbydebbie.com/weddingsbydebbie/Welcome.html>
- Winnie Couture
  - <http://www.winniecouture.com/city-TX+Houston-bridal+gown+wedding+dress+shops+boutiques.html>

### Cakes

- Cake By Blondie
  - <http://brazosvalleybride.com/vendor/cakes-by-blondie/>
  - 936-873-2311
- Cakes By Gina
  - <http://cakesbyginahouston.com/>
  - 281-495-9400
- Edible Designs by Jessie
  - <http://www.edibledesignsbyjessie.com/>
  - 281-556-5523
- Sweets to Dream On

- <http://sweetstodreamon.com/HOMEPAGE.html>
- 936-494-CAKE
- Who Made the Cake
  - <http://www.whomadethecake.com/>
  - 713-528-4719
- Virginia's Cakes
  - <http://www.virginiascakes.com/>
  - 281-257-4830
- Drew's Pastry Place
  - <http://drewspastryplace.com/>
  - 832-717-3530

## Calligrapher & Invitation Design

- Jessica Albers
  - [studioalbers.com](http://studioalbers.com)

## Ceremony Music

- Divisi Strings
  - <http://www.divisistrings.com/>
  - 713-229-8663
- Houston String
  - <http://www.houstonstringmusic.com/>
  - 936-525-7609

## DJ's & Bands

- Divisi Strings
  - <http://www.divisistrings.com/>
  - 713-229-8663
- DJU Productions
  - <http://www.djuproductions.com/>
  - 713-937-0134
- Doppleganger
  - <http://www.doppelgangerband.com/home.html>
  - 713-869-6100
- JPL Entertainment
  - <http://jplentertainment.com/>
  - 832-237-5125
- Klentzman Entertainment
  - <http://www.klentzmanentertainment.com/about-klentzman-entertainment/>
  - 832-655-5189
- Texas Unlimited Band
  - <http://www.texasunlimitedband.com/>
  - 979-542-0470
- The Rachels
  - <http://therachels.com/>
  - Online contact only

## Floral, Linens & More

- Always in Bloom
  - <http://www.alwaysinbloom.org/>
  - 281-288-3600
  - Floral

- Balushka
  - <http://www.balushka.com/>
  - 832-596-5953
  - Paper Floral
- Blooming Gallery
  - <http://bloominggallery.com/>
  - 713-398-3633
  - Floral, Linens, Rentals, Décor
- Blooming Idea
  - <http://www.thebloomingidea.com/>
  - 281-465-4288
  - Floral
- Carter's Florist
  - <http://www.txcarters.com/>
  - 800-356-6878
  - Floral
- Cornelius
  - <http://www.corneliusflorist.com/>
  - 281-351-7673
  - Floral
- Darryl & Co
  - <http://www.darrylco.com/>
  - 713-863-0400
  - Floral, Linens, Rentals, Décor
- Elegant Beginnings
  - <http://www.ebincevents.com/about-us/>
  - 281-812-9587
  - Linens
- Events in Bloom
  - <http://eventsinbloom.com/index2.php#/home/>
  - 713-880-1475
  - Floral, Linens, Rentals, Décor
- Events to Remember
  - <http://www.texaseventstoremember.com/>
  - 936-825-2982
  - Linens, Rentals, Décor

- Floral Events
  - <http://www.floralevents.com/>
  - 713-863-7900
  - Floral
- Mary's Little Shop of Flowers
  - <http://www.themaryslittleshopofflowers.com/index.php>
  - 281-537-6279
  - Floral
- Over the Top Linens
  - <http://overthetoplinen.com/>
  - 281-900-0900
  - Linens
- Pearls and Roses
  - <http://pearlsandrosesflowers.com/>
  - 281-796-8612
  - Floral
- Prashe
  - <http://prashedecor.com/#/page/c29a/home-page/>
  - 832-377-3263
  - Floral, Linens, Rentals, Décor
- Recollection Vintage Rentals
  - <http://recollectionvintagerentals.com/>
  - 281-513-2095
  - Vintage Rentals: various pricing
- Tomball Party Rental
  - [http://www.tomballparty.com/Home\\_Page.php](http://www.tomballparty.com/Home_Page.php)
  - 281-351-RENT

## Photographers

- A&I
  - <http://www.anaivanphoto.com/>
  - 281-615-6048

- Alexander Cross
  - <http://alexandercross.com/blog/>
  - 713-824-0343
- Akil Bennett
  - <http://www.akilbennett.com/>
  - 713-858-7634
- Binford Creative Photography
  - [www.binfordcreativephotography.com/](http://www.binfordcreativephotography.com/)
  - info@binfordcreativephotography.com
- C. Baron
  - <http://www.cbaronphotography.com/>
  - 281-774-8794
- Evoke Photography
  - <http://evokephotoandvideo.com/>
  - 713-349-9508
- Jessica Gribnau Photography
  - <http://www.jessicagribnauphotography.com/>
  - 832-797-9071
- Jonathan Ivy
  - <http://jonathanivyphoto.com/>
  - 281-224-1937
- Joshua Tyi
  - <http://www.joshuatyi.com/>
  - Online contact only
- Kelly Potter Photography
  - <https://www.facebook.com/pages/Kelly-Potter-Photography/387368604612985>
  - 832-289-0370
- Mustard Seed Photography
  - [mustardseedphoto.com](http://mustardseedphoto.com)
  - 832-696-5500
- My Story Keeper
  - Lindsay Dixon
  - <http://www.mystorykeeper.com/#/753836/Home>
  - 281-433-0715
- Tanya Pabor

