planning guide

Checklists and worksheets to help you plan your Arizona wedding.

• 12-MONTH PLANNING COUNTDOWN
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12-month planning countdown:

There’s plenty to do before saying “I do.”
So we’ve put together this 12-month checklist to help you plan the perfect wedding day.

**TWELVE MONTHS:**
- Choose the date and time for wedding and rehearsal.
- Purchase *Arizona Weddings Magazine* and register on arizonaweddings.com.
- Create a wedding email account.
- Create a wedding website on www.arizonaweddings.com.
- Decide on style—whether a formal event with a sit-down dinner or an afternoon wedding in the garden, for example.
- Choose color schemes.
- Review your budget. Ask both sets of parents for advice if they’re paying for any or all of the occasion.
- Select wedding and reception sites.
- Make appointment with the officiant to learn about premarital requirements.
- Plan the guest list to get a rough count.
- Choose bridesmaids/groomsmen and ushers.
- Research honeymoon spots.
- Interview wedding planners (if you are using one).
- Shop for gown and headpiece.
- Book the musicians for ceremony and reception.
- Interview photographers, videographers, caterers and florists.

**NINE MONTHS:**
- Announce engagement in newspaper.
- Select dress for bridal attendants.
- Start shopping for men’s wedding attire.
- Decide on the caterer, photographer and videographer.
- Book a florist and choose arrangements.
- Register for gifts at bridal registries of choice.
- Select transportation for ceremony and reception.

**SIX MONTHS:**
- Order dress and accessories - including veil, gloves and shoes; schedule delivery date.
- Help mothers select and coordinate their dresses.
- Reserve any rental equipment such as tables, chairs and tent (if you’re marrying at home or in unfurnished space).
- Choose baker; order wedding cake and groom’s cake.
- Shop for your trousseau.
- Select your wedding invitations, envelopes and thank-you cards.
- Scout around for accommodations for out-of-town guests.
- Plan the rehearsal dinner.
- Research marriage license requirements. (arizonaweddings.com)
- Choose favors.
- Confirm honeymoon plans.
- (Compile necessary documents: passports, visas, etc.)
- Finalize guest list.

**THREE – FOUR MONTHS:**
- Choose the ceremony music.
- Talk over reception music with band or DJ.
- Discuss menu details with caterer.
- Confirm out-of-town guest accommodations.
- Order wedding rings and arrange for engraving.
- Meet with a premarital counselor.
- Visit officiant and review vows, readings, and music.
- Select and reserve men’s attire.
- Address invitations and announcements.

**TWO MONTHS:**
- Mail invitations.
- Plan a trial run with headpiece and makeup.
- Make wedding-day hair appointment.
- Confirm ceremony details.
- Arrange rehearsal and dinner plans.
- Draw up map to ceremony and reception site.
- Complete proper documents for changing your name.
ONE MONTH:
- Obtain marriage license.
- Pick up rings and check engraving.
- Confirm details with the florist, caterer, entertainers, and officiant.
- Notify the newspaper with wedding announcement and photograph.
- Schedule final dress fitting for you and for your attendants.
- Buy gifts for attendants, flower girl, ring bearer, fiancé, parents (and anyone else who helped make the wedding extra special).
- Finish trousseau shopping.
- Plan pre-wedding attendants’ party.

TWO WEEKS:
- Confirm rehearsal dinner plans.
- Find out about gown, bouquet, and/or cake preservation.
- Contact guests who did not RSVP to invitations.
- Arrange seating plan and write place cards.
- Break in wedding shoes at home—scuff the bottom, walk around in them.
- Meet with photographer and videographer; submit list of must-take shots.

ONE WEEK:
- Pick up dress or have it delivered.
- Host bridesmaids’ party.
- Pack for honeymoon.
- Confirm travel arrangements; if traveling abroad, purchase small amount of local currency.
- Write toast for rehearsal dinner and wedding reception.
- Arrange for facial and other beauty treatments.
- Give assignments to wedding party members; remind them of rehearsal details.
- Confirm transportation details.
- Notify caterer of the final guest count.
- Review timetables and details with vendors.

DAY BEFORE:
- Give wedding announcements to an attendant to mail after the wedding.
- Verify transportation to and from the wedding ceremony.
- Deliver gift baskets if you have them.
- Get manicure and pedicure.
- Attend ceremony rehearsal.
- Hold rehearsal dinner and hand out special gifts to wedding party.
- Prepare tip envelopes and arrange for someone to distribute them the day of.

WEDDING DAY:
- Eat breakfast.
- Arrange to get checked in and have luggage delivered to your hotel.
- Get hair and makeup done.
- Get dressed.
- Switch your engagement ring to your right hand.
- Relax and enjoy the day.

notes:
who pays the bills:

There are no set rules regarding who pays for what anymore; but if you are interested in following traditional guides we’ve created this handy breakdown.

notes:

TRADITIONS When you take a moment to think about it, weddings are all about traditions. The bride wears white, guests throw rice, the best man toasts the newlyweds, and the father of the bride foots the bill for it all. But times change and so do traditions. Today’s brides wear whatever color they choose, guests toss everything from birdseed to rose petals, and a toast from the maid of honor is as common as one from the best man.

Even paying for the wedding has become more equalitarian, with more couples choosing to share in the wedding expenses with both sets of parents. This change has come about for a couple of reasons: since today’s couples are marrying later in life and are usually somewhat established in their careers, many feel silly asking their parents to foot the bill for a wedding after they’ve been on their own for so long. Also, weddings have become increasingly expensive and many couples want to do their part to relieve some of the financial burden this once-in-a-lifetime event can place on a family. After all, this is supposed to be a happy, joyous time and worrying about money and who’s paying for which expense can only lead to tension. Clear communication right from the beginning, along with a well thought-out budget, should keep all contributing parties on the same page and avoid any monetary misunderstandings.
If you choose to go the traditional route by asking your parents for financial assistance, let them come up with an actual figure. That way no one is embarrassed about asking for too much, and everyone can contribute based on what they can comfortably afford. For guidance, here’s a traditional breakdown of the expenses each family is usually responsible for.

breakdown at a glance

**THE BRIDE**
- The groom’s wedding band
- Gifts for her bridal attendants
- A gift for the groom

**THE BRIDE’S PARENTS**
- Wedding invitations and postage
- Bridal gown
- Bridal accessories such as headpiece, jewelry, lingerie, and shoes
- The fee for the ceremony location, along with all decorations and any music costs
- Bridesmaid bouquets
- The entire cost of the reception, including rental fees, decorations, music and entertainment, the wedding cake, and food
- The initial fees for the photogapher and videographer (Each family is responsible for choosing and purchasing their own photos and video after the wedding)
- Transportation

**THE GROOM**
- The bride’s wedding band
- The marriage license
- Gifts for his attendants
- The officiant’s fee
- His formal wear
- The honeymoon
- A gift for the bride

**THE GROOM’S PARENTS**
- The entire cost of the prenuptial dinner, including any location fees, decorations, and invitations

**THE ATTENDANTS**
- Their wedding attire and accessories
- A portion of the bridal shower, bachelorette party, or bachelor party
- A wedding gift for the newlyweds
- Travel expenses to and from the event

Remember, the key word in this breakdown is traditional; this is the way costs are traditionally divided but you can divide the cost of your wedding however you choose. And in case you didn’t notice, the traditional list is extremely lopsided, so you might want to sit down with all the involved parties and let everyone discuss which portions they’d like to be responsible for. Open communication, patience, and flexibility will keep all contributing parties happy in the long run, giving you more time to enjoy your engagement without worrying about monetary misunderstandings.
budget:

When it comes to wedding planning, a wedding budget is absolutely essential. Establishing a realistic budget should be one of the first things you do. By knowing how much money you have to spend and on what it should be spent, you will be able to make the right decisions when making choices.

here are a few questions you may want to discuss before developing your final budget.

