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Contact List
Remember names and numbers of everyone involved

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Negotiation know-how

> How to get the best deals on wedding services

Many engaged couples have grandiose visions of their wedding days. While such visions typically come to fruition, they often do so only after heavy negotiations with the various vendors necessary to turn a dream wedding into a reality.

Negotiating prices with wedding vendors is something brides- and grooms-to-be may not anticipate, but the process of negotiation is paramount for couples who hope to plan their dream weddings without ruining their budgets. Though vendors vary considerably with regard to their willingness to negotiate, the following are a few tips for couples hoping to get the best deals possible on their wedding services.

- **Prepare, prepare, prepare.** Couples who blindly enter negotiations with wedding venues and vendors are far less likely to get a good deal. When working with any wedding vendor, whether it’s a wedding venue representative, a local florist or a deejay, couples should know what the going rate for the vendor’s services are.

  Couples who find a venue they like should receive quotes from similar venues before negotiating a rate with the venue they most prefer. Arming oneself with quotes from competitors increases the chances of receiving a more couple-friendly quote from the venue liked best, as that venue won’t want to lose business, especially to one of its chief competitors.

- **Avoid making demands.** Coming off as too demanding when negotiating prices with wedding vendors may not produce the results couples are hoping for. Much like couples don’t want to receive “take it or leave it” offers, vendors don’t want to be given demands they have to meet in order to book a wedding.

- **Don’t be afraid to ask for more.** Making demands and asking for more are not the same thing. When negotiating with wedding vendors, there’s no harm in asking for more. For example, the worst a deejay can do when asked to play an extra hour at no additional charge is deny that request.

  Reception venues often have the most wiggle room, so don’t be afraid to ask for free coffee with dessert or valet parking. Vendors are often open to suggestion and willing to honor requests, but it’s not their responsibility to make such offers.

- **Make sure all contracts are itemized, and read them thoroughly before signing on the dotted line.**

  The negotiation process is often tedious, and contracts should reflect that. When hiring a wedding vendor, make sure the contract is itemized, spelling out in intimate detail just what was negotiated and how much each item costs. Couples may even notice items in the contract that can be removed, saving them a few dollars as a result.

  Be especially mindful of extra fees that can add up. For example, some venues try to make up for lower rates couples negotiated by tacking on fees for cutting the cake or other minute details. These fees will be in the contract, and it’s up to couples to have them removed before they sign and the contract becomes official.

  Negotiation plays a significant role in wedding planning. Couples who take the process of negotiation seriously often find the best deals without having to make too many concessions.
# Wedding party & Timeline

<table>
<thead>
<tr>
<th>Parents of the Bride</th>
<th>Officiant</th>
<th>Parents of the Groom</th>
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<tbody>
<tr>
<td>Grandparents of the Bride</td>
<td>Usher/Reading</td>
<td>Grandparents of the Groom</td>
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## Order of events

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- rehearsal dinners

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• Ten Zumba Fitness® Classes

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• Choreography of your 1st Dance
• Three Group Lesson Series
• Two 45-minute Semi-Private Lessons for the Bridal Party
• Thirty Zumba Fitness® Classes
• Rehearsal Time (no instruction)
• Performance at a Studio Dance Party

THE Diamond PACKAGE
• Twenty-Five Private Dance Lessons
• Choreography of your 1st Dance
• Four Group Lesson Series
• Three 45-minute Semi-Private Lessons for the Bridal Party
• Sixty Zumba Fitness® Classes
• Rehearsal Time (no instruction)
• Performance at a Studio Dance Party

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Tips for newlyweds when merging your finances

Newlyweds often have a lot on their plates upon returning from their honeymoons. One of the more critical issues newly married couples must address is their finances and how those finances will be combined going forward.

Combining finances can be a touchy subject for many couples, especially those who had not given much thought to their finances prior to tying the knot. But there are steps couples can take to make the process of merging finances go more smoothly.

- **Discuss finances early and often.** Allowing finances to be the elephant in the room is a mistake, as couples do not want to begin their lives together treading lightly around an issue as significant as finances.

  Couples should discuss their expenditures and spending habits as early as possible, as one of the biggest hurdles newly married couples must clear is coming to grips with one another’s financial habits. If such habits have already been discussed, then developing a financial plan will be much easier once that time comes.