- <http://www.tanyapabor.com/>
- Contact via website
- Thomas & Penelope
  - <http://thomasandpenelope.com/blog/>
  - 832-233-3458

## Reception Venues

- Ashelynn Manor
  - <http://www.ashelynnmanor.com/>
  - 281-252-3355
- Ashton Gardens
  - <http://www.ashtongardens.com/>
  - 281-362-0011
- Augusta Pines
  - <http://www.tour18.com/augusta-pines-home>
  - 281-290-1910
- Big Sky Barn
  - <http://www.bigskybarn.com/>
  - 832-365-7711
- The Bell Tower on 34<sup>th</sup> Street
  - <http://thebelltoweron34th.com/>
  - 713-868-2355
- Brookwood Community
  - <http://www.brookwoodcommunity.org/>
  - 281-375-2158
- Chateau Cocomar
  - <http://chateaucocomar.com/>
  - 713-538-9400
- Chateau Polonez
  - <http://www.chateaupolonez.com/>
  - 281-655-5656
- Crystal Ballroom
  - <http://crystalballhouston.com/>
  - 713-227-7423

- Demers
  - <http://www.demersbanquethall.com/>
  - 713-772-0726
- 5226 Elm
  - <http://www.5226elm.com/>
  - 713-529-2500
- The Gardens Houston
  - <http://www.thegardenshouston.net/>
  - 281-481-0181
- The House Plantation
  - <http://www.houseplantation.com/>
  - 281-849-8471
- Houston Zoo
  - <http://www.houstonzoo.org/>
  - 713-533-6833
- La Tranquila Ranch
  - <http://latranquilaranch.com/>
  - 281-576-8882
- Lindsay Lakes
  - <http://lindsaylakes.com/>
  - 281-373-1800
- Marbella
  - <http://marbellahouston.com/home.html>
  - 713-926-7265
- Mia Bella Vita
  - <http://www.miabellavita.com/>
  - 281-516-7032
- Northgate
  - <http://www.northgatecountryclub.com/>
  - 281-444-5302
- The Overlook
  - <https://theoverlookevents.com/>
  - 281-812-0193
- The Parador
  - <http://paradorhouston.com/main.html>
  - 713-529-3050

- Ranch House
  - <http://www.ranchhousechapel.com/index.html>
  - 936-443-2938
- Shirley Acres
  - <http://www.shirleyacres.com/>
  - 281-444-2582
- Spring Chateau
  - <http://www.springchateau.com/>
  - 281-355-0077
- Sweetwater Country Club
  - <http://www.swcclub.com/catering/weddings/>
  - 281-980-4100
- Thyme Square Weddings
  - <http://www.thymesquareweddingsandparties.com>
  - 832-335-1977
- Tin Hall
  - <http://www.tinhall.com/>
  - 713-664-7450
- Windsor Gardens
  - <http://www.windsorgardenevents.com>
  - 832 584 0020
- The Woodlands Waterway Marriott Hotel
  - <http://www.marriott.com/hotels/event-planning/wedding-planning/houmw-the-woodlands-waterway-marriott-hotel-and-convention-center/>
  - 281-367-9797

## *Uplighting Services*

- Divisi Strings
  - <http://www.divisistrings.com/>
  - 713-229-8663
- DJU Productions
  - <http://www.djuproductions.com/>
  - 713-937-0134

- JPL Entertainment
  - <http://jplentertainment.com/>
  - 832-237-5125

## Videographers

- 31 Films
  - <http://31films.com/>
  - 281-259-1220
- A&A
  - <http://www.anavideo.com/>
  - 713-772-6899
- Artista Media Productions
  - <http://www.artistamedia.com/#!/HOME>
  - 281-732-2074
- Brian Dooley
  - <http://briandooley.com/>
  - Online contract only
- Cakewalk Films
  - <http://cakewalkfilms.com/>
  - 832-534-2253
- Candle Light Films
  - <http://candlelightfilms.com/>
  - 469-733-8020
- C. Baron
  - <http://www.cbaronphotography.com/>
  - 281-774-8794
- Don't Get Married Without Me
  - <http://www.dontgetmarriedwithoutme.com/index.html>
  - 713-824-2344
- Monroe
  - <http://monroeproductions.biz/>
  - 936-697-0030
- Red Button Studios
  - <http://www.redbuttonstudios.com/>

- Online contact only
- Weddings Fantastic
  - <http://www.weddingfanatics.com/>
  - 281-935-4265