**BUDGET** How much do you want to spend? Are the necessary funds available? Size? How many guests will be invited?

**LOCATION** Where will you be married? Near or far? Indoors or outdoors? Ballroom or hall? Does the venue you like provide services like catering and bar service?

**RECEPTION** Formal or casual?

**ATTIRE** Designer Gown or off-the-rack? Purchase or rent formalwear?

**PHOTOGRAPHY** What style do you prefer, posed or photojournalistic? Will you want video? Do you want a beautiful leather-bound photo book or something less expensive?

**WEDDING CAKE** Do you want an over-the-top custom designed cake or something smaller with sheet cake service? Will you be using a bakery or will your caterer be providing the cake?

**FOOD/CATERING** Do you want a caterer separate from your venue? Sit-down service or buffet? Will special food be served during cocktail hour?

**ALCOHOL** Will there be alcohol at all? Full bar or limited to beer, champagne and wine?

**ENTERTAINMENT** Will you have an orchestra or organist at the ceremony? Band, DJ or both? Do you want any other sort of entertainment?

**INVITATIONS** Letterpress or printed? Custom designed or just customized? Will you be sending save the date? How many inserts will be required with the invitations?

**TRANSPORTATION** Will you be making a grand entrance in a stretch Hummer or do you see yourself arriving in a less extravagant manner? Will you provide rented transportation for the entire wedding party? Will your venue location require valet parking or shuttle service?

Once you have set your priorities, you can start setting your budget. Once your budget is set, stick to it by using our handy budget calculator (starting on the adjacent page) to keep you on task.
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Starting with your set budget, use a calculator to figure the proper percentages for each element. As you purchase or contract each item, write down the actual amount and keep a running tally.

notes:
tipping your vendors:

Tipping is never mandatory (unless your contract warrants it). But if a vendor went above and beyond for you, let them know with a little extra cash. These guidelines will help you figure out who it’s customary to tip:

If the vendor owns the business, it’s not customary to tip. This is because the entire profit will be going to him or her, rather than it being shared with the rest of the business.

For a house of worship, it’s customary to make a donation of $500 to $1,000. Nondenominational officiants should get approximately $50 to $100. Court clerks are prohibited from accepting monetary gifts, but not tokens of appreciation such as home-baked cookies.

**Bartenders:** 10% (of the total liquor bill)

**Catering managers:** $200

**Hairstylist:** 15% to 20%

**Limo drivers:** 15% to 20%

**Makeup artist:** 15% to 20%

**Musician:** 15% for ceremony;

$25 to $50 per musician for reception

**Photographer/videographer:** $100

**Wedding planner:** 15%
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notes:
guest list:

One of the most difficult things you will probably have to do when planning your wedding ceremony and reception is to narrow down the guest list. It can be difficult to get the number of wedding guests down to a reasonable number. Here are some tips and a worksheet to help you create your list.

**HAVE A LIMIT**
Before you even start talking names, make sure that you have a limit of people that you can invite to your nuptials. It can be far too easy to keep adding to your guest list until it gets out of control. Discuss how many people you can afford to have at your wedding, come up with a number, and then stick to it.

**AVOID INVITING PEOPLE YOU AREN’T CLOSE TO**
Sure, at one time you may have been close to your high school friend; but if you are no longer close and you have not spoken to her in years, then there is no need to invite her. Anyone that you have not been close to or spoken to in years can safely be cut from the wedding guest list.

**MAKE IT ADULTS ONLY**
If you need to cut down on the number of wedding guests on your list, then a fairly easy way to do so is to cut out the children. This can help cut down your cost and will make room for some other people you really need at your wedding ceremony and reception.

**MAKE TWO LISTS**
Another way that you can come up with the wedding guest list is to initially come up with two separate lists. On the one list, write down the people who you definitely want to be there. Then, on the other list, have the people who you would only like to be there. If it comes to cutting people from the list, only cut people from the second list.

notes:

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(copy this worksheet and list all potential guests)

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bridal gown:
Finding just the right ensemble for a special occasion is rarely easy, but with the right direction you can get dressed in the perfect gown for your wedding with ease and confidence.

gown shopping tips

1. FIND YOUR STYLE
First things first. What do you want? Have you always dreamt of sashaying down the aisle in a satin and tulle ball gown? Or perhaps your taste runs more classic, and you crave a Jackie O style gown. Maybe you’re a “less is more” kind of girl and want a simple sheath. Whatever your style, there’s something out there waiting for you. If you don’t have a certain look in mind, dust off all those bridal magazines you’ve been hoarding. Flip through the pages that feature gowns and mark those that you like. Looking at the details and comparing those you like will give you an idea of what you want before you head to the salon.

2. WHERE TO GO
Do your research. If you love a particular designer, find out which local salons carry them. The web is also a great place to find reputable salons. Check out the salons listed on websites like www.arizonaweddings.com. Once you’ve chosen three or four locations (too many can be overwhelming), it’s a good idea to phone ahead before venturing out. Many require appointments, and those that don’t will be able to recommend a time to visit when you’ll receive one-on-one attention.

3. WHAT TO LOOK FOR
The type of gown you choose should directly relate to the style and formality of the wedding you’re planning. Each possible scenario begs for a different style of gown, so be sure to share this information with the salesperson. They can then guide you toward styles that will best complement the formality of your affair.

4. WHO TO BRING ALONG
It’s best to invite only one or two close friends or family members. Be sure the people you have around you are not only supportive, but also objective. Remember, you’ll be relying on them to help you make a decision on your attire for one of the most important days of your life.

5. WHAT TO BRING
It’s a good idea to bring a few special items with you to the salon. A strapless bra is a must, along with a pair of heels. You will also want to bring a digital camera; it’s a great way to see how you really look in the gown and how you will look in all your wedding photos.
There’s a first time for everything, and buying a wedding gown is no exception. Whether you’ve been dreaming of a specific gown since you were twelve or you’ve just begun to look through the pages of our magazine, there are certain styles and silhouettes you should be knowledgeable of so that you can make the best decision about this once-in-a-lifetime purchase. Here’s the 411 on which silhouette will provide the best fit to flatter your bridal figure.

**A. BALL GOWN** For most women, when they hear the words ball gown, a Cinderella look comes to mind. Well, that assumption is essentially correct. The classic ball gown is comprised of a form-fitting bodice that leads to a large, billowing skirt often made of tulle or satin. A ball gown is flattering for most shapes, but especially for pear-shaped brides because the full skirt hides a heavier bottom half while drawing the eye up to the bodice. Petite brides should shy away from a voluminous ball gown because the size and shape of the gown tends to swallow up a smaller-framed woman.

