

# *Atlantic Caterers, Inc.*

## *2013-2014 Wedding Planner*

### *for Same-Sex Couples*



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## **Frequently asked questions for Same Sex couples planning to marry in the State of Maryland**

***ANY couple contemplating marriage should consider speaking to an attorney to ensure they are aware of all of the implications of choosing to marry.***

### **What happens now?**

The law permitting same sex couples to marry will take effect on January 1, 2013.

### **When can we get married?**

Clerks can begin accepting marriage license applications immediately, and will begin issuing licenses after December 6, 2012. The licenses issued will be effective for marrying on January 1, 2013. Couples that submit a marriage license application after January 1, 2013 will have the standard two day waiting period.

### **What are the implications of choosing to get married?**

The implications are potentially significant. First, ask yourself a few questions. Are you ready for this legal commitment? Do you want to bind your lives together with significant financial and other familial consequences? Marriage is a serious commitment with big responsibilities, and only you and your partner can answer these very personal questions for yourselves. For example, if you and your spouse later divorce, the court will make determinations about property distribution, alimony, or other responsibilities. Depending on your circumstances it might make sense to have a pre-marital agreement, which can customize your obligations and benefits.

For same-sex couples, the implications are even more significant, since a couple may have a legally recognized marriage in our state, but not by the federal government. There may be tax consequences, issues around adoption (some states and countries allow adoptions by single parents but not by same-sex-couples), immigration (for information on impacts, go to <http://www.immigrationequality.org/issues/couples-and-families/should-we-marry/>), needs-based public benefits (spousal income and assets may be counted as part of determining your eligibility), and other areas impacted by federal law.

**How do we get married?**

Go to the Circuit Court in the county you will be getting married in, not the county you live in, and apply for a marriage license. The process normally takes about 15 minutes. There is a 48 hour waiting period between when you receive your license and when it becomes valid. After it becomes valid, you can conduct your marriage ceremony. There is an application fee, which may vary by jurisdiction. Check with your local Circuit Court to determine the amount and their accepted methods of payment. Maryland does not require a blood test or witnesses. Once a marriage license is issued, it is valid for six months. If you do not conduct your marriage ceremony within that time, you will need to get a new license.

The required application information will include the names, address, and ages of both parties, whether the parties are related, the marital status, if either party was previously married (and additional information if yes), and social security numbers (if applicable). Individual Circuit Court web pages and contact information are available at <http://www.courts.state.md.us/circuit/directory.html>.

**Will the Court marry us?**

If you want to have the Court conduct a civil ceremony, you will need to make arrangements with the individual Circuit Court. The hours, location and fees vary by court.

**What if we had a religious ceremony or another non-legally recognized commitment ceremony?**

If you wish to be married, then you will need to obtain a marriage license and have a religious or civil marriage ceremony.

**What if we have a civil union or registered domestic partner status from another state or we have an Affidavit of Domestic Partnership in Maryland?**

As long as you wish to marry the same person that you entered into the civil union or domestic partner registry with, you can proceed with obtaining a marriage license in Maryland. Having marital status will provide stronger legal protections for your family. If you need to dissolve previous civil unions with other partners, you should contact an attorney on how to proceed.

**If we already were married somewhere else, do we need to remarry in Maryland?**

No, your marriage, as long as it was validly entered into in another state of the United States or in another country, is validly recognized here. You are legally married, and cannot seek to legally remarry.

**Can I register my out-of-state or other country marriage?**

You do not need to register your foreign marriage in order for it to be recognized in Maryland.



**If we aren't residents of Maryland, can we marry there?**

Maryland does not have a residency requirement. Generally, you will need to obtain a marriage license in the county you plan to marry in, and wait 48 hours for the license to become valid. A word of caution, there are some states that impose criminal penalties on their residents if they enter a marriage outside the state that would have been prohibited in the state, and these may be interpreted to apply to marriages of same-sex couples who live in those states. It's a good idea to check your local state laws. Additionally, if you choose to marry in Maryland as a non-resident, it might present issues for you in the future if you ever decide to divorce, depending on what state you reside in.

**Will my marriage be recognized by other states?**

Your marriage will be recognized by states that provide recognition to same-sex marriage (for example, the states that have same-sex marriage). It will not be recognized in the states that specifically do not recognize same-sex marriage. For a summary of state recognition, visit <http://www.lambdalegal.org/publications/lambda-legals-safety-scale>. As of the printing of this publication on January 18, 2013, Nine (9) states:

Connecticut, Iowa, Massachusetts, New Hampshire, New York, Maine, Maryland, Vermont, and Washington, in addition to the District of Columbia and two Native American tribes have all legalized same sex marriage. With the passage of Proposition 8 in California, gay and lesbian couples who were married between June and November 2008 are still legally married, but no new legal marriages can be performed. It is hoped that the Supreme Court will rule Proposition 8 unconstitutional in their next session.

**Will my marriage be recognized for federal purposes?**

As a result, the 1,138 benefits that the federal government provides to married couples will continue to be denied to same-sex married couples, even though you will have all the state rights according to your marriage in Maryland.

**Once we're married, are we fully legally protected?**

Unfortunately, no. Because of DOMA and the non-recognition of same-sex marriages by many states, it will continue to be necessary to take extra steps to make sure your family is protected. Families are also more likely to confront challenges such as family hostility so that the necessity for careful estate planning is especially necessary. You still should do your estate planning documents – a will, durable power of attorney, and a health care advanced directive. If you plan to have children, it's essential to obtain a second parent adoption. A birth certificate is not sufficient protection. It is also extremely difficult for a nonbiological/de facto parent to be protected without a second parent adoption.

*Information gathered from several print and internet resources, including Equality Maryland; [lesbianlife.about.com](http://lesbianlife.about.com); [www.freedomtomarry.org/states](http://www.freedomtomarry.org/states)*

# **WEDDING PLANNING TIMELINE**

## **NINE MONTHS PRIOR TO WEDDING**

- Set the date
- Begin guest list
- Reserve reception site
- Determine wedding style
- Set a budget
- Reserve ceremony site
- Determine color scheme
- Choose attendants
- Reserve entertainment
- Select formal wear
- Divide expenses
- Send save-the-date cards

## **SIX MONTHS PRIOR TO WEDDING**

- Select caterer
- Select rings
- Create guest list
- Choose guest book attendant
- Meet with officiant
- Arrange rehearsal
- Reserve transportation
- Select photographer
- Choose host/hostess
- Select punch servers
- Choose bridesmaid's dresses
- Select videographer
- Take engagement portrait
- Choose gift attendant

## **FIVE MONTHS PRIOR TO WEDDING**

- Register for gifts
- Choose hairstyle
- Select readings
- Select men's formal wear
- Purchase shoes/accessories
- Select wedding cake baker
- Arrange honeymoon plans
- Select ceremony music
- Purchase cake top
- Renew passport
- Select reception music

## **FOUR MONTHS PRIOR TO WEDDING**

- Choose florist
- Confirm cake style
- Complete guest list
- Confirm menu
- Order invitations and announcements
- Confirm schedule with all vendors

## **THREE MONTHS PRIOR TO WEDDING**

- Address invitations
- Confirm menu
- Create a time schedule for delivery and pick-up of flowers, cake and food, etc.
- Determine postage of invitation ensemble
- Order rehearsal dinner invitations
- Order thank you notes

## **TWO MONTHS PRIOR TO WEDDING**

- Finalize menu
- Finalize beverages
- Finalize master of ceremonies list
- Purchase guest book, tasting glasses, knife and server, napkins and other accessories
- Send engagement photo and information to newspaper
- Purchase attendants' gifts
- Confirm honeymoon plans
- Confirm transportation/limousine
- Have formal wear fitted

## **ONE MONTH PRIOR TO WEDDING**

- Get marriage license
- Have final formal wear fitting
- Finalize flowers
- Try hairstyle and headpiece
- Finalize list with photographer
- Order new address cards

## **ONE WEEK PRIOR TO WEDDING**

- Confirm times
- Pick up gown and headpiece
- Confirm honeymoon details
- Check final details

## **REHEARSAL**

- Provide schedule
- Give Chief/Primary Honor Attendants officiants's fee
- Arrange for someone to bring accessory items to the ceremony; such as guest book, toasting glasses, etc.
- Review seating with ushers



## **BUDGET PLANNER**

*Before you plan your wedding, **know how much you can spend** and what you want to spend it on. As a general guideline, allot approximately 50 percent of your budget to the reception (location, food and beverages). Then allot up to 10 percent each to flowers, photography, attire, and music. The rest goes to stationery, favors, gifts, and any other details.*