  When discussing finances, define both short-term and long-term goals and how each of you can adjust your spending habits to make those goals come true.

- **Pay off any debts.** The cost of weddings has skyrocketed over the last several decades, and many newlyweds find themselves in a considerable amount of debt upon returning from their honeymoons.

  When merging finances, couples should prioritize paying down such debt, as debt is a significant source of stress for newlyweds and long-married couples alike. Newly married couples with little or no debt should avoid spending above their means in the months after they get married. Such spending is commonplace, as newly married couples often want to fully furnish their new homes or reward themselves for pulling off their weddings. But new debt can be just as stressful on a marriage as debt from the wedding, so avoid this potentially problematic pitfall by paying down existing debts with your newly merged finances.

- **Make note of mutual expenses and open a joint account to pay for those expenses.** Mutual expenses like mortgage payments, food and utilities should be the responsibility of each partner, and a joint account should be established to handle such expenses. When opening a joint account, discuss how much and how often each partner will contribute money. One partner might earn considerably more money than another, so work out a reasonable agreement that details how much each partner will contribute each month, and whether such contributions will be made on a weekly, bi-weekly or monthly basis.

- **Make concessions for one another.** When merging finances, couples often discover that they don’t see eye-to-eye on how each person spends money. Couples who successfully merge their finances often note the importance of making concessions with regard to their partners’ spending on certain hobbies or luxuries.

  Merging finances is an issue that looms for many newlyweds or couples about to tie the knot. Though it’s not always easy, merging finances early and discussing goals can ensure newlyweds get off on the right financial foot.
checklist for a perfect wedding

12-18 MONTHS IN ADVANCE
- Research
- Select your date
- Choose the style of wedding
- Determine your budget
- Consider hiring a wedding consultant
- Research & book ceremony & reception sites
- Book caterer & choose menu
- Choose bridal party members
- Compile a guest list, gather addresses
- Interview vendors
- Book photographer & videographer

9-12 MONTHS IN ADVANCE
- Order wedding cake
- Order dress, veil, shoes & accessories
- Order bridesmaids' dresses & shoes
- Plan honeymoon & make reservations
- Arrange for time off work
- Research a wedding insurance policy
- Book florist

6-9 MONTHS IN ADVANCE
- Have engagement photo taken
- Send engagement announcement to newspaper
- Have an engagement party
- Reserve any rental equipment needed
- Select color scheme
- Book wedding singer/musicians
- Order invitations, announcements, programs, napkins and stationery
- Order unity candle
- Reserve accommodation for out-of-town guests

3-6 MONTHS IN ADVANCE
- Choose favors
- Purchase or reserve groom's attire
- Choose groomsmen, flower girl, and ring bearer attire
- Plan new living arrangements
- Book a room for wedding day
- Arrange transportation for wedding
- Choose and order wedding rings and engraving

2-3 MONTHS IN ADVANCE
- Purchase gifts for wedding party
- Check state/county marriage license requirements
- Complete guest list
- Mail invitations
- Have a wedding shower
- Attend premarital counseling
- Discuss service with officiate
- Schedule rehearsal time & rehearsal dinner
- Renew or get passports
- Give photographer "must take" photo list
- Deliver song list to DJ or band
- Write your own vows, if you choose
- Choose your readings for ceremony
- Try out makeup and hairstyle
- Final fitting for groomsmen

1 WEEK IN ADVANCE
- Finalize seating arrangements
- Pick up dress
- Confirm last-minute details with each vendor
- Get your marriage license
- Confirm honeymoon arrangements
- Pack for honeymoon
- Buy a guest book
- Have ceremony programs printed
- Notify post office of address change
- Prepare name change document
- Contact newspaper regarding announcements
- Confirm details with bridesmaids
- Confirm details with groomsmen
- Attend bachelor/bachelorette parties
- Get last pre-wedding haircuts
- Have final gown fitting

2-3 DAYS IN ADVANCE
- Have your gown pressed or steamed
- Groom: final fitting, pick up tux
- Check that groomsmen have picked up attire
- Determine wedding party positions during ceremony and during recessional/processional
- Give place cards, etc. to reception site

1 DAY IN ADVANCE
- Pack a ceremony/emergency bag
- Attend rehearsal / rehearsal dinner
- Present attendants with gifts
- Give marriage license to officiate
- Confirm all transportation for ceremony/reception
- Have a manicure and pedicure
- Prepare checks still due to vendors

WEDDING DAY
- Present each other with gifts
- Give wedding bands to best man/maid of honor
- Take it all in and enjoy your day!