**B. A-LINE** With a skirt that’s shaped like an “A” (fitted at the waist with a wider, more flared bottom) the A-line gown is the most common silhouette for today’s bride. This gown is as versatile as it is popular; depending on the embellishment and the fabric it’s created from, the A-line is as perfect for a super-casual backyard celebration as it is an upscale country club affair. It’s flattering for brides of all shapes and sizes, and nearly every designer features A-line gowns in their collections.

**C. SHEATH** Sleek and sophisticated, a sheath gown either hugs the natural curves of the body or falls in a straight line from the shoulders to the hemline. It’s especially flattering on tall and thin brides (what isn’t?) but is surprisingly stunning on slim, petite brides because it adds length to shorter statures. However if you have problem areas that you’d rather not reveal to your wedding guests, a sheath might not be your best bet.

**D. MERMAID** The mermaid silhouette is a sheath that contours to the body from the chest to the knee, then flares out to the hem. This is a very sexy look that highlights the curves of the body. The mermaid is most flattering on taller, thin brides, but confident curvy brides will also look great in this silhouette. You really must be confident and comfortable in your skin to pull off this dramatic look.

It’s time to head on down to the waistline of your gown. The waistline is one of the most important details to consider; the right one is flattering and the wrong one can be downright fattening. Here’s the skinny on which waistline is best for your body.

**A. BASQUE** The very slimming Basque waist begins at the natural waist and dips to a slight V shape in the front. The shape elongates the torso, trimming the tummy and providing a sleek appearance. It looks especially stunning when paired with a sweetheart neckline, which makes it the perfect choice for fuller-figured and pear-shaped brides.

**B. DROPPED** Falling lower across the hips, the dropped waist gown is a classic look for A-line and ball gowns. It adds curves to brides with thick waists, and is equally flattering to the ultra-thin. Most necklines look smashing with a dropped waist gown; just be sure you don’t have a long torso or the dropped waist might add too much length, making your legs appear short.

**C. NATURAL** A natural waist gown falls right across the waist, and is a popular choice for brides of all shapes and sizes. If you have an hourglass figure, this is definitely the look for you because it accentuates your best attributes. If you tend to have a thicker waistline, you might want to look at a dropped or empire waist gown.

**D. EMPIRE** The empire waist gown sports a tiny bodice and high waist that begins at the base of the bust line and falls to a slightly flared hemline. If you have a thicker waist, this is a very slimming gown for your silhouette because it softly skims your curves. If you have very full hips or a larger bust line, you should consider a different style.
Now that you’re more familiar with the basic gown silhouettes and waistlines, you should consider the type of neckline you’ll feel most comfortable in. From classic to contemporary, read on for the facts to help you find a face-framing neckline.

A. STRAPLESS This neckline speaks for itself. A strapless gown is usually cut straight across above the bust line, and will sometimes feature a notch or v detail in the center. Strapless gowns are flattering on nearly everyone; however if you’re lacking in the cleavage category, you might want to look for something with straps.

B. SCOOP The popular scoop neckline is shaped like a U and can be cut either high or low. Held up by straps, this neckline is equally flattering on all brides. It’s important to remember, though, that larger cup sizes should be careful of very low cut scoop necklines to reduce the appearance of the breasts spilling out the top.

C. SQUARE A square neckline is similar to a scoop neckline, except the neckline falls in a square shape instead of rounding downward. This style is perfect for those who need the support of straps, but don’t want to bear too much cleavage.

D. SPAGHETTI STRAP Very thin straps (much like spaghetti) anchor the bodice of a spaghetti strap gown. Many strapless gowns can be altered to include spaghetti straps, which makes this neckline a popular option for those who like the strapless look but crave the safety of straps. It’s a flattering neckline for most, however spaghetti straps may not provide enough support for the very well-endowed.

E. SWEETHEART Shaped like the top of a heart, this neckline is especially flattering on the well-endowed because it provides a seductive glimpse of the décolletage, without looking too risqué. However, if your cup size is closer to an A than a C, you might want to consider a different style.

F. OFF-THE-SHOULDER Yep, you guessed it. The off-the-shoulder neckline sits off your shoulders, highlighting your fabulously sculpted collarbone. This style is great for brides who want the feel of a strapless, without baring too much skin. It’s also a great alternative if your house of worship frowns upon strapless gowns. Brides with more cleavage to manage will get the added support of the off-shoulder straps. But if you’re broad shouldered, consider checking out other avenues, like square or scoop necklines.

G. BATEAU Also called the Sabrina, this neckline follows your collarbone nearly straight across. It’s a great look for smaller busted brides, because it gives the appearance of a larger bosom. Broad-shouldered brides should move on because the bateau neckline will draw the eye up, therefore bringing more attention to the shoulders.

H. V-NECK The V-neck drops the neckline down in a “V" shape between the shoulders. It can range from very subtle to plunging. The V-neck works well with both large- and small-breasted women. A high “V" can conceal large breasts in a feminine manner by highlighting their natural shape while maintaining coverage, while a small-breasted women can wear a low cut or wide set “V" that will draw attention to the chest and create the illusion of a fuller bust. A V-neck is a good option for brides with all upper-body types since it can be used with any sleeve length, from thin spaghetti straps to long sleeves and anything in-between.
The bridal jewelry you select should coordinate with your wedding gown and formality of your celebration. The jewelry you choose should finish off your look and bring the entire ensemble together.

**Here's a few suggestions to follow as to the style of dress you are wearing.**

**OPEN-BACKED DRESS** A lariat is a beautiful addition to most open-backed gowns. It is a necklace that is longer in the back than the front. Another great choice is a choker or shorter necklace that has a hanging jewel embellishment in the back.

**V NECK** A Y-drop necklace is perfect with a V-neck dress. The Y-drop necklace takes the same angles as the V-neck wedding gown line. Chokers are also a great choice because it create clean lines and does not distract from the V-neck style of dress.

**SQUARE NECKLINE** A simple single strand or double strand necklace works great. They bring contrast and attract the eye towards the cut of the dress.

**SWEETHEART NECKLINE** A Y-drop necklace or pendant will work well and won’t distract from the lovely neckline too much.

**STRAPLESS** There are many options with the strapless, as most styles will work. This is when you may want to choose a statement piece.

**HALTER** Lariat, Y-drop and pendants all work well with a halter neckline.

**OFF THE SHOULDER** Single or double strand simple necklace or choker works best. You will want to keep it simple.

**Scoop-Neck Gown** Single or double strand simple necklace or choker works best. You will also want to keep it simple because the neckline draws more attention.

**Other things to consider**
1. Keep your earrings simple if your necklace is large or grand.
2. Bracelets can be worn with sleeveless, short-sleeve and three-quarter sleeve gowns.
3. A watch can be worn if it is an unusual antique or family heirloom, but most watches are not appropriate wedding jewelry.