### **Ceremony and Reception**

- \_\_\_\_\_ Wedding planner fee, if using
- \_\_\_\_\_ Ceremony location fee
- \_\_\_\_\_ Officiant's fee
- \_\_\_\_\_ Marriage license
- \_\_\_\_\_ Reception-site fee
- \_\_\_\_\_ Food
- \_\_\_\_\_ Cake
- \_\_\_\_\_ Bar
- \_\_\_\_\_ Rentals
- \_\_\_\_\_ Couple's transportation
- \_\_\_\_\_ Guests' transportation and parking
- \_\_\_\_\_ Tips and coat check
- \_\_\_\_\_ **Subtotal**

### **Photography**

- \_\_\_\_\_ Photographer's Fee
- \_\_\_\_\_ Engagement Portrait
- \_\_\_\_\_ Wedding album
- \_\_\_\_\_ Parents' album
- \_\_\_\_\_ Additional prints
- \_\_\_\_\_ Videographer
- \_\_\_\_\_ **Subtotal**

### **Music**

- \_\_\_\_\_ Ceremony music
- \_\_\_\_\_ Cocktail-hour music
- \_\_\_\_\_ Reception music
- \_\_\_\_\_ **Subtotal**

### **Stationery**

- \_\_\_\_\_ Save-the-date cards
- \_\_\_\_\_ Invitations and envelopes
- \_\_\_\_\_ Programs
- \_\_\_\_\_ Seating cards, place cards, and menu cards
- \_\_\_\_\_ Thank-you notes
- \_\_\_\_\_ Postage
- \_\_\_\_\_ Calligraphy
- \_\_\_\_\_ Announcements
- \_\_\_\_\_ **Subtotal**

### **Flowers**

- \_\_\_\_\_ Ceremony decorations
- \_\_\_\_\_ Bride's bouquet(s)
- \_\_\_\_\_ Groom's boutonniere(s)
- \_\_\_\_\_ Honor Attendant's bouquets/boutonnieres
- \_\_\_\_\_ Flower girl's accessories
- \_\_\_\_\_ Corsages
- \_\_\_\_\_ Reception centerpieces and decorations
- \_\_\_\_\_ **Subtotal**

### **Attire**

- \_\_\_\_\_ Formal Wear
- \_\_\_\_\_ Headpiece and veil, if applicable
- \_\_\_\_\_ Bride's shoes, if applicable
- \_\_\_\_\_ Lingerie, if applicable
- \_\_\_\_\_ Jewelry and accessories
- \_\_\_\_\_ Hair and makeup
- \_\_\_\_\_ Manicure and pedicure
- \_\_\_\_\_ Wedding rings
- \_\_\_\_\_ Alterations and dry cleaning
- \_\_\_\_\_ **Subtotal**

### **Gifts, favors and extras**

- \_\_\_\_\_ Chief/Primary Honor Attendant's gift
- \_\_\_\_\_ Honor Attendant's gifts
- \_\_\_\_\_ Child attendant's gifts
- \_\_\_\_\_ Couple's gifts for each other
- \_\_\_\_\_ Parent's gifts
- \_\_\_\_\_ Guest-room gifts
- \_\_\_\_\_ Favors
- \_\_\_\_\_ Ring Pillow
- \_\_\_\_\_ Guest Book
- \_\_\_\_\_ **Subtotal**

\_\_\_\_\_ **TOTAL**

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## **LET YOUR COLOR SET THE MOOD**

*The color you choose for your wedding may be more important than you think. The color you choose can help convey the mood you are trying to set for your event. Here is a brief run down on the colors and flower choices of many of today's weddings.*

### **PINK:**

Pink is fun and feminine. If pink is to be your main color, people will expect a perky party. Pink is a fairly traditional wedding color, so it will work well for a celebration that is refined in style.

**Flowers:** Gerbera daisy, hydrangea, peony, tulip, rose, carnations, zinnias, dahlia, sweet peas and gladiolus.

### **PURPLE:**

Purple is regal, sexy and rich. Weddings with purple as its main color work well with parties filled with soulful tunes and deluxe touches such as hand passed appetizers, extravagant favors and gourmet sit-down dinners.

**Flowers:** Delphinium, hydrangea, lisianthus, anemone, larkspur, irises, roses, carnation, lavender and lilac.

**GREEN:** Green is natural, earthy and calming. The color green will give your event that inviting, laid back feel.

**Flowers:** Spider mums, Kermit mums, bells of Ireland, roses, green goddess and calla lily.

### **RED:**

Red is a powerful hue, which is thought to increase a person's heart rate and blood pressure. If you choose red as your main color, your guests will expect your wedding to be filled with fire and passion, and your reception a hot party.

**Flowers:** Anemone, carnation, rose, peony, gerbera daisy, tulip, amaryllises, ranunculus, cockscomb, poppy.

### **BLUE:**

Blue is the color of calm. If the mood you want your wedding to convey is one of soothing sophistication, blue is your color of choice.

**Flowers:** Vanda orchid, hibiscus, hydrangea, veronica, iris, water lily and delphinium.

### **YELLOW:**

Yellow – the color of the sun, is eye catching. Yellow will give your reception a fun and vibrant feel, especially if your reception room is dark.

**Flowers:** Calla lily, gerbera daisy, sunflower, rose, chrysanthemum, daffodil, ranunculus, dancing lady orchid, zinnia and tulip.

### **ORANGE:**

Orange is a warm tone and helps make your guests feel at home.

**Flowers:** Calla lily, marigold, rose hip, Asiatic lily, gerbera daisy, rose, tulip, zinnia and calendula.

## COLOR TRENDS

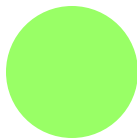
*Wedding color trends are constantly in flux. To keep you abreast of today's hottest hues, here's what's in, last year and this year.*

### **Pantone's 2012 COLOR OF THE YEAR:**



Honeysuckle

This color is extremely traditional – handsome, chic, and the go-to choice for couples who want to stay with the color trends.



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Lime Green & Hot Pink

These juicy, tropical, “destination wedding” hues, once considered quite radical, are everywhere now.

### **Pantone's 2013 COLOR OF THE YEAR**

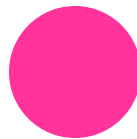


Emerald Green

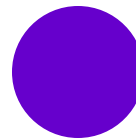
This color represents a move towards jewel-tones, pairs easily with other bright colors or more traditional neutral hues.



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Mango,  
Raspberry &  
Violet

Brights will still be big, but the hues will be more grown-up, creating a palette based on the beauty of contrast.

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## **THE SEASON OF BOUQUETS**

*When deciding on your wedding bouquet and flowers, keep in mind when your flower choice is at its peak. This will allow you to get buds at their best possible condition and for less money. Your floral budget will be higher if you choose flowers that have to be imported because they are not in season.*

### **SPRING OPTIONS:**

Anemones, asters, calla lilies, camellias, daffodils, garden roses, garden tulips, hyacinths, irises, lilacs, Asiatic lilies, lilies of the valley, peonies, Queen Anne's lace, scabiosas, stock, sweet peas, tulips, tweedias, viburnums

### **SUMMER OPTIONS:**

Chrysanthemums, cockscombs, cornflowers, cosmos, dahlias, daisies, delphiniums, gladiolus, hydrangeas, lady's mantle, larkspur, Asiatic lilies, phlox, Queen Anne's lace, scabiosas, stock, sunflowers, tuberoses, tweedias, zinnias

### **FALL OPTIONS:**

Camellias, chrysanthemums, cockscombs, cosmos, delphiniums, hydrangea, lady's mantle, larkspurs, phlox, tuberoses

### **WINTER OPTIONS:**

Amaryllises, anemones, asters, calla lilies, daffodils, French tulips, hyacinths, scentless lilacs, ranunculuses, sweet peas, viburnums

### **YEAR ROUND OPTIONS:**

Alstroemerias, bouvardias, carnations, freesias, gardenias, gerberas, gloriosa lilies, lisanthuses, orchids, ornithogalums, roses, stephanotis, veronicas

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## FLOWER PLANNER

*It's easier to talk with your florist – and stay within your budget for flowers – if you begin with a complete list of the arrangements you want. We've included a list of flowers by season to get you started.*

Wedding Party	Description
Traditional Bouquet	
Headpiece	
Maid of honor's and bridesmaids' bouquets	
Flower girl's headpiece and basket	
Boutonniere	
Best man's and groomsmen's boutonnieres	
Ring bearer's boutonniere	
Mothers' corsages	
Other special guests' corsages	
Fathers' boutonnieres	
Other special guests' boutonnieres	
Other	

