

Rhode Island  
MONTHLY

BRIDE

FROM THE EDITORS OF

# Wedding Workbook | 2009



easy 3-hole punch!

A STEP-BY-STEP GUIDE TO PLANNING A FLAWLESS WEDDING IN RHODE ISLAND

# 2009 Wedding Workbook

Planning a wedding is a joyous, yet enormous, task. We've **STREAMLINED THE DETAILS**, created a useful timeline checklist, helpful worksheets and lots of hints that will **SAVE YOU TIME, MONEY** and a ton of phone calls.

## 9 TO 12 MONTHS BEFORE WEDDING

- **Set the date.**  
It's a good idea to have a few backup dates in mind, especially if you are choosing more popular wedding sites such as local country clubs, which tend to book early. Also, keep out-of-town guests in mind when choosing a date. Memorial Day weekend may sound perfect to you, but airline reservations will be hard to come by and may prove expensive.
- **Have engagement photo taken and run engagement announcement.**
- **Set a budget and discuss how wedding planning costs and responsibilities will be shared.**
- **Interview potential wedding planners.**
- **Select and reserve florist.**
- **Select and reserve photographer and videographer.**
- **Select and reserve ceremony and reception sites including rental equipment.**  
You'll have some juggling to do here—what if the reception site is available on the day you want, but the officiant and photographer aren't? Just keep in mind that you shouldn't put a deposit on anything until you've confirmed the dates with all of your vendors.
- **Book officiant.**  
Call your local church or synagogue, or, for a justice of the peace, call your local city hall.
- **Select and reserve caterer.**  
There's nothing wrong with a chicken dinner, but don't be afraid to choose something more unusual, ethnic or a Rhode Island clambake by the shore!
- **Select and reserve music, whether a DJ or band, for ceremony and reception.**  
Refer to *Rhode Island Monthly Bride* for suggestions.
- **Begin looking for your dress and accessories.**  
Try on a wide selection of dress styles. You may be surprised to find out what flatters you!

- **Choose attendants.**  
See “Attendants” section, *page 3*, for a description of what attendants do and how to choose them.

#### 6 TO 9 MONTHS BEFORE WEDDING

- **Begin compiling guest list.**
- **Purchase dress and schedule fittings.**
- **Select and order wedding cake.**  
If you’re having an outdoor wedding, keep the weather in mind. Whipped cream or butter-cream frosting is not a good choice if you’re getting married in July—it’ll slide right off the cake!
- **Plan and book honeymoon, and begin getting travel vaccinations if necessary.**
- **Send out save-the-date cards.**

#### 4 TO 6 MONTHS BEFORE WEDDING

- **Register for gifts.**  
Refer to *Rhode Island Monthly Bride* for ideas and shops.
- **Purchase wedding rings.**
- **Purchase or reserve groom’s attire.**
- **Purchase accessories: veil, shoes, lingerie, stockings, gloves, going-away outfit.**
- **Order invitations, announcements, thank-you notes and choose favors.**
- **Help mothers select dresses.**
- **Choose attendants’ attire.**
- **Schedule vacation time from work.**
- **Arrange transportation for the wedding day.**
- **Reserve accommodations for out-of-town guests. Inquire about group rates.**
- **Book a room for the wedding night.**

#### 2 TO 4 MONTHS BEFORE WEDDING

- **Mail invitations.**  
In Rhode Island, local mail is often delivered overnight. For out-of-town guests, it’s best to mail invitations about six weeks before the wedding, just to be sure.
- **Select and purchase gifts for the wedding party.**

- **Discuss details of menu with caterer.**
- **Schedule rehearsal time and rehearsal dinner. Reserve a day-after-wedding brunch location or plan an after-wedding party for friends, visiting guests and family.**
- **Revise legal documents: leases, wills, insurance policies.**
- **Check on passports if traveling abroad on your honeymoon.**
- **Discuss service with officiant and choose readings for ceremony.**
- **Write your wedding vows, if you choose.**
- **Schedule hair and makeup appointments early for the wedding day.**  
Discuss various options with your hair stylist. You may want to test different looks before you decide what fits your style. Bring a photo of your wedding dress with you to show your stylist.
- **Mail engagement announcements.**