**Choice of Earring**

Keep this in mind when selecting earring styles:
1. A button earring accentuates a round face.
2. A dangle earring widens a narrow face.
3. A squared earring adds interest to a long face.
4. If you are wearing a tiara, you may not want to wear earrings.
5. If you are not wearing a necklace, you may want your earrings to be larger. It is all a matter of balance.
ARIZONA WEDDINGS
BRIDAL SALON CONTACT SHEET

Bridal Salon: _____________________________________________________________
Address: ______________________________________________________________
Phone Number: ___________________ Web Address: __________________________
Contact Name: __________________________________________________________
Dress Description or Number: _____________________________________________
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notes:

It’s a good idea to bring a few special items with you to the salon. A strapless bra is a must, along with a pair of heels. You will also want to bring a digital camera. It’s a great way to see how you really look in the gown and how you will look in all your wedding photos.
After putting on your ring, telling your family and friends the good news, and picking a time frame and budget, there’s one big job to tackle. You have to locate the ideal place to celebrate your nuptials.

Here are some helpful hints to help you find the perfect venue.

Stay focused on what you want and what you can afford. Keep your options open. You don’t know or appreciate booking somewhere if you don’t see what other places have to offer.

Before you book a ceremony and reception, consider the extra details. What’s the menu like? The décor? How accessible is the venue? Is it a hard-to-find location? You don’t want your guests to get lost on the way to your wedding or have problems finding a place to park. Ideally, your venue is easy to find, has ample parking and is an all-around convenient choice for you and your guests.

Will the venue allow you to decorate, or is it “what you see is what you get?” If decorating isn’t a problem, look for ways to dress up the space. Don’t be fooled by an empty room. Look at a banquet hall or a dining room as a blank canvas.

Timing is everything, and the experts agree: you need to book your wedding venue about a year before you plan to get hitched and before you make any announcements regarding your wedding date. If you fall in love with a venue and your first choice date is not available, you may need to consider changing your date.

Your style and your budget will help dictate what site is right for you and your groom. So ask all the right questions and choose a venue where you can craft the ceremony and reception of your dreams.

Every couple should consider at least three different locations for their wedding. This will help you feel confident that you have chosen the perfect venue.
questions

to ask when selecting a reception site

• How long has this site been available for receptions?
• Is the site available on your wedding date?
• Is catering available?
• May we use our own caterer, florist, baker, etc. or must we use a preferred vendor or services provided by the site?
• Is there a liquor license, may we bring our own alcohol?
• How many people will the site comfortably hold? What is the maximum room capacity? Seated? Standing?
• What is the staff-guest ratio?
• What will the facility provide?
  • Onsite kitchen or cooking facilities
  • Tables • Chairs • Linens
  • Dinnerware • Lighting
  • Dance Floor
• Are there special restrictions regarding entertainment, decorations, etc.?
• Is there adequate parking? Are there parking attendants?
• Will there be other weddings being held at the same time as ours?
• Will the manager be present during the event?
• May we have references?
• Does the reception site have liability insurance?
• How are the fees determined—per head, by the hour or a flat rate?
• How much is the reception site rental fee?
• What is the deposit? When is it due?
• What is the balance? When is it due?
• What is your cancellation policy?

notes:
### Venue Name

___________________________________________________________________________________________________________

### Address

_________________________________________________________________________________________________________________

### Phone Number

_______________________________________  Web Address:_____________________________________________________

### Contact Name

__________________________________________________________________________________________________________

### Venue:

- ○ Ceremony
- ○ Dinner

### Catering:

- ○ Seated
- ○ Buffet

### Additional Features:

- ○ On-site
- ○ Preferred Caterer List

### Restrictions:

____________________________________________________________________________________________________________

### Down Payment:

__________________________________________________________________________________________________________

### Notes:

___________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

### Fee, if using your own

____________________________________________________________________________________________________

### Table & Chairs Included

- ○ Yes
- ○ No

### Includes Cake

- ○ Yes
- ○ No

### Includes Linen

- ○ Yes
- ○ No

### Additional Features:

- ○ Site for Photographs
- ○ Bridal Room Available

### On-site Parking

- ○ Yes
- ○ No

### Dance Floor

- ○ Yes
- ○ No

### Cocktails

- ○ Yes
- ○ No

### Preferred Caterer List

____________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________

### Dinner

- ○ Seated
- ○ Buffet

### Cocktail

- ○ Yes
- ○ No

### Includes Cake

- ○ Yes
- ○ No

### Table & Chairs included

- ○ Yes
- ○ No

### Bridal room Available

- ○ Yes
- ○ No

### on-site Parking

- ○ Yes
- ○ No

### on-site

- ○ Yes
- ○ No

### Dance Floor

- ○ Yes
- ○ No

### Notes:

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Venue Name: ____________________________________________
Address:_________________________________________________________________________________________________
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Venue:
- Ceremony __________________________
- Dinner  ○ Seated  ○ Buffet __________________________

Catering:
- On-site  ○ Yes  ○ No

Preferred Caterer List ____________________________________________________________

Fee, if using your own __________________________
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- Includes Cake  ○ Yes  ○ No
- Includes Linen  ○ Yes  ○ No

Additional Features:
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- On-site Parking  ○ Yes  ○ No
- Dance Floor  ○ Yes  ○ No

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- Dinner  ○ Seated  ○ Buffet __________________________

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Preferred Caterer List ____________________________________________________________

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- Includes Cake  ○ Yes  ○ No
- Includes Linen  ○ Yes  ○ No

Additional Features:
- Site for Photographs  ○ Yes  ○ No
- Bridal Room Available  ○ Yes  ○ No
- On-site Parking  ○ Yes  ○ No
- Dance Floor  ○ Yes  ○ No

Restrictions:__________________________________________________________

Down Payment:______________________________________________________

Notes:__________________________________________________________________________
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catering:

A great dinner is about more than just food. The presentation and service also play an important role in your enjoyment, and can truly make or break a meal.

service styles

BUFFETS

Most everyone has experienced a buffet line, but for those who’ve forgotten, here’s a refresher course. A buffet usually consists of long tables laden with both hot and cold menu items. Guests make their way down the line with a plate in hand and serve themselves as little or as much food as they’d like. It’s not uncommon to see large ice sculptures surrounded by chilled seafood or elaborate displays of fresh fruits and vegetables.

FOOD STATIONS

Similar to a buffet, in that you serve yourself, stations are individual tables scattered around the room. Foods served station style are usually grouped by theme or cuisine and guests are invited to mingle throughout the room and sample the different dishes. Stations are a great alternative to buffets because it keeps everyone moving instead of waiting in a long line at the buffet. Also, you’re able to serve a variety of different foods when you choose stations, and that keeps even the most finicky guest content.

PLATED SERVICE

Usually considered the most formal style of service, plated dinners are served individually to each table by professionally attired wait staff. Since plated service is considered upscale, many couples mistakenly believe it to be expensive. Sure, if you’re serving a top-of-the-line entrée, you’ll pay more than average, but plated service can be as affordable as a buffet.