Wedding Party	Description
Aisle runner	
Pew or chair decorations	
Altar or huppa arrangements	
Candles and holders	
Other	

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<b>Reception</b>	<b>Description</b>
Entryway arrangements	
Bar decorations	
Dining-table centerpieces	
Couple's chair decorations	
Buffet-table decorations	
Cake and cake-table decorations	
Powder-room arrangements	
Other	

### Flowers by season

<b>Year-round</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>
Calla lily	Cherry Blossom	Astilbe	Autumn leaves	Amaryllis
Carnation	Daffodil	Cosmos	Chrysanthemum	Anemone
Freesia	Dogwood	Dahlia	Dahlia	Evergreen
Gardenia	Forsythia	Daisy	Seasonal berries	Forced bulbs
Hydrangea	Hellebore	Delphinium	Sunflower	Poinsettia
Lily	Hyacinth	Garden rose		
Orchid	Lilac	Gladiolus		
Ranunculus	Lily-of-the-valley	Hollyhock		
Rose	Muscari	Lady's mantle		
Stephanotis	Peony	Larkspur		
	Quince	Marigold		
	Sweet pea	Scabiosa		
	Tulip	Snapdragon		
	Viburnum	Violet		
		Zinnia		

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## **TRADITIONAL WEDDING ITEMS CHECKLIST**

### **Getting Started**

- ♥ Wedding Planner
- ♥ Save-the-date cards

### **For the Ceremony**

- ♥ Unity candle and stand
- ♥ Taper candles
- ♥ Guest book
- ♥ Memory album
- ♥ Flower girl basket
- ♥ Ring bearer pillow or bells
- ♥ Ring box for presenting rings
- ♥ Card holder
- ♥ Communion cup (if needed)
- ♥ Aisle runner
- ♥ Something for guests to toss as you leave the ceremony site (birdseed, lavender blossoms, wedding rice, etc.) or bubbles to blow

### **For the Reception**

- ♥ Napkins (both beverage and luncheon size)
- ♥ Toasting flutes (glassware)
- ♥ Garters (one to wear and one to toss)
- ♥ Knife and server set
- ♥ Cake top
- ♥ Place cards
- ♥ Place card holders
- ♥ Decorations (gossamer, aisle runner, balloons, candles, centerpieces, white lights, etc.)
- ♥ Disposable cameras
- ♥ Favors (votive candles, matchbooks, favor boxes, netting circles, ribbon, organza bags, etc.)

### **For the Couple**

- ♥ Marriage certificate/holder
- ♥ T-shirts
- ♥ Address labels
- ♥ Honeymoon necessities

### **Couple's Accessories**

- ♥ Bouquet
- ♥ Boutonniere
- ♥ Tiara/Headpiece
- ♥ Jewelry

### **For Gratitude**

- ♥ Gratuity envelopes
- ♥ Thank you notes
- ♥ Gifts for attendants
- ♥ Gifts for parents

## **TRADITIONAL GIFT SUGGESTIONS**

### **Your future spouse:**

Husband—pocket watch, men's jewelry box  
Wife—jewelry box, jewelry set, compact, robe

### **Parents:**

Mother—mother's candle, handkerchief, jewelry box

Father—father's frame, pewter mug, money clip, pocket watch

### **Attendants:**

Engraved frame, jewelry set, jewelry box, photo album, compact, tussie mussies, purse, robe, stationery, tank top

### **Groomsmen and Ushers:**

Shot glass, flask, tankard, shaving kit, pocket knife, money clip, men's jewelry box, bottle opener

### **Flower Girl and Ring Bearer:**

Mini mug, T-shirt, piggy bank, charm bracelet, flower girl and ring bearer book, snack bowl, activity book

### **Soloist and Instrumentalist:**

Bookmark, business card case, CD case, coffee set

### **Officiant and Readers:**

Bookmark, pen set

### **Grandparents:**

Engraved frame, handkerchief, coasters

## **BRIDAL EMERGENCY KIT**

*A small purse containing the following items should help save you from any little mishaps that may occur throughout the day and well into the night.*

- ♥ Small sewing kit
- ♥ Safety pins
- ♥ Kleenex
- ♥ Smelling salt
- ♥ Lipstick
- ♥ Compact powder case
- ♥ Stick of gum or roll of breath mints
- ♥ Compact mirror
- ♥ Pantyhose
- ♥ Clear nail polish
- ♥ Pen & small note pad
- ♥ Contacts and phone numbers of all wedding day vendors
- ♥ Band Aids
- ♥ Deodorant
- ♥ Barrettes and/or bobby pins
- ♥ Perfume
- ♥ Visine (eye drops)
- ♥ Aspirin
- ♥ Hair Spray
- ♥ Snack Food
- ♥ Dental Floss
- ♥ Bottled Water
- ♥ Crazy glue
- ♥ Toothpicks
- ♥ Non-drowsy allergy medicine
- ♥ Shout wipes
- ♥ Any prescription medication for you and/or the bridegroom
- ♥ Chalk – to mark out any flaws on your wedding gown
- ♥ Drinking straws – so you can drink water while you are having your portraits taken without messing up your lipstick or spilling on your dress
- ♥ Comb and brush

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**BRIDE'S CHIEF/PRIMARY HONOR ATTENDANT**

- ♥ Holds the Couple's wedding ring
- ♥ Arranges the Bride's veil during the processional, ceremony and recessional
- ♥ Makes sure the Bride looks perfect for all the pictures
- ♥ Holds the Bride's bouquet during the exchanging of wedding rings
- ♥ Host/co-host the Bridal Shower and/or the Bachelorette Party
- ♥ Witness the signing of the marriage certificate
- ♥ Provide your measurements to the bride for your dress
- ♥ Help address and stuff the wedding invitations
- ♥ Help the Bride get dressed and ready on the wedding day
- ♥ Attend pre-wedding parties, if feasible
- ♥ Pay for your dress, shoes and accessories
- ♥ Pay for transportation and/or lodging to and from the wedding city
- ♥ Help the Bride in any tasks or errands
- ♥ Participate in the bouquet toss, if single

**GROOMS CHIEF/PRIMARY HONOR ATTENDANT**

- ♥ Holds the Couple's wedding ring
- ♥ Make sure vendors receive their payments
- ♥ Make sure the groom is dressed and on time
- ♥ Welcomes guests as they arrive at the ceremony location
- ♥ Offers the first toast to the Couple at the reception
- ♥ Witness the signing of the marriage certificate
- ♥ Attend pre-wedding parties, if feasible
- ♥ Pay for your tuxedo and shoe rental
- ♥ Pay for transportation and/or lodging to and from the wedding city
- ♥ Help the groom in any tasks or errands
- ♥ Participate in the garter toss, if single
- ♥ Host the Bachelor Party

**FLOWER GIRLS**

- ♥ Carry a small basket full of flowers down the aisle
- ♥ Drop flower petals as you walk down the aisle
- ♥ Participate in bridal party picture opportunities
- ♥ Attend rehearsal (but not necessarily the rehearsal dinner)
- ♥ Pay for attire
- ♥ Pay for transportation and/or lodging to and from the wedding

**RING BEARER**

- ♥ As you walk down the aisle, carry a satin pillow that contains a pair for fake wedding rings
- ♥ Participate in bridal party picture opportunities
- ♥ Attend the rehearsal (but not necessarily the rehearsal dinner)
- ♥ Pay for attire
- ♥ Pay for transportation and/or lodging to and from the wedding city

**BRIDE'S HONOR ATTENDANTS**

- ♥ Assist in the selection of the Bridesmaid dress
- ♥ Provide your measurements to the Bride for the bridesmaid dress
- ♥ Host/co-host the Bridal Shower and/or Bachelorette Party
- ♥ Help address and stuff the wedding invitations
- ♥ Help the Bride get dressed and ready on the wedding day
- ♥ Attend pre-wedding parties, if feasible
- ♥ Pay for your dress, shoes and accessories
- ♥ Pay for transportation and/or lodging to and from the wedding city
- ♥ Help the Bride in any tasks or errands
- ♥ Participate in the bouquet toss, if single