#### 1 TO 2 MONTHS BEFORE WEDDING

- **If you are going to change your name, complete the documents for doing so.**  
At places such as the DMV, you’ll have to show a copy of your marriage license in order to change your name. Don’t forget to call your credit and charge card companies and the bank.
- **Have programs, menu cards and place cards printed.**
- **Buy a guest book.**
- **Sign up for dance lessons.**  
Most social dance classes run for at least a month. Always arrive five minutes early. Beginners should always start with the first class in a series. Look for beginner workshops and be prepared to put in some time and effort.
- **Confirm all rental reservation details.**
- **Obtain marriage license.**  
In Rhode Island, you have to go to the city hall in the town in which the bride lives, with I.D., usually your birth certificate and a valid driver’s license.

#### TWO WEEKS BEFORE WEDDING

- **Confirm honeymoon plans. Leave all arrangement information with a close friend or relative.**

- Begin seating plan and write place cards.
- Meet with your disc jockey if you decide to supply him or her with a music CD of that special hard-to-find song or songs that you request they play and to go over other entertainment details. You may want to burn a CD of your favorite songs to play at the ceremony or reception and later give to your guests as a fun wedding favor.
- Notify caterer of final guest count and confirm all details.
- Meet with your photographer to finalize your list of suggested portraits and photographs you wish to be taken on your wedding day. Assign a family member to help the photographer identify guests from this list the day of your wedding.
- Break in wedding shoes and have final dress fitting with shoes, veil and lingerie. Determine if you will need help getting dressed on your wedding day.
- Write toasts for rehearsal dinner and wedding reception.

#### THE WEEK BEFORE

- Pack for the honeymoon. Arrange for someone to bring your luggage to you.
- Finalize seating plan.
- Organize baskets for the men's and ladies' rooms at the reception site. You may want to include bandages, safety pins, mints, hair spray, tampons, tissues, aspirin, antacid and static spray.
- While you are relatively stress-free, make a list of all the things you'll need to take with you to the wedding site. Include the obvious, such as the rings and your attire. You may want to bring cosmetics, safety pins, mints, a brush, a steamer, hair products, bottled water, tissues, aspirin and extra hosiery.
- Confirm transportation arrangements for the ceremony and reception.
- If you do not have a wedding planner, assign specific responsibilities to members of your family or wedding party. Create a chart that lists all vendors, contact information, times they are arriving or working, and fees owed to inform those who are helping you on your wedding day. Prepare envelopes for all payments and tips.
- Pick up dress or have it delivered.

- Best man should confirm final fittings of groom's and ushers' tuxedos and schedule returns.

#### THE DAY BEFORE

- Have welcome baskets or gift bags delivered to guests' rooms. For guests new to the area, include a map, a list of local activities and restaurants, wine from a local vineyard, a paper fan for summer weddings and a regional food item.
- Attend the rehearsal and dinner. Give gifts to the wedding party. Remember not to celebrate too late into the evening. You'll want to get a good night's sleep!
- Treat yourself by visiting your favorite spa for a manicure, pedicure and massage.

#### YOUR WEDDING DAY

- Eat a substantial breakfast, no matter what. You'll be too excited to eat at the reception, and you'll need the energy for all of the day's activities.
- See your hair stylist and makeup artist early. Give yourself about three hours to get ready.
- Make sure the best man and maid-of-honor sign the wedding certificate.

#### AFTER YOUR WEDDING

- Write and mail thank you notes for gifts received.
- Purchase any items on your registry that were not purchased as gifts but that you still desire. Exchange any repeat items if necessary. Many retail stores will keep your registry online for a certain amount of time after the wedding day in case anyone still chooses to purchase a gift.
- Complete all business, banking and address changes, if you have not already done so.

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#### ATTENDANTS

##### Maid of Honor

Traditionally, the maid of honor has served as a legal witness to the wedding. She was most often the bride's best friend, not her sister, because as a witness, the maid of honor was there to swear that the bride was there of her own free will and not being married off by a heartless father. These days, of course, that's no longer necessary, and choosing a sister to stand up for you is as acceptable as choosing a friend.