FAMILY STYLE

For a warm, inviting atmosphere where everyone is treated like family, family style centers around platters heaped with meat and bowls brimming with side dishes that are passed among those seated at each table.

questions to ask when selecting a caterer

- How long have you been in business?
- Can you provide references?
- What is your specialty; can we see a sample menu?
- Will there be a tasting of the menu we choose?
- Do you offer vegetarian or vegan options?
- Do you offer a children’s menu?
- Have you worked at my reception site before?
- What will be the estimated cost per person?
- For what services are there additional charges?
- Do you provide tables, chair linens, linens and dinnerware if needed?
- Do you provide the wait staff? What will they wear?
- Do you prepare the food on-site?
- Can you provide alcohol?
- Are you state licensed?
- Do you have liability insurance?
- What is the deposit? When is it due?
- What is the balance? When is it due?
- What is your cancellation policy?
### ARIZONA WEDDINGS
### CATERING CONTACT SHEET

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Interview Notes:

Menu Favorites:

Down Payment:

Tasting Notes:

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### CATERING CONTACT SHEET

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Interview Notes:

Menu Favorites:

Down Payment:

Tasting Notes:
wedding cake:

Finding just the right ensemble for a special occasion is rarely easy, but with the right direction you can get dressed in the perfect gown for your wedding with ease and confidence.

here’s the 411 on what makes a great cake

Your wedding cake is more than flour, sugar, and eggs. It’s the one dessert that your guests will talk about for months to come, raving over its size, its appearance, and most of all, its taste.

Selecting the perfect cake for your wedding can be a daunting task – there are so many choices! Ask some important questions and selecting your cake will be a “piece of cake.”

Today’s cake designers are coming up with incredibly unique designs that are beautiful to look at as well as yummy to eat. The fancier your cake, the more it will cost. You can expect to pay $5 to $20 per slice, depending on the style, designer, and ingredients you chose.

You’ll need to start shopping for your cake early, and reserve your order about two months in advance of your wedding. Your designer may also provide you with flavor recommendations based on the food you are planning to serve at the reception. Spending some extra time with your cake designer will pay off in the long run and ensure you get the perfect cake for your taste.

TOP IT OFF!

Kissing doves, plastic brides and grooms, and intertwined hearts are passé. Today’s cake toppers have personality and style that mimic the bride and groom. While fresh flowers that coordinate with the bridal bouquet are perennial favorites, there are loads of other options to make your cake as unique as you are. Handcrafted sugar or gum paste flowers, a flowing ribbon created from marzipan, or even a shiny, spun-sugar bow create drama atop a stacked confection. Consider having a topper created just for the two of you. Incorporate your hobbies or interests into the design idea, and they’ll sculpt a one-of-a-kind topper in your likenesses. After the wedding, you’ll have a great keepsake (and conversation piece) for your home.

DARE TO BE DIFFERENT!

Instead of having one cake as the showpiece of your reception, consider using cake as the centerpiece on each guest table. Individual wedding cakes and cupcakes continue to be popular at weddings as well. A tiny wedding cake served for dessert creates quite an impact, and can be easily taken home and enjoyed later. Cupcakes are another option for a less expensive way to serve an individual dessert to each guest.
filling, frosting, icings & decorations

YUMMY FILLINGS
The icing may create a beautiful cake, but it’s what’s inside that counts. A cake falls flat if it doesn’t taste as great as it looks, and the best way to give it flavor is with the batter and the filling. Wedding cake batter is usually a very simple flavor so that it won’t compete too heavily with the sweetness of the icing or the filling. The most popular batter is plain white, though yellow and pound cake are increasingly popular.

The cake batter can be any flavor you want, but the filling is what actually gives a wedding cake its personality. Filling separates the layers of a cake, adding additional flavor and richness. Filling is usually fruit or cream based and depending on the number of tiers, many brides choose two or three different fillings.

FROSTING

BUTTER CREAM A creamy, spreadable icing that’s made from butter and sugar.

FONDANT A thick concoction made from sugar and gelatin that is rolled out flat and then draped over the cake to provide a completely smooth, firm surface for decorating.

ROYAL A frosting made by beating together sugar and egg whites. It hardens when dried, so it is great for dots, lace or lattice work.

GANACHE Chocolate and heavy cream combination that can be poured over cakes for a glass-like chocolate finish or used as filling.

This fancy term is simply chocolate melted with heavy cream. This frosting makes a beautiful shiny glaze on cakes and cookies. If you chill a ganache, beat it until it’s fluffy and stiff, then form it into balls, you’ll end up with truffles. You can also chill and beat a ganache and use the fluffy result to quickly frost a layer cake.

ICINGS

MARZIPAN a rolled paste of ground almonds, egg whites and sugar that can be draped and shaped.

SUGAR PASTE Also called gum paste, it is used like marzipan to make beautiful flowers and decorations.

DRAGEES Hard little sugar balls are painted with edible gold or silver paint.

PULLED SUGAR Boiled sugar, water, and corn syrup used to create beautiful designs like roses and bows.

questions to ask when selecting a cake designer

• How long have you been creating wedding cakes?
• Are wedding cakes your specialty?
• What types of wedding and groom’s cakes do you make?
• How far in advance should I order my cake?
• Do you specialize in any flavor, style or size?
• What cakes are best for outdoor receptions?
• Will you make extra sheet cakes? If so, what is the cost?
• Can I request that each layer have a different flavor?
• Do you offer cake tastings?
• Do you charge for delivery?
• When will you deliver and set up the cake?
• Will your staff serve the cake?
• Do you supply the cake topper?
• Do you supply the cake knife?
• Can you supply boxes for the groom’s cake?
• What is the deposit? When is it due?
• What is the balance? When is it due?
• What is your cancellation policy?
notes:

If you’re serving a dessert course at your wedding, try to balance the dessert with your cake. Don’t follow a rich chocolate dessert with a rich chocolate cake. If you want a chocolate cake, consider serving a lighter dessert or a sorbet.
wedding flowers:

For almost as long as there have been weddings, flowers have played an important role in the celebration. In selecting the flowers for your bridal bouquet, you’ll want to consider blooms that best express your personality, complement your wedding gown, and tie-in with the general look and theme you’ve selected for the day.

here’s a guide to the different styles of bouquets available, and how to get the perfect bridal flowers for your wedding day

**CASCADE** A cascade bouquet, also called a “shower” bouquet, is very formal and the most traditional bridal bouquet. Like a waterfall, this bouquet flows and is designed to gently cascade downward. This bouquet is often designed with larger flowers at the top, using smaller blooms as it begins to taper down and land gracefully over the bride’s hands. Lisianthus, lilies of the valley, stephanotis, dendrobium orchids, and other smaller flowers are commonly used in this shape of bouquet, along with accents of trailing ivy, vinca, or other delicate greenery. If you are wearing a full-skirted or ball gown-style wedding dress, this shape of bouquet may work for you. However, if you are a very petite woman, another shape of bouquet may be a better choice.

**COMPOSITE** If you’re looking for a truly unique look in your wedding flowers, and you can’t find a particular variety of flower that appeals to you, a composite bouquet might be the perfect choice. This intricate creation is composed by taking individual petals from flowers (such as amaryllis, roses, or lilies), wiring them together on a single stem and creating the look of one giant bloom. This style of bouquet would be the ideal complement to a simple gown with little ornamentation, or one with a very sleek silhouette.

**HAND-TIED** For this more relaxed style of bouquet, a variety of blooms that tie-in with the wedding theme are wired or loosely gathered together and tied with a satin ribbon or a combination of ribbon and lace. Some popular flower varieties for this style of bouquet are French tulips, day lilies, coneflowers, purple statice, lisianthus, stem roses, and other hardy garden flowers. With its natural, just-picked-from-the-garden look, this bouquet is a nice choice for an informal wedding.

**NOSEGAY** A combination of simple style and elegance, the nosegay is a densely packed mound of flowers and greenery. When choosing flowers for a nosegay, compact blooms such as roses, tulips, peonies, hydrangeas, calla lilies, and ranunculus work best. These blooms may be mixed, or for a simple look, you can stick to just one variety. An ideal choice for any style of wedding, a nosegay bouquet can be dressed up or down depending on the flowers you choose and how it’s tied together, with a wire, ribbon or other stem treatment.

**POSY** Similar to the nosegay but smaller in size, the posy bouquet is perfect for a petite bride with delicate hands, or for a bridesmaid’s bouquet. When selecting flowers for a posy, those with smaller blooms are ideal, such as spray roses, grape hyacinths, ranunculus, and pansies. However, some large-headed flowers such as gardenias or peonies can also make quite an impact.
**POMANDER** A less-traditional bouquet, the pomander is a small, compact bloom-covered ball that is usually four to six inches in diameter, and then suspended from a ribbon that is worn around the wrist. This is a good choice for the bride who wants her hands to be free. A classic floral choice for a pomander is roses, but it may also be made with hydrangeas, delphinium, dendrobium orchids, or any other flowers suggested by your floral designer. While a pomander may not be the look for you, it’s an adorable alternative for junior bridesmaids or flower girls. Just remember to have it sized accordingly so its shape is appropriate for their age and size.

**ROUND** The classic round bridal bouquet is usually compiled of large flowers that are loosely arranged. This shape and style of bouquet is a good choice for a formal wedding, or for the bride who wants a look less conspicuous than a cascade bouquet, yet bolder than a simple nosegay. Many varieties of flowers will work in the round bouquet, but some popular choices are roses, tulips, lilacs, stephanotis, hydrangeas, day lilies, peonies, and seeded eucalyptus.

**PAGEANT** The pageant bouquet, also known as a “presentation” bouquet (think of the flowers presented to Miss America when she is crowned), is a bunch of long-stemmed flowers that the bride carries cradled in her arms. A pageant bouquet can be as simple or elaborate as you’d like, depending on the style and formality of your wedding. Some of the best floral choices for this type of bouquet are those with long stems or branches such as calla lilies, roses, delphinium, tuberose, lisanthus, or French tulips. The blooms are then secured together with a beautiful satin or fabric ribbon. However, when selecting the flowers for your pageant bouquet, make sure the blooms are not longer than what can fit comfortably along the length of your lower arm.

**COLOR** In choosing the right color combination for a bouquet, consider your own personal taste, but also the season, the time of day of the ceremony, and the atmosphere of your ceremony location. While all-white bouquets are the most traditional choice for brides, accents of color or an all-color bouquet are also accepted and beautiful options. You might also think of using accent flowers in the hue of your bridesmaids’ dresses or in your wedding color if you have one.

**BODY TYPE** In general, a voluptuous or taller bride should select a bigger style of bouquet, because a small nosegay might seem out of proportion. Petite brides should pass on the grandiose bouquets and opt for something smaller so they are not lost behind a sea of flowers. And the average size bride should select a medium-sized bouquet that presents a nice proportion when held in front of her body.

**GOWN** When determining the style and shape of your bouquet, you also want to consider the scale of your gown. A common rule to follow is, the bigger the gown, the bigger the bouquet. A ball gown should be able to hold its own against an overflowing cascade bouquet, however, a simple sheath gown would not. You’ll also want to consider any embellishment or decoration on your gown. You won’t want to obscure the beautiful beading or lace with a large cascading bouquet, so in this instance, you might want to select a presentation or nosegay bouquet. When you meet with your floral designer, show them a photo of your dress, and they will be able to offer some suggestions for the style and shape of bouquet that’s right for you.

**Fresh petals are a wonderful alternative to birdseed or bubbles when showering the couple as they leave the ceremony. The petals don’t get caught in hair and clothes and they smell great. They are also completely natural, so they are perfect for a “green” wedding because they won’t harm the environment.**
flower checklist:

**Wedding Party**
- Bride’s Bouquet
- Tossing Bouquet for Bride
- Maid of Honor Bouquet
- Bridesmaid Bouquets
- Flower Girl
- Groom’s Boutonniere
- Best Man’s & Groomsmen’s Boutonnieres
- Ring Bearer’s Boutonniere
- Mothers’ Corsages
- Fathers’ Boutonnieres
- Corsages for Special Guests
- Boutonnieres for Special Guests
- Other _____________________________

**Ceremony**
- Aisle Runner
- Pew or Chair Decorations
- Alter or Huppa Arrangements
- Candles and Candle Holders
- Other _____________________________

**Reception**
- Door or Entry Arrangements
- Bar Decorations
- Cake Decorations (if needed)
- Cake Table Decorations
- Centerpieces
- Chair Decorations
- Other _____________________________

**Questions to Ask When Selecting a Florist**
- How many years of professional experience do you have?
- Do you have photos or samples of your work?
- What type of flowers will be best for the type, time, and duration of our wedding?
- What flowers will be in season at the time of my wedding?
- Do you have access to out-of-season flowers?
- Can you build a flower scheme around fabric swatches?
- Can you coordinate the flowers for the wedding party, mothers, and special guests?
- Will you show us how to carry the bouquets?
- Will you deliver and distribute the flowers at the site and pin on the corsages and boutonnieres?
- Do you charge extra for delivery and setup?
- Do you preserve bouquets?
- Do you require a deposit, and is it refundable?
Long after your wedding day is over, your photographs and video will provide lasting memories. With that in mind, you not only need to find a photographer and videographer that you feel comfortable with, but you also need to do some homework to know what photo options are available and what shots should not be missed.

**DIGITAL VS. FILM**

Just a few years ago, couples had to ask “digital or film?” of prospective photographers. But that choice is over, as an estimated 90% of Arizona photographers are now using digital photography exclusively.

You may have heard that digital isn’t as crisp, particularly for black and white photos or for large print photos. But the technology has improved, so that you can get great black and white photos with digital; and if you want large-sized prints, digital will give you a better result than 35mm.

You can also do much more involved touch ups.

With digital, your photographer will also know right away whether he got the shot or not, whether the lighting was right, and, hopefully, have another chance to capture that moment.

Another benefit is that changing a picture from black and white to color, and even to sepia (those antique bronze-tinted photos) is much easier, and couples can decide picture by picture. With just a click of the mouse, you can usually see online what the picture will look like in black and white or color, and pick which one you prefer for your print.

Going with a digital photographer also means you will usually have more pictures to choose from since the cost of taking a digital photo is zero, while with film, it costs every time the button is pushed. Digital photographers can afford to take a lot more pictures, which they then pass on to you.

Finally, with digital, all your wedding pictures will be posted on your photographer’s website for a month or two, so that friends and family can enjoy them and order what they want for prints. Some photographers, upon request, will even upload your wedding photos again on your anniversary.

**COLOR VS. BLACK AND WHITE**

To bring out the emotion on a face, there is nothing like a black and white photograph. Still there is no fixed rule of thumb for when a picture is better in black and white or color.

Unless color is the main point of the picture, say photographers, the beautiful hues of your bouquet or the luster of your bridesmaids’ dresses, most pictures look fabulous in black and white.

In addition to putting the focus on the faces and giving photos a timeless feel, black and white pictures help mask any skin imperfections, making everyone look better.
DVDS, ALBUMS, ETC.
If you are trying to decide where to spend your money—pictures or video—there is another option. Some digital photographers offer a service where they will put your photos to music on a DVD.

While albums are still extremely popular, you may want to consider how you might best enjoy your photos. Instead of keeping all your photos in an album, think about ordering larger size prints of your five to ten favorite pictures, and framing them.

Also, don’t forget that saving your photos on CDs and DVDs is not foolproof. Prints can get damaged or destroyed and the same goes for their electronic counterparts. Keeping several copies of your favorites in several different formats is not a bad idea.

THE REST
Of course finding a good photographer is more than just the technology they use. Even a digital camera with all its wizardry, cannot capture every moment. That’s why you might want to consider using a company or buying a package that includes two professional photographers.

Finally, the most important factor in choosing a photographer is whether you like their style. Remember, your photographer will be the eyes for capturing your memories. You want someone who has a vision similar to your own.

questions to ask when selecting a photographer

- Are you the person who will shoot my wedding, or will you send a different staff photographer?
- How many photographers are available to cover my wedding? Can I hire two in order to receive a combination of photographic styles?
- Do you have a portfolio of your studio’s work?
- Were all the photos in the portfolio taken by the same photographer?
- What type of equipment will the photographer use? (Digital or Film?)
- Is backup equipment available if necessary?
- Will you shoot both black & white and color photographs?
- What types of packages are available?
- If packages are available, can those be customized to suit my specific needs?
- Will the photographer provide an online site where friends and family members can view the photographs and place their own orders for prints?
- What type of proof album will be provided?
- Can you transfer the photos onto a CD or DVD?
- When can I expect to receive my proofs, prints, and albums?
- What is the deposit, and when is it due?
- When is the remaining balance due?
- What are your overtime fees?

tip

To help your interviews go smoothly, make sure you have the following information at hand.

- Date of Event
- Ceremony location/length
- Reception location/length
- Total Photography Budget
- Preferred Photography Style
not-to-be-missed shots:

<table>
<thead>
<tr>
<th>before “i do”</th>
<th>after “i do”</th>
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</thead>
<tbody>
<tr>
<td>Bride getting dressed</td>
<td>Exiting the service</td>
</tr>
<tr>
<td>Groom getting dressed</td>
<td>Throwing rice/releasing birds</td>
</tr>
<tr>
<td>Bouquets</td>
<td>Blowing bubbles</td>
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<tr>
<td>Attendants with bride</td>
<td>Stepping into limousine</td>
</tr>
<tr>
<td>Attendants with groom</td>
<td>Driving away</td>
</tr>
<tr>
<td>Bride’s arrival at ceremony site</td>
<td>Arriving at reception site</td>
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<tr>
<td>Special guests being seated</td>
<td>The tables</td>
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<tr>
<td>other shots:</td>
<td>The details on the tables</td>
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<td>Guestbook</td>
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<td>The cake</td>
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<td>Cutting cake</td>
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<td>The first dance</td>
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<td>Dances with parents</td>
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<td>The toasts</td>
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<td>Garter toss</td>
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<td>Bouquet toss</td>
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<td>Saying goodbye at reception</td>
</tr>
<tr>
<td></td>
<td>Driving away</td>
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<tr>
<td></td>
<td>other shots:</td>
</tr>
</tbody>
</table>

“i do”

| Parents & Grandparents being seated |
| Walking down the aisle |
| Specific ceremony moments |
| Ring exchange |
| Various shots of guests |
| Close-ups of musicians and vocalist |
| The kiss |
| other shots: |
Name of Photographer/Videographer: ____________________________________________

☐ Ceremony  ☐ Reception  ☐ Both

Address: ________________________________________________________________

Phone Number: __________________________  Web Address: _______________________

Contact Name: __________________________________  Email: _______________________

Price: ________________________________________________________________

Notes: __________________________________________________________________

________________________________________________________________________

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Name of Photographer/Videographer: ____________________________________________

☐ Ceremony  ☐ Reception  ☐ Both

Address: ________________________________________________________________

Phone Number: __________________________  Web Address: _______________________

Contact Name: __________________________________  Email: _______________________

Price: ________________________________________________________________

Notes: __________________________________________________________________

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Name of Photographer/Videographer: ____________________________________________

☐ Ceremony  ☐ Reception  ☐ Both

Address: ________________________________________________________________

Phone Number: __________________________  Web Address: _______________________

Contact Name: __________________________________  Email: _______________________

Price: ________________________________________________________________

Notes: __________________________________________________________________

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celebration music:

Great smells, pretty sights and delightful sounds—just some of the ways your wedding day stimulates the senses. There’s nothing like the sound of music to help you set the tone for your big day.

Music plays an important role at your ceremony and your reception. From entrance hymns at the ceremony to slow dances at your reception, you want music that fits the mood.

Music can make or break your celebration. If you had unlimited resources, a live band/DJ combo would be bliss. In the real world, you might have to choose. If so, here are some steps you can follow to help you make that decision.

1. Know your budget. Some entertainment may be out of your price range, so make sure you only consider music and entertainment that fits within your given budget.

2. Decide upon the length of the reception. Bands tire more easily than DJs and may not be able to work as long.

3. Consider the location of your reception. Is it too small to house a full band? Are there restrictions on the types of music played?

4. Factor in the level of formality. Live music is often considered the more traditional and dignified choice. DJs are the rowdier, hipper option.

5. Listen to them play or perform. Sit in on an event, attend the band’s auditions or ask for a recorded tape.

6. Check out the bandleader or DJ. Is he or she charismatic? Can they also double as a master of ceremonies?

7. Question the DJs about their album collections. DJs typically have a much broader repertoire than a live band and can easily add any special songs you desire.

8. Consider your priorities and weigh the pros and cons of each. Then make a choice and book your entertainment. Bands and DJs should be booked a year in advance.
questions

to ask when selecting a celebration music

- How many years of professional experience do you have?
- What type of music is your specialty? Can you do a variety?
- Does the DJ specialize in a certain type of music? Can we see a sample playlist?
- May I see/hear a performance, either live or recorded?
- Are you affiliated with a union? If so, what rules apply?
- Can you provide music for the ceremony too?
- Can you provide taped music during breaks?
- Are you willing to be the announcer/MC?
- Which entertainers will be performing at my reception?
- Will you accept special requests?
- Will you allow us to control the volume of your music?
- Do you provide your own sound system/equipment? If not, what will you need?
- How much room will the band or DJ need?
- How much space will the ceremony arrangements need?
- What is the set-up time?
- What will the DJ or musicians be wearing?
- Is there a time limit or minimum time the band or DJ will play?
- What is your overtime policy?
- What is the deposit? When is it due?
- What is the balance? When is it due?
- What is your cancellation policy?
music checklist:

<table>
<thead>
<tr>
<th>SONGS OR PERFORMER</th>
</tr>
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<tbody>
<tr>
<td>CEREMONY</td>
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<tr>
<td>Prelude</td>
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<tr>
<td>Processional</td>
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<tr>
<td>Ceremony</td>
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<tr>
<td>Recessional</td>
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<tr>
<td>RECEPTION</td>
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<tr>
<td>First Dance</td>
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<tr>
<td>Bride &amp; Father Dance</td>
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<tr>
<td>Groom &amp; Mother Dance</td>
</tr>
<tr>
<td>Dancing</td>
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<tr>
<td>Last Dance</td>
</tr>
<tr>
<td>OTHER FAVORITES</td>
</tr>
<tr>
<td>DO NOT PLAY LIST</td>
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</tbody>
</table>
ARIZONA WEDDINGS
CELEBRATION ENTERTAINMENT CONTACT SHEET

Name of Entertainment: _____________________________________________________________
Ø Ceremony  Ø Reception  Ø Both
Address: ___________________________________________________________________
Phone Number: ______________________   Web Address: ____________________________
Contact Name: ______________________   Email: _________________________________
Price: ____________________________________________
Notes: _____________________________________________________________________
____________________________________________________________________________

Name of Entertainment: _____________________________________________________________
Ø Ceremony  Ø Reception  Ø Both
Address: ___________________________________________________________________
Phone Number: ______________________   Web Address: ____________________________
Contact Name: ______________________   Email: _________________________________
Price: ____________________________________________
Notes: _____________________________________________________________________
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Contact Name: ______________________   Email: _________________________________
Price: ____________________________________________
Notes: _____________________________________________________________________
____________________________________________________________________________
bridal registry checklist:
Here is a list of traditional household items. Use it as guide to get you started. Once you are shopping, you can always go for that impulse item or two.

### FOR THE KITCHEN
- 1 toaster
- 1 blender
- 1 standing mixer
- 1 food processor
- 1 coffee maker
- 1 knife set
- 1 cutting board
- 1 10-inch skillet
- 1 12-inch skillet
- 1 2-quart saucepan
- 1 6-quart stockpot
- 1 large multi-use stockpot
- 1 Dutch oven
- 1 set of measuring spoons
- 1 set of measuring cups
- 1 set of mixing bowls
- 1 set of serving spoons
- 2 wooden spoons
- 1 rubber spatula
- 1 whisk
- 1 set of cooking utensils
- 2 baking sheets
- 1 round cake pan
- 1 rectangle-baking pan
- 1 round pie pan
- 2 oven mitts

### FOR THE BEDROOM
- 1 mattress pad
- 2 to 4 pillows
- 2 to 4 sets of pillow shams
- 2 sets of pillowcases
- 2 sets of sheets
- 1 bedskirt
- 1 duvet or comforter
- 2 cotton or wool blankets

### FOR THE DINING ROOM
- 8-12 place settings
  (formal, casual or both)
- 8-12 cups and saucers
- 8-12 drinking glasses
- 8-12 wine glasses
- 8-12 sets of silverware
- 8-12 steak knives
- 1 set of serving utensils
- 1 large salad bowl and servers
- 8-12 cloth napkins
- 8-12 napkin rings
- 8-12 placemats
- 1 tablecloth
- 1 set of salt and pepper shakers
- 1 set of serving plates and bowls
- 1 set of covered dishes or bowls
- 2 serving platters

**tip**
Before selecting your registry, know how the store’s return and exchange policies work. Does the store offer a discount policy for you to complete your pattern after your wedding? How long will your registry stay online and how often do they update your list.
FOR THE BATHROOM

4-6 bath towels
4-6 hand towels
4-6 washcloths
2 bath sheets
1 bath mat
2 bathrobes
1 shower curtain and liner
1 wastebasket
1 hamper
1 toothbrush holder
1 soap dish

MISCELLANEOUS

2 22-inch wheeled upright suitcases
2 26-inch wheeled upright suitcases
2 50-inch wheeled garment bags
2 small duffels
2-4 vases
2 decorative bowls
2-6 candlesticks
4-10 picture frames
2-4 lamps

notes:
wedding day responsibilities:

Here are some lists to help you plan what and who will be involved with the last minute details.

Ceremony Items

GUESTBOOK & PEN
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

PROGRAMS
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

BRIDE'S GOWN
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

FLOWERS
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

GIFTS
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

RINGBEARER PILLOW
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

GOWN & ACCESSORIES
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

Misc. Items
____________________________________________
____________________________________________
____________________________________________

Reception Items

BRIDAL PORTRAIT & EASEL
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

CAKE KNIFE & SERVER
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

TOASTING GLASSES
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________

DISPOSABLE CAMERAS
Who will be responsible ________________________
Where to place item __________________________
Where does it go when finished ________________
**BRIDE’S FLOWERS**
Who will be responsible ____________________________
Where to place item _______________________________
Where does it go when finished _____________________

**GIFTS**
Who will be responsible ______________________________
Where to place item _______________________________
Where does it go when finished _______________________

**CAKE TOP**
Who will be responsible ______________________________
Where to place item _______________________________
Where does it go when finished _______________________

**BRIDE’S GOING AWAY CLOTHING**
Who will be responsible ______________________________
Where to place item _______________________________
Where does it go when finished _______________________

**GOWN & ACCESSORIES**
Who will be responsible ______________________________
Where to place item _______________________________
Where does it go when finished _______________________

**Misc. Items**
__________________________________________________
__________________________________________________
__________________________________________________

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**bride’s emergency kit**

Everybody needs a bag of tricks on their wedding day. Here’s a handy list of what to pack from home to pull off the perfect day and calm any frazzled nerves. (Of course you’ll want to add your own favorite items that come to mind):

**FROM THE BEAUTY SHELF**
- Brush/Comb
- Hair Pins
- Mousse/Gel/Hair Spray
- Cotton Balls
- Tissues
- Q-Tips
- Small Make-Up Kit
- Baby Powder
- Hand Mirror
- Hair Dryer
- Curling Iron

**FROM THE MEDICINE CABINET**
- Deodorant
- Toothbrush
- Toothpaste
- Dental Floss
- Breath Mints
- Pain Reliever
- Band-Aids
- Visine
- Antacids

**FROM THE CATCH-ALL DRAWER**
- Pen and Notebook
- Safety Pins
- Crazy Glue
- Extra Earring Backs
- Traveling Mini-Sewing Kit
- Double-Sided Tape
- White Chalk (To Cover Stains)
- Static-Cling Spray

**EXTRAS**
- MP3 Player
- Cell Phone
- Bottled Water Or Energy Drink
- Straws (So you don’t smudge your lipstick)
- Favorite Snacks

---

looking for more?
Find more helpful tips and planning help
arizonaweddings.com
NAME: ________________________________________________________________
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Important Contacts

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<tr>
<td>Bridal Salon</td>
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<tr>
<td>Cake Designer</td>
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<tr>
<td>Caterer</td>
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<td>Ceremony Location</td>
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<tr>
<td>Ceremony Musicians</td>
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<td>Floral &amp; Event Designer</td>
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