**GROOM'S HONOR ATTENDANTS**

- ♥ Provide your measurements to the groom for the tuxedo rental
- ♥ Pay for your tuxedo and/or shoe rental
- ♥ Attend pre-wedding parties, if feasible
- ♥ Welcome guests to their seats before the wedding ceremony
- ♥ Usher guests to their seats by:
- ♥ Seating the eldest guests first if a large group arrives
- ♥ Escorting female guest with his right arm with her escort walking behind, or leading a couple to their seat
- ♥ Distributing programs to guests after they have been seated
- ♥ Balancing out guests by asking arriving guest if they wouldn't mind sitting on the other (less filled) side
- ♥ After the guests have been seated, escort special guests to their seats in this order (unless otherwise directed by the couple):
- ♥ General special guests; Grandmothers of the Bride OR Groom; Groom's Mother; Bride's Mother
- ♥ Position the aisle runner in place before the processional is ready to begin
- ♥ Collect discarded programs and articles from the pews after the ceremony
- ♥ Direct guests to the reception and hand out preprinted maps and directions to those who need them
- ♥ Assist in gathering the wedding party for photographs
- ♥ Participate in the garter toss, if single
- ♥ Additionally, a head usher should be designated to coordinate the ushers, make sure they know their duties, know how to carry them out, know the proper seating of special guests, and know the order in which they should be seated. This role should not be taken on by the Chief/Primary Honor Attendant, however, he will be too busy attending to the groom
- ♥ Pay for your transportation and/or lodging to and from the wedding city

## INVITING INVITATIONS

- ♥ Gather your lists of invitees before you order the invitations.
- ♥ Order at least 25 more invitations and envelopes than you think you will need (to cover mistakes in addressing, re-mailing to a current address and to cover last-minute "must haves"). It's much more expensive to re-order than to order more than you need at the beginning.
- ♥ Type/print the list of names with the appropriate titles: Mr., Mrs., Dr., Ms., Reverend, Captain, Lieutenant, Rabbi, Fr., Messrs., Honorable, etc.
- ♥ If widow: Mrs. John Smith; if divorced, Mrs. Susan Smith
- ♥ For children over 18 and living at home, they receive their own invitation or are listed separately on their parent's:
  - Mr. and Mrs. John Smith
  - Ms. Melissa Smith
- ♥ If inviting children under 18, their individual names (and/or Family) are listed below their parent's names on the inside envelope:
  - Mr. and Mrs. John Smith
  - Sue, Bret and Mike
- ♥ If you are graciously inviting single people to bring a guest, this appears on the inside envelope:
  - Mr. Jurgen and Guest
- ♥ When purchasing postage for the outer envelopes, take a fully stuffed envelope to the post office. Correct postage is determined by weight and size. If sending different enclosures to different groups of people, take an example of each.
- ♥ If you've ordered "thank you" notes for your wedding gifts with the names of the couple, you can write, seal and stamp the thank you note as the gift is received, but do not send out before the actual marriage ceremony is performed. (Writing the "thank you's" as gifts are received is much easier than doing them all at once. Just mail them after the wedding or on your return from your honeymoon.)
- ♥ Set up a card file, loose-leaf notebook, or computer program with:
  - ♥ Response: Yes/No #
  - ♥ Shower Gift Thank You  
(What?) (Sent?)
  - ♥ Wedding Gift Thank You  
(What?) (Sent?)
  - ♥ Name
  - ♥ Address
  - ♥ City, State, Zip Code

### POSTAGE DO

Couples looking to coordinate every last detail will be pleased to learn that the US Postal Service has created wedding stamps. "Forever" Wedding Roses (currently valued @ \$.44) are available in sheets of twenty (20) for \$9.00; there is also a Wedding Cake stamp (valued @ \$.65) available in sheets of twenty (20) for \$13.00. The USPS also offers "custom" wedding stamps in sheets of twenty (20) for \$24.95. Check out the stamps and order on-line at [www.usps.com](http://www.usps.com). This "stamp" of detail is the perfect finishing touch to your wedding invitation.

Invitation companies are making the will-not-attend RSVP a little less cold, a little more positive, with fun, clever wording.

<p>RSVP KINDLY RESPOND BY JULY 1<sup>ST</sup></p> <p>M_____</p> <p>____ IN BODY</p> <p>____ IN SPIRIT</p>	<p>Mr. &amp; Mrs. Albert Jones 123 Main Street Anywhere, USA 00100</p>
---	--

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<p>M_____</p> <p>____ Sounds Great! Our bags are packed</p> <p>____ Sorry to miss the fun</p> <p>Please choose your favorite</p> <p>  _____            _____            _____         </p>	
--	--

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<p>R.S.V.P.</p> <p>BEFORE THE SECOND OF AUGUST</p> <p>____ BEACHY, WE'LL BE THERE</p> <p>____ OUR TIDE'S OUT THAT DAY</p>
--

©Crane's, crane.com

## **INVITATION WORDING FOR SAME-SEX COUPLES**

Wording for wedding invitations can be a laborious process of answering questions like, “who is paying for this wedding?” and “do we include my ex-step-dad?” At the end of the day, the wording for wedding invitations tends to matter most to people in your immediate family (read: the people who think their names should be on the invitation and may be offended if they’re not). But because weddings are usually about family, sometimes it’s best to err on the side of honoring your close family members.



If you’re a non-traditional couple, things might be a bit easier for you because you’re not concerned with formalities. In case you’re curious, you can find a full list of the “correct” etiquette for wedding invitation wording from Martha Stewart. Meanwhile, I’ll share with you some of the choices my previous clients have used, and a few of my other favorites:

### **Short and Sweet:**

*Together with their parents  
The Couple  
invite you to celebrate their  
wedding  
Date, Time  
Location  
Dinner and Dancing to  
Follow*

*The Couple  
invite you to share in their love  
as they celebrate their marriage  
on Date at Time  
at Location  
located at Address  
Reception to follow*

*The Couple  
joyfully request the pleasure of  
your company  
at their wedding celebration  
Date, Time  
at Location  
Address  
Dinner and Dancing to Follow*

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A little bit more involved:

*Because your love and friendship  
have helped us become who we are  
we invite you to share in our joy  
with a celebration of love and commitment*  
Please join  
The Couple  
Date, Time  
Location  
Address  
Reception immediately following

And for something extra cute and personal, list some of your favorite things to do together:

*They have been  
scrabble opponents and biking buddies  
cat parents and business partners  
but most of all they have been best friends.*  
Please join  
The Couple  
as they come together in marriage  
Date, Time  
at Location  
Address  
Dinner and Dancing to Follow



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## ONLINE RESOURCES

*If you are looking for that unique touch for your wedding, you may find what you are looking for online. The sites listed here are just the tip of what is available online.*

[www.soyoureengayged.com](http://www.soyoureengayged.com)  
[www.stinkerpants.com](http://www.stinkerpants.com)  
[www.offbeatbride.com](http://www.offbeatbride.com)  
[www.personalartist.com](http://www.personalartist.com)  
[www.theknot.com](http://www.theknot.com)  
[www.papermart.com](http://www.papermart.com)  
[www.photo.stamps.com](http://www.photo.stamps.com)  
[www.loanebros.com](http://www.loanebros.com)  
[www.whitecrushwedding.com](http://www.whitecrushwedding.com)  
[www.shellfactory.com](http://www.shellfactory.com)  
[www.bellaregalo.com](http://www.bellaregalo.com)  
[www.originalrunners.com](http://www.originalrunners.com)  
[www.candiedflowers.com](http://www.candiedflowers.com)  
[www.sparklersonline.com](http://www.sparklersonline.com)  
[www.papersource.com](http://www.papersource.com)  
[www.bridalbar.com](http://www.bridalbar.com)  
[www.partybasics.com](http://www.partybasics.com)  
[www.customwedding.com](http://www.customwedding.com)  
[www.linenhero.com](http://www.linenhero.com)  
[www.partyblockfavors.com](http://www.partyblockfavors.com)  
[www.hersheyscreations.com](http://www.hersheyscreations.com)  
[www.familymedallion.com](http://www.familymedallion.com)  
[www.shopforweddings.com](http://www.shopforweddings.com)  
[www.ohmychocolate.com](http://www.ohmychocolate.com)  
[www.engaygedweddings.com](http://www.engaygedweddings.com)  
[www.save-on-crafts.com](http://www.save-on-crafts.com)  
[www.lesbianlife.about.com](http://www.lesbianlife.about.com)  
[www.freedomtomarry.org](http://www.freedomtomarry.org)  
[www.usps.com](http://www.usps.com)  
[equalitymaryland.org](http://equalitymaryland.org)  
[www.zazzle.com](http://www.zazzle.com)

### **DID YOU KNOW?**

The earliest engagement rings were also used as wedding rings, serving to seal an act of sale which transferred ownership of a daughter from father to husband. Such rings were usually of solid gold to prove the groom's worth.