Generally, these are the maid of honor's duties:

- ◆ Organizing bridesmaids
- ◆ Helping the bride dress for the ceremony
- ◆ Holding the groom's ring and bride's bouquet
- ◆ Recording wedding gifts received
- ◆ Serving as legal witness
- ◆ Helping in the wedding planning
- ◆ Hosting a bridal shower and final bachelorette activity

MAID OF HONOR

ADDRESS

PHONE/E-MAIL

### Best Man

Long ago, the best man helped his friend, the groom, sneak into a home, scoop up a young maiden and make her his wife. Ah, modern times! Nowadays the perfect best man acts much as a maid of honor, providing emotional support to the happy couple.

More official duties include:

- ◆ Organizing groomsmen
- ◆ Helping the groom dress for the wedding and returning rental attire after the wedding day
- ◆ Holding the bride's ring
- ◆ Serving as legal witness
- ◆ Throwing a bachelor party
- ◆ Making first toast to couple

BEST MAN

ADDRESS

PHONE/E-MAIL

### Bridesmaids and Groomsmen

These days, especially if the couple is a bit older when they are to be married, bridesmaids and groomsmen are not necessarily included in a wedding. It is a wonderful tradition, though, and a great way to include in the festivities friends and family members. Generally, bridesmaids and groomsmen make themselves available to iron out any last-minute details, and the groomsmen usher guests to their seats at the ceremony.

BRIDESMAID

ADDRESS

PHONE/E-MAIL

BRIDESMAID

ADDRESS

PHONE/E-MAIL

BRIDESMAID

ADDRESS

PHONE/E-MAIL

BRIDESMAID

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PHONE/E-MAIL

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GROOMSMAN

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ADDRESS

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PHONE/E-MAIL

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Notes

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### Other Attendants

For a larger wedding, you may want to include junior bridesmaids, flower girls, page boys or ring bearers in your ceremony. Flower girls and ring bearers, usually between the ages of four and seven, add adorable charm and humor to a ceremony while performing a duty: strewing the carpet with flower petals or carrying the rings to the altar. Page boys, usually seven- to ten-year-olds, help carry a bride's train, while junior bridesmaids, often twelve to sixteen years old, have no official duties.

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DUTY

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NAME

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ADDRESS

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PHONE/E-MAIL

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DUTY

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NAME

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ADDRESS

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PHONE/E-MAIL

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DUTY

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NAME

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ADDRESS

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PHONE/E-MAIL

### THE BUDGET

When it comes to the issue of money, think of your wedding in two parts: the reception, which basically involves expenses related to anything you or your guests can eat and the location at which you all will do so; and everything else—the gown, tux rentals, music, photography, flowers, invitations, transportation, favors and other miscellaneous things. Figure on writing off about half of your budget to the reception and divvy up the other half for all the rest.

#### Traditional Division of Costs

Gone are the days when the bride's family automatically picked up the tab for the wedding. Consider yourself very lucky if they help at all; nationwide, a third of all couples pay for their weddings entirely out of their own pockets. In Rhode Island, one survey found 43 percent of couples have no financial help from family.

Traditionally, wedding costs have been divided up as follows:

#### The Bride's Family

- ◆ The bride's wedding attire
- ◆ Invitations and announcements
- ◆ The wedding (flowers, music, photography, transportation)
- ◆ Reception

#### The Bride

- ◆ Gifts for attendants
- ◆ The groom's ring and gift

#### The Groom's Family

- ◆ The groom's wedding attire
- ◆ Rehearsal dinner
- ◆ Honeymoon

#### The Groom

- ◆ Marriage license
- ◆ Officiant's fee
- ◆ Gifts for attendants
- ◆ The bride's engagement and wedding rings

EXPENSES

Bride's Attire

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

Notes on Attire

\_\_\_\_\_

\_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	budget	actual
Dress	\$	\$