POST-WEDDING
- Prearrange for someone to return rental
- Designate someone to return tuxedo
- Have bride's gown taken to be cleaned
- Drop off your bouquet for preservation
- Deliver thank you notes to vendors

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How to stay energized throughout your wedding day

A couple’s wedding day is the culmination of months and months of planning. For most, it is one of the most memorable, magical days of their lives, filled with fond moments of time spent with close friends and family.

As enjoyable as a wedding can be, most brides and grooms who have already tied the knot can attest that a wedding is a long, often tiring day. It is very easy for energy levels to wane. To ensure you have enough energy to last through to the final good-bye of the evening, follow these suggestions to remain energized.

- **Recognize your wedding day is a very long day.** It’s possible to rise quite early in the morning to begin prepping with makeup, hair styles, wardrobe and more. If the party is an evening reception, it could last until the wee hours of the morning. You may find yourself up for nearly 24 hours, when the cameras will be flashing and the video rolling throughout. Naturally, you’ll want to look your best throughout.

- **Get a good night’s sleep the night before.** Get to bed early the night before so you will get ample sleep and look rested. It is understandable that nerves and excitement may get the best of you and make it difficult to fall asleep.

If you often grow anxious and struggle to fall asleep before big events, talk to your doctor prior to the wedding to ask if you can be prescribed a one-time-only sleeping pill that will ensure you get to sleep promptly. Do not take this medication with alcohol, and be sure to take it only if you can get a full seven to eight hours of sleep. Otherwise you may experience medicine hangover.

- **Enjoy a hearty breakfast.** At breakfast on the morning of your wedding, consume a combination of carbohydrates and protein. The carbs will provide the initial burst of energy you need to get going, and the protein will keep you feeling full. A combination of whole-wheat toast, fresh fruit and Greek yogurt makes for a filling start to the day.

- **Don’t overdo it with caffeine.** It may be tempting to lean on an energy drink or a super-size cup of coffee to give you the boost you need. But caffeine is only a temporary fix. After the effects of the caffeine wear off, you could find yourself more tired than before and crash at an inopportune time during the day. Instead, a brisk walk outdoors may recharge your batteries.

- **Eat dinner.** When family is beckoning and the photographer needs to get yet another pose, it is easy to skip dinner. Be firm with your decision to enjoy your meal. After all, you paid for it and it should not go to waste. Besides, sitting down to dinner enables you to rest and absorb the atmosphere of the wedding.

Weddings take up the entire day, and it can be easy to succumb to a lack of energy as the day progresses. But by heeding a few tips, it’s possible to remain in top form throughout the entire wedding day.
Emergency kit checklist

No matter how many wedding magazines or planners you read, you are bound to forget some aspect of your planning. Remember all the last minute things you might need for your big day.

First Aid
- Bandages
- Painkillers
- Sleeping Pills
- Antacids
- Eye Drops
- Tampons

Beauty
- Hair Pins
- Lip Gloss/Chap Stick
- Dental Floss
- Tissues
- Concealer
- Tweezers
- Nail File
- Powder
- Perfume
- Cotton Swabs
- Hand Lotion
- Small Mirror

Oh no’ moments
- Clear nail polish
  (for stocking runs)
- Hem Tape
- Small Sewing Kit
- Safety Pins
- Crazy Glue
- Extra Panty Hose

Food/Drinks
- Bottle of water
- Mints/Breath spray
- Banana or Granola Bars

Extras
- ____________________
- ____________________
- ____________________
- ____________________
- ____________________

Music

<table>
<thead>
<tr>
<th>SONG TITLE</th>
<th>ARTIST</th>
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<td>Processional Song</td>
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<td>Ceremony Song</td>
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<td>Recessional Song</td>
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<td>Bride &amp; Groom First Dance</td>
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<td>Bridal Party Dance</td>
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<td>Father/Daughter Dance</td>
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<td>Mother/Son Dance</td>
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<td>Cake Cutting</td>
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<tr>
<td>Favorite dance songs</td>
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Do NOT play list ___________________________________________

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### Contact list

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WHERE YOU’LL FIND A RING
HE WILL ACTUALLY WEAR

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Tuxedo purchasing pointers

Gentlemen getting ready to tie the knot will have to make certain wardrobe choices so they look their best on their big day. Although many grooms-to-be rent tuxedos on their wedding day, it may be more cost-effective to purchase a tuxedo.

Tuxedos are the ultimate formal wear for men. Worn at formal gatherings like proms, weddings and lavish parties, tuxedos have undergone several style changes over the years. Men interested in looking polished will find no option makes that impression more convincingly than the right tuxedo.

Men frequently called upon to attend formal events may find purchasing a tuxedo is a wise investment. There are several advantages to owning a tux rather than renting one time and again. Tuxedos typically cost around $1,000, whereas renting tuxedos can be $200 or more each time, making it advantageous for men who frequently don tuxedos to purchase their own rather than rent.

Tuxedos come with different lapel styles, and it’s important to know the differences. Today’s most popular style is the notch lapel, wherein a triangular indentation is cut where the lapel joins the collar. This lapel mimics the shape of a classic suit. A peak lapel is the quintessential classic, featuring a broad, V-shaped lapel that points up and out just below the collar line. A shawl lapel is a smooth, rounded edge lapel. The shawl lapel reached the height of its popularity in the 1950s, but it can still look good today.
**Gift Registry Organizer**

<table>
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**Things to consider when mulling a destination wedding**

According to a study from XO Group Inc., creator of wedding websites TheKnot.com and WeddingChannel.com, 350,000 destination weddings take place annually. Such figures reflect a growing trend of couples who want to tailor their weddings to their own personalities, even if that means tying the knot in exotic or unusual locales.

But as popular as destination weddings have become, couples who have had such weddings can attest that planning a destination wedding is not necessarily easier than planning a more traditional ceremony close to home. Though destination weddings can make for memorable affairs, there are some factors couples must consider when mulling whether to have a destination wedding.

**Guest list**

The XO Group study found that destination weddings have an average of 86 guests. When sitting down to organize their guest lists, many couples realize they have well over 100 guests on their lists. Such couples may find a destination wedding especially difficult to pull off, as resorts may or may not be able to accommodate such a substantial number of guests.

In addition, couples who hope to invite children to their weddings might want to reconsider a destination affair, as those youngsters’ parents will have to foot the bill for additional airfare and accommodations and, depending on when the wedding takes place, pull the kids out of school for an extended period of time.

**Accessibility**

Accessibility is a common concern for couples considering destination weddings. Destination weddings typically ask guests to travel far to attend the ceremony and reception, but there are ways to make that travel less of an ordeal. When choosing a location for their destination weddings, couples should consider the cost and convenience of travel. Remote islands are not very accessible, and as a result, guests will likely have to pay a pretty penny for their flights and lodging.

In addition, the more remote a destination wedding locale is, the less convenient getting there figures to be. Nonstop flights likely won’t be a possibility. Before choosing a locale for a destination wedding, research flights, making sure that affordable flights are available within a short distance of loved ones’ homes and that they won’t have to suffer through multiple connecting flights when traveling to and from the wedding.
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Educational Background:_____________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Place of Employment:_______________________________________________________________________
Name of Parents: ___________________________________________________________________________
Residence:_________________________________________________________________________________
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GROOM-TO-BE:
Name:_____________________________________________________________________________________
Residence:_________________________________________________________________________________
Educational Background:_____________________________________________________________________
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Place of Employment:_______________________________________________________________________
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Residence: __________________________________________________________________________
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Residence: __________________________________________________________________________
Bride’s Parents: __________________________________________________________________________
Residence: __________________________________________________________________________
Groom’s Parents: __________________________________________________________________________
Residence: __________________________________________________________________________

WEDDING:
Date: __________________________________________________________________________
Place: __________________________________________________________________________
City / State: __________________________________________________________________________
Clergy or Name of Person Officiating: __________________________________________________________________________

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Maid / Matron of Honor: __________________________________________________________________________
Bridesmaids: __________________________________________________________________________
Groomsmen: __________________________________________________________________________
Flower Girl: __________________________________________________________________________
Ring Bearer: __________________________________________________________________________

RECEPTION:
Location: __________________________________________________________________________
Honeymoon Plans: __________________________________________________________________________
Place Where Newlyweds will Reside: __________________________________________________________________________

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