The diamond in the engagement ring is said to have been chosen for its durability, signifying enduring love. The diamond's fire is now also associated with love's clear flame.

## **A SLICE ABOVE THE REST**

*The following charts will help you when you are deciding on the amount of cake needed to serve your guests. The first chart gives you the approximate number of servings you can expect from a 2-layer round cake. The second chart will give you an idea of the configuration of the tier sizes needed to serve your guests. (This chart does not include the top tier which is commonly saved for the Couple's first anniversary.)*

SIZE OF ROUND CAKE	SERVINGS: 4"x2"x1-3/8"
6	10
8	18
9	23
10	29
12	41
14	56
16	73
18	93
20	114
22	138
24	165
Sheet 9"x13"	48
Sheet 11"x15"	60

TIER SIZES	NUMBER OF SERVINGS
8-6	16-19
10-6	26-29
10-8	23-30
12-8-6	56-64
12-9-6	56-99
14-10-6	76-89
14-10-8	78-90
14-10-8-6	96-109
16-12-8	103-125

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## **THE SWEET COVER UP**

*As you begin the search for that perfect wedding cake, prepare for your tasting by learning the language of a baker.*

**BUTTERCREAM:** The traditional icing served on every store bought birthday cake you've ever had. It's rich and creamy and is easily colored or flavored, and is used for fancy decorations like shells, swags, basketweaves, icing flowers, etc. Because it's made almost entirely of butter (hence the name), buttercream has a tendency to melt in extreme heat, so it's not recommended for outdoor weddings.

**FONDANT:** This icing looks smooth and stiff and is made with gelatin and corn syrup to give it its helmet-like appearance. It looks the best when decorated with marzipan fruits, gum paste flowers, or a simple ribbon. Although not as tasty as buttercream or ganache, fondant does not need refrigeration, so it's the perfect icing to serve at your beach wedding.

**ROYAL ICING:** A mix of confectioner's sugar and milk or egg whites, royal icing is what the faces of gingerbread men are decorated with. It's white, shiny, and hard, and does not need to be refrigerated. It's used for decorations like dots and latticework.

**GANACHE:** This chocolate and heavy cream combination is very dark, and is the consistency of store-bought chocolate icing. It can be poured over cakes for a glass-like chocolate finish or used as filling. Due to the ingredients, however, it's unstable—no heat or humid weather, or the icing will slide right off the cake.

**WHIPPED CREAM:** By far the most delicious and by far the most volatile, fresh whipped cream is usually not recommended for wedding cakes because they have to be out of the fridge for so long. If you must, it looks beautiful with fresh flowers and is extremely white and fresh—just be sure to keep it in the fridge until the very last second.

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# What to Ask Your Reception Site

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Experience

How many and what types of weddings have you hosted?

---

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## Style & Services Offered

Do you provide your own catering, and if so, can I use an outside caterer if I'd prefer?

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If you do provide catering, what precisely is provided (the liquor, cake, hors d'oeuvres, etc.)?

Do you have a list of recommended vendors (florists, DJ's, bands, photographers, etc.) you've worked with? Can I use someone else if I'd prefer?

What is your staff-to-guest ratio? \_\_\_\_\_

*For hotels only:* Can you offer discounted guest rooms or a free wedding-night stay for the couple?

**Check the venue's website to get a feel for the place, a great deal of these questions can be answered before visiting the location in person.**

What is the range of wedding sizes you can accommodate?

Where exactly in your facility would you host a wedding of my size?

Do you have the necessary health permits for food service? Yes ☐ No ☐

Do you have insurance? Yes ☐ No ☐

Are you equipped with the necessary supplies (tents, tables, chairs, dishes)? Yes ☐ No ☐

If not, can you arrange for them? Yes ☐ No ☐

Are there any restrictions on noise levels or party decorating? Yes ☐ No ☐

Is there enough electrical power and outlets to support my band or DJ? Yes ☐ No ☐

Can you provide coat check? Yes ☐ No ☐

Is the site handicap accessible? Yes ☐ No ☐

What kind of bathroom facilities do you have?

Do you have at least 1 toilet for every 25 guests? Yes ☐ No ☐

What kind of parking facilities do you have?

Do you provide valet parking and security for guests' cars? Yes ☐ No ☐

# What to Ask Your Reception Site

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Fees

Total fee estimate: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

How is the fee determined?

☐ Per-person charge      ☐ Flat site fee

If any of the following are not included in your estimate, what is the cost for each?

Overtime: \$ \_\_\_\_\_  
Gratuities \$ \_\_\_\_\_

How are the gratuities distributed among your staff (for example, does the coat-check attendant get a percentage)?  
\_\_\_\_\_  
\_\_\_\_\_

Are packages available? Yes ☐ No ☐

If so, what do they include:  
\_\_\_\_\_  
\_\_\_\_\_

How many hours does that price include? \_\_\_\_\_

Is set-up time for vendors included in those hours Yes ☐ No ☐

**Check the venue's website to get a feel for the place, a great deal of these questions can be answered before visiting the location in person.**

## Key Dates

Contract Signed By: \_\_\_\_\_

Deposit Due: \_\_\_\_\_

Balance Due: \_\_\_\_\_

Last day I could cancel and get a full refund: \_\_\_\_\_

Other Cancellation/Refund Restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References (Past Clients)

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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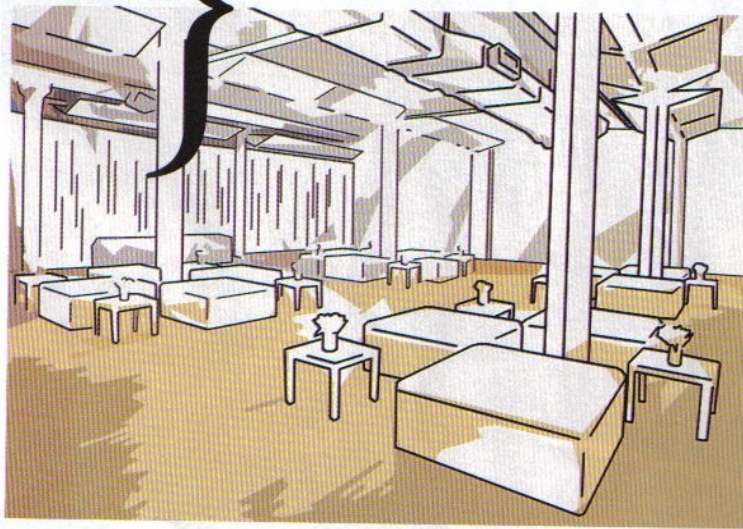


**Planning Tip:** To keep a cavernous space from feeling cold and empty, make sure your guest list is long enough to create a crowd.

**Good News:** You can create exactly what you want. You can always customize the feel and size of the space by adding fabric or screens, color, and decorations.

**Bad News:** It will take a lot of time and money to make the space your own.

WHAT  
WORKS  
IN...



AN OPEN, WHITE SPACE

**Options:** Converted factory buildings, museum spaces, photo studios, and tented outdoor spaces.

**Overall Approach:** A blank slate is intimidating, so instead of trying to fill every corner with something interesting, embrace the airy effect. Keep the lines modern when it comes to your flowers and cake. This space is perfect for a preppy-with-a-twist look, a retro '60s vibe, an Asian-influenced theme, or a sleek, nightclub ambience.

**Color Scheme:** Two options: Keep in light with either all-white or a pale-lemon color, or at the other end of the spectrum, strong hues like magenta, lime or orange. Steer clear of accenting with a single strong color; it will overwhelm the blank canvas. If you're not having a holiday or valentine-themed wedding, avoid red (too Christmas-y) unless you add black.

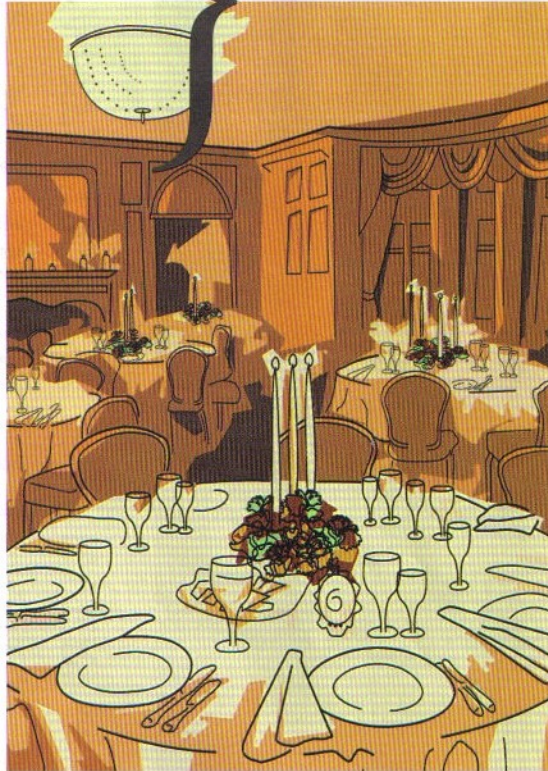
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**Style Tip:** Don't worry too much about the rug. Once the tables are dressed, you'll rarely see it.