Headpiece or veil

Shoes

Lingerie

Accessories

Other

**Total**

Groom's Attire

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	budget	actual
Tuxedo purchase/rental \$	\$	\$
Shoes/socks		
Accessories: <i>shirt, tie, cummerbund, cuff links, suspenders/braces</i>		
<b>Total</b>		

### Beauty

SALON \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	budget	actual
Hair stylist \$	\$	\$
Makeup		
Manicure/pedicure		
Facial/massage		
<b>Total</b>		

### Jewelry

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	budget	actual
Rings \$	\$	\$
Other jewelry		
<b>Total</b>		

### Ceremony

LOCATION \_\_\_\_\_

CONTACT NAMES \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

OFFICIANT'S NAME

CONTACT NAME

ADDRESS

PHONE/E-MAIL

WEBSITE

DEPOSIT DUE

BALANCE DUE

REHEARSAL DINNER LOCATION

ADDRESS

PHONE/E-MAIL

WEBSITE

DEPOSIT DUE

BALANCE DUE

	budget	actual
Location fee	\$	\$
Officiant's fee		
Transportation		
Rehearsal dinner		
Other		
<b>Total</b>		

### Reception

SITE

CONTACT NAME

ADDRESS

PHONE/E-MAIL

WEBSITE

DEPOSIT DUE

BALANCE DUE

CATERER

CONTACT NAME

ADDRESS

PHONE/E-MAIL

WEBSITE

DEPOSIT DUE

BALANCE DUE

CAKE BAKER

CONTACT NAME

ADDRESS

PHONE/E-MAIL

WEBSITE

DEPOSIT DUE

BALANCE DUE

RENTAL COMPANY

ITEMS RENTED

CONTACT NAME

ADDRESS

PHONE/E-MAIL

WEBSITE

DEPOSIT DUE

BALANCE DUE

INSURANCE (OUTDOOR RECEPTION ONLY)

CONTACT NAME

ADDRESS

PHONE/E-MAIL

WEBSITE

DEPOSIT DUE

BALANCE DUE

	budget	actual
Food	\$	\$
Bar		
Cake		
Service		
Tent rental		
Other rentals		
Insurance		
Gratuities		
Parking		
Tax		
<b>Total</b>		

**Music**

MUSICIAN/DJ COMPANY

CONTACT NAME

LOCATION

PHONE/E-MAIL

WEBSITE

DEPOSIT DUE

BALANCE DUE

MUSICIAN/DJ COMPANY

CONTACT NAME

LOCATION

PHONE/E-MAIL

WEBSITE

MUSICIAN/DJ COMPANY

CONTACT NAME

LOCATION

PHONE/E-MAIL

WEBSITE

Music for the wedding and reception:

(PROCESSIONAL)

(RECESSIONAL)

(FIRST DANCE)

(PARENT/CHILD DANCE)

(LAST DANCE)

(OTHER)

DEPOSIT DUE

BALANCE DUE

	budget	actual
Ceremony	\$	\$
Reception		
<b>Total</b>		

**Flowers**

FLOWER SHOP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	budget	actual
Ceremony	\$	\$
Bride's bouquet		
Maid of honor's bouquet		
Bridesmaids' bouquets		
Mothers' corsages		
Boutonnieres		
Reception centerpieces		
Other		
<b>Total</b>		

Notes on Flowers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Photography**

STUDIO NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	budget	actual
Photography package	\$	\$

**Albums**

**Total** \_\_\_\_\_

Below, compose a **photography wish list** to help in your final meeting with your photographer before the wedding. Include any must have shots of friends and relatives. (You may want to ask a close friend or relative to point out guests, like your great-grandmother, that you must get a photograph of.)

Photography needs \_\_\_\_\_

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**Videography**

STUDIO NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	budget	actual
Video package	\$	\$
<b>Total</b>	<hr style="border-top: 3px double black;"/>	

**Stationery**

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	budget	actual
Invitations	\$	\$
Response cards		
Announcements		
Save-the-date cards		
Favors		
Programs		
Menu cards		
Place/Seating cards		
Thank-you notes		
Calligraphy		
Other		
Postage		
<b>Total</b>	<hr style="border-top: 3px double black;"/>	

Notes \_\_\_\_\_

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