**Good News:** The imposing architecture and opulent interiors add an air of elegance and a sense of occasion.

**Bad News:** There'll be no tampering with the furnishings and artwork.

WHAT  
WORKS  
IN...



A HISTORIC SPACE



**Options:** Historic mansions, university facilities, historic hotel ballrooms, and private clubs.

**Overall Approach:** Work with, not against, the colors and architectural details in the space—they can do much of the decorating for you. Historic spaces are perfect for weddings that are classically elegant, and a warm, wood-paneled room is heavenly for a holiday wedding. Or match the mood and style to the era the site was built.

**Color Scheme:** For a wood-paneled space, use warm tones, rich burgundies, and gold in fall and winter, tone-on-tone greens and yellows in the spring and summer. All-white is always opulent and can be dramatic. Most lighter-colored spaces can handle almost any combination you can dream up.

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## Glamorous

### Your style icons

Audrey Hepburn, Grace Kelly, Catherine Zeta-Jones

### What to look for

Venues with glamour touches, such as sweeping marble staircases and crystal chandeliers

### Recommendations

Venue: Historic mansion, castle

Colors: Gold, silver, all-white

Food: Foie gras, filet mignon, lobster

Decor: Roses, pillar candles, burnished-gold tablecloths, crystal goblets

Unique Touch: Carnavale-style masks for masquerade-ball flair



## Sophisticated

### Your style icons

Sarah Jessica Parker, Halle Berry, Charlize Theron, Mischa Barton

### What to look for

A space with clean lines and understated style

### Recommendations

Venue: Modern hotel, museum

Colors: White, black, silver accents

Food: Caviar, lamb chops with mint pesto, chocolate-dipped strawberries

Decor: Calla lilies, white orchids, hundreds of votives, pearl-accented chair covers

Unique Touch: Monogrammed favors, table cards, and stationery



## Modern

### Your style icons

Gwyneth Paltrow, Maggie Gyllenhaal, Gwen Stefani, Jessica Alba

### What to look for

Spaces with urban touches, such as concrete floors, exposed ceilings, and city views

### Recommendations

Venue: Loft, trendy restaurant

Color: Metallic hues, champagne

Food: Spanish tapas, ceviche station, wine bar

Decor: Square china and flatware, red uplighting, hundreds of votives

Unique Touch: A single bloom in a square vase at every place setting

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## **Bohemian/Vintage**



### **Your style icons**

Sienna Miller, Kate Moss, Kate Hudson

### **What to look for**

Plain locales that can be transformed in a dazzling way

### **Recommendations**

Venue: Minimalist restaurant or club

Color: Rich reds and burgundies, deep purples, gold accents

Food: Cheese and fruit platters, red wine, international finger foods

Decor: Beaded curtains, Moroccan ottomans, tasseled pillows, eclectic candles

Unique Touch: A fortune-teller

## **Casual**



### **Your style icons**

Jennifer Garner, Cameron Diaz, Jennifer Aniston

### **What to look for**

An outdoor spot with down-home charm

### **Recommendations**

Venue: The beach, your own backyard, a barn

Color: Yellow, sage, beige, blue

Food: Barbecued chicken, hamburgers, corn on the cob, ice cream

Decor: Red-and-white gingham tablecloths, potted daisies, picnic tables

Unique Touch: White-picket-fence containers filled with fresh grasses as centerpieces

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## **ORDER OF EVENTS AT THE RECEPTION**

**COCKTAIL PERIOD.** By beginning with a cocktail period, you will give your guests a chance to gather at the reception facility, deposit their gifts, and meet and mingle with other guests. It will also provide time for lost guests to find their way to the reception. Meanwhile backstage, this time can be used by the photographer to take portraits of the wedding party. If desired, the couple can arrange to eat at this time, ensuring that they will indeed get to eat, thus freeing up their time to mix and mingle with guests later on during the lunch/dinner portion of the reception. The cocktail reception usually takes place outside the reception hall.

**RECEIVING LINE.** The couple opens up the reception hall with a receiving line and invites everyone inside. This will ensure that the couple will have the opportunity to greet each guest at least once during the festivities. The reception line traditionally includes the couple, the couples' parents, the honor attendants, and any special guests.

**INTRODUCTION OF THE WEDDING PARTY.** Once the guests are inside the reception hall, the wedding party is then introduced by the emcee as they parade inside. First comes the honor attendants, then the flower girls and ring bearer, the parents, and then the couple.

**DANCING (Option #1).** Some experts suggest "that the first dance, parent dances, etc. occur before dinner, immediately upon the couple's introduction to the reception area," for several good reasons. Primarily, it allows the dancing to begin much earlier in the reception, thereby eliminating a lull in activities that so often happens. Once the couple has danced, as well as the parents and attendants, the guests will then feel comfortable dancing while others may be eating or in a buffet line. This will allow many of the guests who know how to ballroom and Latin dance to do so on a non-congested dance floor.

**TOASTS.** The Chief/Primary Honor Attendant will then make the first toast, followed by the father-of-the-groom OR the father-of-the-bride. If they so choose, the couple can make a speech thanking the guests for coming, the parents for paying, and anything else they may wish to say.

**LUNCH/DINNER.** During this time, the couple (if they have already eaten) can mingle and make informal visits to each table, or even have table pictures taken by the photographer. If guests wish to make speeches, sing songs, tell jokes, or do a skit, this would be the ideal time.

**DANCING (Option #2):** If the couple haven't danced their first dance yet, they may now take the opportunity to open up the dance floor with their first dance. Then the father/daughter dance, then the mother/son dance. The attendants then join in the dancing and then the guests are invited to dance as well.

**CAKE CUTTING:** The couple cut the cake for dessert. Additional toasts may be made at this point.

**BOUQUET AND GARTER TOSS.**

**MORE DANCING, if time allows.**

**DEPARTURE OF THE COUPLE,** amid confetti, bubbles, birdseed or rice.

**DEPARTURE OF THE GUESTS.**





## **BASKET CASES**

*With all the noshing on garlic shrimp, overenthusiastic toasting, and getting down on the dance floor, your guests might find themselves in need of some accessories they didn't bring. Be prepared on their behalf with a well-stocked bathroom basket (two actually, don't forget the guys!)*

1. Pick up two inexpensive wicker or wire baskets from a craft store.
2. Decorate with organza ribbon in your wedding color.
3. Layer the big items in the back, tucking the smaller stuff in around them, on top, and in front.
4. Fill

### **FOR MEN & WOMEN**

- ♥ Breath mints and breath strips
- ♥ Small Band-aids
- ♥ Tablet antacids like Tums
- ♥ Safety pins
- ♥ Individual packet of headache reliever
- ♥ Pocket packs of tissues
- ♥ Matchbooks
- ♥ Travel bottle of hand sanitizer
- ♥ Stain-removing wipes
- ♥ A small sewing kit
- ♥ Dental floss

### **FOR WOMEN ONLY**

- ♥ A travel-size hair spray
- ♥ Tampons and pads
- ♥ A bottle of clear nail polish
- ♥ Bobby pins
- ♥ Emery boards
- ♥ A packet of replacement earring backs
- ♥ Hand lotion

## **WE NEED HOW MUCH?**

### **CHAMPAGNE:**

1 case (12 fifths) serves 50 people (82 drinks).  
Champagne fountains will operate with as little as 3 bottles of champagne and as much as 5 gallons.

### **LIQUOR:**

Plan on approximately two drinks per hour per person. There are 21 to 28 drinks per quart of liquor. Taste preferences today are Vodka, Scotch, Gin and Bourbon.

### **PUNCH:**

One gallon of punch serves approximately 24 people (32-3 oz. drinks with ice).

### **COCKTAIL NAPKINS:**

Plan on approximately two or three napkins per person for a three hour party.

### **COFFEE:**

One pound of coffee serves 60 to 80 cups.

## **THE PERFECT TOAST**

*Generally, the best man acts as the toastmaster, and will prepare a list of the order in which each person will make a toast. There is an established protocol which the couple may or may not choose to follow:*

### **REHEARSAL DINNER:**

- ♥ The Chief Honor Attendant toasts the couple
- ♥ The Couple toast one another
- ♥ The Couple toast their mothers

### **DURING THE RECEPTION:**

- ♥ The Chief Honor Attendant toasts the Couple
- ♥ The Couple toast one another
- ♥ The Fathers toast the Couple

### **TIPS FOR THAT PERFECT TOAST:**

- ♥ Don't be long winded
- ♥ Stand to give a toast, remain seated to receive one
- ♥ Prepare ahead of time; know what you are going to say
- ♥ Mention those you are toasting by name, your relationship to them, and a thought about this wonderful event
- ♥ Add witty anecdotes wherever possible, if they are in good taste
- ♥ Speak slowly and loudly enough for all guests to hear.
- ♥ You may want to avoid to avoid consuming alcohol before you toast
- ♥ Don't forget to cap off the toast with a hearty sending like "CHEERS!"

## QUESTIONS TO ASK A CATERER

	CATERER 1	CATERER 2	CATERER 3
<b>COMPANY NAME</b>			
<b>CONTACT NAME</b>			
<b>ADDRESS</b>			
<b>TELEPHONE</b>			
<b>E-MAIL</b>			
<b>WEBSITE</b>			
Are you a full-time caterer?			
What do you do the rest of the week?			
What kind of experience, background & education do you have?			
Have you received any formal classroom training as a caterer/chef?			
How long have you been a caterer, and how many events have you catered?			
Have you handled events of my type and size before?			
Why did you choose catering as a career?			
What makes you better, or different, than another caterer?			
What are the reasons you think we should hire you?			
Do you have all the necessary licenses and health permits?			
Are you properly insured?			
Do you provide tasting consultations/food tastings?			
Is there a fee for such tastings?			
How many people can I bring along to the tasting?			
What time do you arrive to set-up your equipment?			
Hours of service?			
What equipment do you provide?			
Do you bring back-up equipment?			
What is the staff to guest ratio?			
What is the staff dress code? Formal or casual?			
If buffet style is offered, are servers provided or will it be self-serve?			
Is there an extra charge for buffet servers? If so, how much?			
Do you have a liquor license?			

	CATERER 1	CATERER 2	CATERER 3
Is there an extra charge for bartenders? If so, how much?			
Who is supplying the liquor, water, ice, etc?			
Do you provide cake cutting/serving service? Is it part of the basic package? If not, what is the additional cost?			
Do you provide the wedding cake, or should I hire an outside baker?			
If caterer provides the cake, is there an extra charge? If so, how much?			
Is the champagne toast service included or is that an extra charge? If an extra charge, how much?			
When is the final headcount due?			
Does the headcount include wedding vendors at the event?			
Are there special prices for kids?			
Are there special prices for feeding our DJ, band, photographer and other wedding vendors?			
Is a deposit required? If so, how much?			
When is the deposit due?			
May I make partial payments?			
When is the final payment due?			
Is gratuity included in the price?			
If not, what is the percentage of the service charge?			
What percentage are the taxes?			
What is the overtime charge?			
Is the set-up and clean-up included in the final price?			
What are the costs for alcohol and beverages?			
Do you provide linens, tables, chairs, china, glassware, silverware, serving accessories, etc.?			
Are the above items included in the basic price or are they extra? If extra, how much?			
Do you provide rentals, or are they from another company?			
Are there any additional charges not mentioned? (i.e., travel)			
Do you provide a written contract and guarantee?			
What are the refunds/cancellation terms?			
What is your leftover policy?			

## CATERING WORKSHEET

<b>GENERAL</b>	
Name of Caterer:	
Contact Person:	
Address:	
Phone Number:	
E-mail Address:	
Website Address:	
Date of Event:	
Location of Event:	
Will the event be held indoors or outdoors?	
Address of the location:	
Phone number of the location:	
Directions to the location:	
Is there a kitchen facility with ovens, refrigerators, and barbeques onsite?	
Comments on above:	
Scheduled time to hold the Cocktails/Hors d'oeuvres:	
Scheduled time to hold the meal:	
Scheduled departure time:	
Type of event: (wedding reception, rehearsal dinner, bridal shower, brunch, etc.)	
Type of service: (Formal Sit-Down, Buffet, or Family-Style) Formal Sit-Down: guests are seated at the table and served Buffet: guests stand in a food line Family: guests help themselves to food that is placed at the center of the table	
If Sit-Down, what type of style? American (or standard): the food is plated and portioned in the kitchen and the guest is served the plate of food while sitting down at the table Russian: the food is plattered and the server portions and serves each guest a portion of the entrée, starch, and vegetables, served with a fork and spoon French: the food is carved and prepared tableside. The platters are presented to the guest and the guests pass and serve themselves	

If Buffet, does the caterer provide the servers or do the guests serve themselves?	
Hors d'oeuvres; will they be passed or stationary?	
Are bartenders provided, if so, will it be an extra charge?	
Who is supplying the liquor, water, ice, etc.?	
Do you provide cake cutting/serving service? Is it part of the basic package? If not, how much does the service cost?	
If caterer provides the cake, is there an extra charge? If so, how much?	
Staff to guest ratio:	
Staff dress code:	
Leftover policy:	

## WHICH SERVING STYLE IS RIGHT FOR YOUR RECEPTION MEAL?

STYLE	WHAT IT IS	HOW IT FEELS
Sit-Down	Restaurant-style service	Traditional and elegant; guests feel pampered, and the chef can create stunning plate presentation, if only from a few options
Buffet	A table filled with food, where guests help themselves	More laid-back; the method promotes socializing, and works best with an organized system to minimize time standing in line
Stations	Multiple mini buffets, sometimes chef-manned, usually each carrying a separate theme or type of cuisine	Modern and fresh; it provides something for everyone; requires a lot of space for all the stations, and plenty of time for guests to travel around the room
Family-style	Seated dinner with platters placed on the tables, so guests help themselves	Like a family dinner; guests will ask each other to pass the serving plates, so it breaks the ice and feels homey; can do a long rectangular tables or multiple round ones

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<b>MENU</b>	
<p><i>Prior to meeting with your caterer, go over the menus. Select a menu from their sample menus or request a custom menu. Discuss the style of food preparation. Are their ingredients/produce fresh? Do they sub-contract with other chefs/bakeries? Discuss the size and portions with caterer.</i></p>	
Menu selected:	
Hors d'oeuvres:	
Main course:	
Salads:	
Side Dishes:	
Breads:	
Dessert:	
Beverages:	



<b>BUDGET</b>	
Total Catering Budget:	
Reception/Event Site:	
Initial headcount/number of guests:	
Final headcount:	
When is the final headcount due?	
Does the headcount include wedding professionals at the event (photographers, DJs, etc.)?	
Cost per guest:	
Special Cost for children:	
Special cost for photographers, DJs, and other wedding professionals at the event:	
Gratuity (% of final cost):	
Taxes:	
Initial Deposit:	
Deposit due:	
Final payment amount:	
Final payment due:	
Set-up/Clean-up fee:	
Overtime charge:	
Cost of alcohol and beverages:	
Bartender charge:	
Linen, tables, chairs, glassware, silverware, serving accessories:	
Wedding cake charge:	

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## QUESTIONS TO ASK A PHOTOGRAPHER

	PHOTOGRAPHER 1	PHOTOGRAPHER 2	PHOTOGRAPHER 3
<b>COMPANY NAME</b>			
<b>CONTACT NAME</b>			
<b>ADDRESS</b>			
<b>TELEPHONE</b>			
<b>E-MAIL</b>			
<b>WEBSITE</b>			
Will you personally be the photographer for our wedding?			
If the answer is "no": When can we meet the photographer who will photograph our wedding so we can see if we are comfortable with that person and see if we are on the same wavelength?			
If you are talking to the photographer: Are you a full-time photographer?			
What do you do the rest of the week?			
What kind of experience, background and education do you have?			
Have you received any formal classroom training as a photographer?			
How long have you been a wedding photographer, and how many weddings have you photographed?			
Have you handled events of my type and size before?			
What are the reasons you think we should hire you?			
Is this your recent work we are seeing?			
Do you use digital or film cameras?			
We are looking for a photojournalistic photographer. What is your definition of "photojournalism"?			
What are your criteria for choosing what you would photograph at our wedding?			
How do you know how many pictures to take?			
Who is your most favorite photographer (not necessarily a wedding photographer)?			
Have you ever been published in a photography journal/had a show, etc?			
What makes your photographs better or different than anybody else's?			

	PHOTOGRAPHER 1	PHOTOGRAPHER 2	PHOTOGRAPHER 3
Why did you choose wedding photography as a career?			
What time to you arrive to set-up your equipment?			
Hours of service?			
Do you bring back-up equipment with you?			
How many people cover the event?			
Do you provide a written contract and guarantee?			
What are your policies regarding proofs?			
Do you offer a printable DVD with full rights to make prints?			
What are your policies regarding delivery times?			
Is there a deposit required? How much?			
When is the deposit due?			
May I make partial payments?			
When is the final payment due?			
Is gratuity included in the price?			
If not, what is the percentage of the service charge?			
What percentage are the taxes?			
What is the overtime charge?			
Are there any additional charges not mentioned?			
What are the refunds/cancellation terms?			

## PHOTOGRAPHY PLANNER

To ensure that your photographer captures all **the most important moments** of your wedding on film, provide him or her with a list of specific events and names of important guests to photograph. Then designate a close friend or relative to help the photographer locate the people on it. Discuss which shots should be in color and which in black and white.

### Portraits

- |   |  |
|---|--|
| <input type="checkbox"/> Bride(s)                               | <input type="checkbox"/> Bride(s) with parents               |
| <input type="checkbox"/> Groom(s)                               | <input type="checkbox"/> Groom(s) with parents               |
| <input type="checkbox"/> Couple                                 | <input type="checkbox"/> Couple with bride's/groom's parents |
| <input type="checkbox"/> Bride(s), with detail of back of dress | <input type="checkbox"/> Couple with bride's/groom's family  |
| <input type="checkbox"/> Groom(s) with Chief Honor Attendant    | <input type="checkbox"/> Couple with both sets of parents    |
| <input type="checkbox"/> Groom(s) with Honor Attendants         | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Bride(s) with Chief Honor Attendant    | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Bride(s) with Honor Attendants         | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Ring bearer with flower girl           | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Entire wedding party                   | <input type="checkbox"/> _____                               |

### Pre-Wedding

- |  |  |
|--|--|
| <input type="checkbox"/> Bride(s) and attendants getting ready | <input type="checkbox"/> Bride(s) leaving for ceremony |
| <input type="checkbox"/> Groom(s) and attendants getting ready | <input type="checkbox"/> Groom(s) leaving for ceremony |
| <input type="checkbox"/> Chief Honor Attendant helping         | <input type="checkbox"/> _____                         |
| <input type="checkbox"/> Bride(s) get ready                    | <input type="checkbox"/> _____                         |
| <input type="checkbox"/> Reception site being set-up           | <input type="checkbox"/> _____                         |

### Ceremony

- |  |  |
|--|--|
| <input type="checkbox"/> Signs directing guests to wedding     | <input type="checkbox"/> Special guests watching ceremony      |
| <input type="checkbox"/> Wedding programs                      | <input type="checkbox"/> Wedding kiss                          |
| <input type="checkbox"/> Ceremony site, with guests arriving   | <input type="checkbox"/> Couple leading recessional            |
| <input type="checkbox"/> Ushers escorting special guests       | <input type="checkbox"/> Guests throwing rice or flower petals |
| <input type="checkbox"/> Both sets of parents entering         | <input type="checkbox"/> Signing of wedding certificate        |
| <input type="checkbox"/> Bride/Groom walking down the aisle or | <input type="checkbox"/> Couple's hands displaying rings       |
| awaiting Bride/Groom   | <input type="checkbox"/> _____                                 |
| <input type="checkbox"/> Honor Attendants at ceremony spot,    | <input type="checkbox"/> _____                                 |
| awaiting Bride/Groom   | <input type="checkbox"/> _____                                 |
| <input type="checkbox"/> Child attendants walking down         | <input type="checkbox"/> _____                                 |
| the aisle  | <input type="checkbox"/> _____                                 |
| <input type="checkbox"/> Bride/Groom walking down the aisle    | <input type="checkbox"/> _____                                 |

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## Reception

- |   |  |
|---|--|
| <input type="checkbox"/> Friends signing guest book             | <input type="checkbox"/> Bride(s) dancing with their fathers |
| <input type="checkbox"/> Guests at cocktail hour                | <input type="checkbox"/> Groom(s) dancing with their mothers |
| <input type="checkbox"/> Reception site, set for dinner         | <input type="checkbox"/> Guests dancing                      |
| <input type="checkbox"/> Seating-cards display                  | <input type="checkbox"/> Favors                              |
| <input type="checkbox"/> Centerpieces                           | <input type="checkbox"/> Wedding cake                        |
| <input type="checkbox"/> Place settings                         | <input type="checkbox"/> Couple cutting the cake             |
| <input type="checkbox"/> People giving toasts                   | <input type="checkbox"/> Couple departing                    |
| <input type="checkbox"/> Couple listening to toasts             | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Group pictures of guests at each table | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Couple's first dance                   | <input type="checkbox"/> _____                               |
- 



## CEREMONY PROGRAM WORKSHEET

BRIDE'S NAME(S): \_\_\_\_\_ GROOM'S NAME(S): \_\_\_\_\_

CEREMONY LOCATION: \_\_\_\_\_ NAME OF LOCATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP CODE: \_\_\_\_\_

LOCATION OF THE RECEPTION: \_\_\_\_\_ NAME OF LOCATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP CODE: \_\_\_\_\_

WEDDING DATE: \_\_\_\_\_

CEREMONY TIME: \_\_\_\_\_

RECEPTION TIME: \_\_\_\_\_

CELEBRANTS/OFFICIANTS:

\_\_\_\_\_

PARENT'S OF THE BRIDE(S):

\_\_\_\_\_  
\_\_\_\_\_

PARENT'S OF THE GROOM(S):

\_\_\_\_\_  
\_\_\_\_\_

MAID/MATRON OF HONOR:

\_\_\_\_\_  
\_\_\_\_\_

BEST MAN:

\_\_\_\_\_  
\_\_\_\_\_

BRIDESMAIDS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GROOMSMEN/USHERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JUNIOR BRIDESMAIDS:

\_\_\_\_\_  
\_\_\_\_\_

JUNIOR GROOMSMEN:

\_\_\_\_\_  
\_\_\_\_\_

FLOWER GIRLS:

\_\_\_\_\_  
\_\_\_\_\_

RING BEARER:

\_\_\_\_\_  
\_\_\_\_\_

READER 1: \_\_\_\_\_

READER 2: \_\_\_\_\_

VOCALIST: \_\_\_\_\_

ORGANIST/PIANIST: \_\_\_\_\_

WEDDING COORDINATOR: \_\_\_\_\_

PARTY MEMBERS: \_\_\_\_\_

GUEST BOOK ATTENDANT: \_\_\_\_\_

RUNNER ATTENDANTS: \_\_\_\_\_

CAKE CUTTER: \_\_\_\_\_

## ***GUEST LIST***

[illegible]

**TABLE ASSIGNMENTS**

**TABLE NO.** \_\_\_\_\_

1. \_\_\_\_\_

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10. \_\_\_\_\_

**TABLE NO.** \_\_\_\_\_

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**TABLE NO.** \_\_\_\_\_

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**TABLE NO.** \_\_\_\_\_

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**TABLE NO.** \_\_\_\_\_

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**TABLE NO.** \_\_\_\_\_

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10. \_\_\_\_\_



## ***VENDOR CONTACT LIST***

<b><i>BAKERY</i></b>	<b><i>BRIDAL SALON</i></b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b><i>CALLIGRAPHER/INVITATIONS</i></b>	<b><i>CATERER</i></b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b><i>CEREMONY LOCATION</i></b>	<b><i>CEREMONY OFFICIANT</i></b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b>DISC JOCKEY</b>	<b>FLORIST</b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b>JEWELER</b>	<b>LIMOUSINE COMPANY</b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b>MUSICIAN (CEREMONY)</b>	<b>MUSICIAN (RECEPTION)</b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b>PHOTOGRAPHER</b>	<b>RECEPTION LOCATION</b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b>TUXEDO RENTAL</b>	<b>VIDEOGRAPHER</b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b>VOCALIST</b>	<b>WEDDING COORDINATOR</b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b>WEDDING FAVORS</b>	<b>MISCELLANEOUS</b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b>MISCELLANEOUS</b>	<b>MISCELLANEOUS</b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address:

<b>MISCELLANEOUS</b>	<b>MISCELLANEOUS</b>
Contact Name:	Contact Name:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Cell Phone:	Cell Phone:
E-mail Address:	E-mail Address:
Website:	Website:
Address:	Address: