

 **THE MONTCLAIR COLLECTION WEDDING GUIDE**

Thank you for visiting ***The Montclair Collection Bridal website.***

As part of our services that we offer our brides, we would like to present to you a **FREE** on-line **Wedding Guide** to help you plan your perfect wedding day.

***The Montclair Collection*** believes that offering our customers the right tools to help our brides set their wedding day events, will also help them prepare so they can relax knowing the details have been taken care of and focus on the "beauty of the day."

We hope this **Wedding Guide** will be useful to you when planning your wedding and we appreciate you visiting our store and [montclairbridal.com](http://montclairbridal.com). Please refer this website to your friends, as always we appreciate your feedback so we may improve our products and services. You can check our website regularly to see new updates and product offerings.

## **HOW TO USE THIS WEDDING GUIDE**

This Wedding Guide has been laid out in reference to a suggested time-line of how to plan your wedding. At first this document may seem daunting, however, you will see that if you take each task a step at a time, you will find it much easier to grasp and to use.

We suggest you start by printing the Wedding Guide Document and put it in a binder. We find that using tabs to separate the sections is very helpful, i.e. BUDGET, ATTENDANTS, PHOTOGRAPHER, ETC. If you have friends or family that are helping you with the planning, make them copies of their assigned tasks and ask them to check in with you regularly so you may know the status and update your main document.

Congratulations to the Bride & Groom!  
The Staff at ***The Montclair Collection***



# WEDDING INFORMATION WORKSHEET

**Wedding Date:**

Time:

Style of Wedding:     Very Formal     Formal     Semi-formal     Informal

Approximate Number of Guests: \_\_\_\_\_ Number of Bridal Attendants: \_\_\_\_\_ Number of Groom Attendants: \_\_\_\_\_

Additional Attendants:     Flower Girl     Ring Bearer     Guestbook Attendant     Gift Attendant

Color Scheme: \_\_\_\_\_

Officiant: \_\_\_\_\_

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

Special Classes, Requirements, or Pre-wedding Counseling: \_\_\_\_\_

Dates: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Ceremony Site:**

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

Address: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Decorating Ideas: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Reception Site:**

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

Address: \_\_\_\_\_

Reception Site Reserved: \_\_\_\_\_

From: \_\_\_\_\_

Until: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Decorating Ideas: \_\_\_\_\_

## WEDDING EXPENSES

	<b>Percentage of Budget Allocated</b>	<b>Sample Budget \$10,000</b>	<b>Sample Budget \$20,000</b>	<b>Sample Budget \$30,000</b>
<b>WEDDING EXPENSES</b>				
Food	40%	\$ 4,000	\$ 8,000	\$ 12,000
Reception and Other Rentals	10%	\$ 1,000	\$ 2,000	\$ 3,000
Attire	12%	\$ 1,200	\$ 2,400	\$ 3,600
Flowers	8%	\$ 800	\$ 1,600	\$ 2,400
Photography	5%	\$ 500	\$ 1,000	\$ 1,500
Videography	2%	\$ 200	\$ 400	\$ 600
Music	7%	\$ 700	\$ 1,400	\$ 2,100
Invitations	3%	\$ 300	\$ 600	\$ 900
Gifts & Favors	4%	\$ 400	\$ 800	\$ 1,200
Wedding Rings	2%	\$ 200	\$ 400	\$ 600
Ceremony	2%	\$ 200	\$ 400	\$ 600
Transportation	1%	\$ 100	\$ 200	\$ 300
Miscellaneous	4%	\$ 400	\$ 800	\$ 1,200



# WEDDING EXPENSE RECORD

Wedding Items & Services	TOTAL COST <i>(cost to be paid by)</i>				Deposit Paid	Balance Due
	Bride's Family	Groom's Family	Bride	Groom		
<b>CEREMONY</b>						
Site Fee						
Marriage License						
Officiant's Fee						
Ceremony Music						
Guest Book and Pen						
Ring Bearer Pillow						
Flower Girl Basket						
Other						
<b>BRIDAL CONSULTANT</b>						
<b>STATIONERY</b>						
Invitations						
Reception Cards						
Response Cards						
Pew Cards						
Announcements						
Thank You Notes						
Stamps						
Programs						
Calligraphy						
<b>WEDDING ATTIRE</b>						
<b>Bridal Dress</b>						
Headpiece/Accessories						
Gloves/Shoes						
Jewelry						
Hairdresser						
Hosiery/Garter						
Other						
Groom's Formal Wear						
<b>RINGS</b>						
Engagement Ring						
Bride's Wedding Ring						
Groom's Wedding Ring						
<b>GIFTS</b>						
Bride's Gift						
Groom's Gift						
Bridal Attendants						



# WEDDING EXPENSE RECORD

Wedding Items & Services	TOTAL COST <i>(cost to be paid by)</i>				Deposit Paid	Balance Due
	Bride's Family	Groom's Family	Bride	Groom		
<b>FLOWERS</b>						
Ceremony Site						
Reception Site						
Bride's Flowers						
Bridesmaids' Bouquets						
Men's Boutonnieres						
Mothers/Grandmothers						
<b>RECEPTION</b>						
Site Fee						
Caterer						
Liquor/Beverage						
Equipment (Tent, Arches, Chairs, Linens, etc.)						
Rental Items						
Bartending/Corkage Fee						
Cake						
Cake Cutting Fee						
Cake Top						
Cake Knife and Server						
Toasting Glasses						
Favors						
Music						
Parking/Valet Service						
<b>PHOTOGRAPHY</b>						
Formal Portrait						
Parents' Albums						
Extra Pictures						
<b>VIDEOGRAPHY</b>						
<b>TRANSPORTATION</b>						
Limousines, etc.						
Parking Attendants						
<b>PARTIES</b>						
Engagement						
Bridesmaids' Luncheon						
Bachelor's Party						
Rehearsal Dinner						
<b>HONEYMOON</b>						
<b>PRENUPTIAL AGREEMENT</b>						



## GUIDE TO DAYTIME WEDDING ATTIRE

Wedding Style	Bride	Bridesmaids	Groom & Attendants	Mothers
<b>Very Formal</b>  200 guests or more, daytime	Same as very formal evening, but a short train is also appropriate.	Four to twelve. Same overall style as very formal evening, but dresses are often less elaborate.	Traditional: Cutaway coat, gray striped trousers, gray waistcoat, wing-collared shirt, ascot or striped tie. (Optional: Top hat, spats, gray gloves.) Contemporary: Contoured long or short jacket, wing collared shirt.	Floor-length dresses not as formal as those for evening. Same accessories as those worn for evening.
<b>Formal Daytime</b>  100 guests	Same as formal evening, but an elaborate, short dress worn with a bridal headpiece and short veil is also acceptable.	Two to six. Dresses either long or street length, but not too elaborate. Matching or harmonizing accessories, including bouquet.	Traditional: Gray stroller, waistcoat, striped trousers, shirt, striped tie. (Optional: Homburg, gloves.) Contemporary: Formal suit in white or light colors for summer, darker shades for fall, dress shirt, bow tie, vest or cummerbund. Groomsmen Coordinate with similar ensembles.	Elegant dress or suit, usually street length. Flowers to wear, other accessories to match or harmonize.
<b>Semi-formal</b>  100 guests or fewer, often at home	Street-length dress, white or pastel color, short veil. Small bouquet or flower-trimmed prayer book.	Seldom more than one. Same as semi-formal evening, but dresses are simpler.	Traditional: Favorite suit, white, colored or striped shirt, four-in-hand tie. Contemporary: Dinner jacket or formal suit, dress shirt, bow tie, vest, or cummerbund.	Same as semi-formal evening dress, but less elaborate.
<b>Informal</b>	Suit or street dress. Hat, gloves, shoes, and bag. Nosegay or flowers to wear.	Maid of honor only. Dress or suit similar to bride's. Flowers to wear.	Same as semi-formal.	Dresses or suits, similar to honor attendant's.



# WEEKEND WEDDING ITINERARY

Fill out, photocopy and send to each guest invited to the activities

**DAY** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Dress:** \_\_\_\_\_  
**Comment:** \_\_\_\_\_

**DAY** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Dress:** \_\_\_\_\_  
**Comment:** \_\_\_\_\_

**DAY** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Dress:** \_\_\_\_\_  
**Comment:** \_\_\_\_\_

**DAY** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Dress:** \_\_\_\_\_  
**Comment:** \_\_\_\_\_

**DAY** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Dress:** \_\_\_\_\_  
**Comment:** \_\_\_\_\_







## PLANNING CALENDAR CHECKLIST

The following checklist and calendar are provided so you and the groom can organize your time and planning to insure that you take care of all aspects of your weddings, These are general recommendations and should be adapted to your particular needs.

### BRIDE'S CHECKLIST

#### SIX TO TWELVE MONTHS BEFORE

- Select a wedding date and time.
- Make a preliminary budget.
- Determine your wedding theme or style.
- Reserve your ceremony and reception location.
- Determine who will officiate at the ceremony. Hire a wedding consultant, if you plan to use one. Decide on your color scheme.
- Determine the size of the guest list.
- Start compiling names and addresses of guests.
- Select bridal attendants.
- Have your fiancé select his attendants.
- Plan your reception.
- Check catering facilities if at a club or hotel.
- Select a caterer if one is necessary.
- Select a professional photographer and videographer.
- Select a professional florist.
- Select your dress and headpiece.
- Announce your engagement in the newspaper.
- Select bridesmaid's dresses.
- Select engagement ring with fiancé if he has not already done so.
- Make transportation arrangements for wedding day.

#### FOUR MONTHS BEFORE

- Make final arrangement for ceremony (deposit should be paid, contracts signed).
- Make sure all bridal attire is ordered. Have both mothers coordinate and select their dresses.

- Register at a bridal registries.
- Order invitations and personal stationery.
- Complete the guest lists and compile them in order.
- Select the mens' wedding attire and reserve the right sizes.
- Check requirements for blood test and marriage license in your state.
- Make appointment for physical exam.
- Shop for wedding rings.
- Start planning the honeymoon.
- Decide where you will live after the wedding.
- Begin shopping for trousseau.

#### TWO MONTHS BEFORE

- Address invitations and announcements. They should be mailed 4-6 weeks before the wedding.
- Finalize all details with caterer, photographer, florist, reception manager, musicians, etc.
- Order wedding cake, if not supplied by the caterer.
- Finalize ceremony details with officiant.
- Make rehearsal arrangements.
- Plan rehearsal dinner.
- Plan bridesmaids' luncheon.
- Make appointments with hairdresser.
- Arrange accommodations for out-of-town attendants or guests.
- Finalize honeymoon plans.

## ONE MONTH BEFORE

Have final fitting for your bridal attendants' gowns.

Have a formal bridal portrait done.

Complete all physical or dental appointments. Get blood test and marriage license.

Purchase gifts for attendants.

Purchase gift for fiancé, if gifts are being exchanged.

Have bridesmaids' luncheon.

Purchase going away outfit.

Keep a careful record of all gifts received (write thankyou notes immediately instead of letting them pile up).

Make sure you have all accessories, toasting goblets, ring pillow, garter, candles, etc.

Select responsible person to handle guest book and determine its location.

## TWO WEEKS BEFORE

Attend to business and legal details. Get necessary forms to change names on Social Security card, driver's license, insurance and medical plans, bank accounts, make a will.

Prepare wedding announcements to be sent to newspaper.

Reconfirm the accommodations for out-of-town guests.

Arrange to have possessions and gifts moved to your new home. Give change of address card to the post office.

Finish addressing announcements to be mailed on the wedding day.

## ONE WEEK BEFORE

Contact guests who have not responded.

Give the final count to caterer and review details.

Go over final details with all professional services you have engaged. Inform them of any changes.

Give photographer the list of pictures you want.

Give the videographer the list of pictures you

want included in the video.

Give all the musicians the lists of music for the ceremony and reception.

Plan the seating arrangements.

Arrange for someone to assist with last-minute errands and to help you dress.

Practice having your hair done to make sure it comes out properly and determine the time it will take.

Practice using your make-up in the same type of lighting you will have on the wedding date.

Keep up with the writing of your thank you notes

Pack your suitcase for the honeymoon.

Make sure you have marriage license.

Make sure you have the wedding rings and they fit.

Make sure all wedding attires is packed up and that it fits.

Have a rehearsal with all participants reviewing their duties.

Attend rehearsal dinner party. Stay calm and enjoy yourself.

Stay with the family the night before the wedding and get to bed early. You will want to look and feel great for the next day.

## ON THE WEDDING DAY

Be sure to eat something. You have a big day ahead, and many brides have been known to faint.

Take nice relaxing bath.

Fix hair or have an appointment to have it done at least 3-4 hours before the ceremony.

Make sure nails are done. Allow plenty of time to apply make-up. Have all accessories together.

Start dressing one-to one-and-a-half hours before the ceremony. If pictures are being taken before the ceremony, then have yourself and attendants ready about two hours before the ceremony

(photographer and bridal attendants should arrive forty-five minutes to an hour before the ceremony for pictures).

Have the musicians start thirty minutes before the ceremony.

Have guests seated five minutes before ceremony, have groom's parents seated immediately before the processional, and be sure the bride's mother is seated and the aisle runner is rolled out.

## **AFTER THE WEDDING**

Send announcement and wedding picture to the newspapers.

Mail announcements.

Write and mail thank yous.

## **GROOM'S CHECKLIST**

### **SIX TO TWELVE MONTHS BEFORE**

Purchase the bride's engagement ring.

Discuss with fiancée date and type of wedding.

Start your guest list.

Choose best man and ushers.

Start planning and making necessary arrangements for the honeymoon.

Discuss and plan with fiancée your new home together so you can start making the necessary moving arrangements.

Coordinate wedding day transportation with bride.

### **FOUR MONTHS BEFORE**

Shop with fiancée for wedding rings.

Complete your guest list, including full names, addresses, zip codes, and phone numbers.

Check requirements for blood test and marriage license in your state or the state you are being married in.

Select and order men's wedding attire with your fiancée.

Finalize all honeymoon plans and send in deposits if required (don't delay, some resorts fill up fast in popular months).

### **TWO MONTHS BEFORE**

Meet with officiant to finalize ceremony details. Assist parents with plans for the rehearsal dinner party.

Discuss the amount and the financial arrangement for the flowers, which are the groom's responsibility.

Arrange accommodations for out-of-town attendants.

### **ONE MONTH BEFORE**

See that all attendants have been fitted and wedding attire has been ordered.

Purchase gifts for fiancée, if gifts are being exchanged.

Pick up wedding rings. Make sure they fit.

Take care of business and legal affairs (add bride's name to insurance policies and medical plans, make a new will, add her name to joint checking account or joint charge cards. If you have both agreed to a pre-nuptial agreement, have it drawn up and signed).

### **TWO WEEKS BEFORE**

Together with fiancée gather necessary documents and get your marriage license.

Reconfirm accommodations for out-of-town guests.

If moving, give change of address card to post office, arrange to have utilities and phone service turned on in the new home. If not moving, finish cleaning and reorganizing your home, help your fiancée move her things.

Have your hair cut.

## THE WEEK BEFORE

Discuss all the final details with fiancée, offer to assist if needed.

Pick up and try on wedding attire.

See that attendants get their wedding attire.

Pack clothes for honeymoon.

Reconfirm all honeymoon reservations.

If flying, make sure you have tickets.

See to it that you and your attendants are at the rehearsal and that they know their duties.

Go over special seating or pew cards with ushers.

Arrange for gifts brought to the reception to be taken to your new home.

Make sure luggage is in the car or the hotel where you will stay your first night.

Attend rehearsal dinner. Relax and enjoy yourself. Get to bed early, you want to look and feel your best!

## THE WEDDING DAY

Be sure to eat something in the morning.

Allow plenty of time to get dressed (start one hour before the ceremony).

Get to the ceremony location on time!

Give the best man the bride's wedding ring.

Place the officiant's fee in a sealed envelope. Give it to the best man so he may present it after the ceremony. Don't forget to take the marriage license to the ceremony, or make sure the best man will bring it.

Have the best man and the maid of honor sign the wedding certificate as witnesses.

Dance first with the bride, then with both your mothers, and the bridesmaids.

Just before leaving the reception, thank the bride's parents and say good-bye to your parents.

Congratulations! You made it!

## AFTER THE WEDDING

Make sure on the first day of the honeymoon to send flowers or send an e-mail expressing your appreciation and thanking the bride's parents again for a beautiful wedding and reception.



# BRIDAL ATTIRE WORKSHEET

	<b>Option #1</b>	<b>Option #2</b>
	Salon Name: _____ _____	Salon Name: _____ _____
	Phone: _____	Phone: _____
	Description                      Cost	Description                      Cost
<b>BRIDAL GOWN</b> Designer Size Color/Fabric Train Length		
<b>HEADRESS/VEIL</b> Style Color Veil Length		
<b>UNDERGARMENTS</b> Bra Slip Stockings		
<b>SHOES</b> Size Style Color Dyeing Charge		
<b>ACCESSORIES</b> Gloves Garter Hankie		
<b>FITTINGS/ALTERATIONS</b>		

**TOTAL**

## BRIDAL SALON CHOICE

Name: _____	Order Date/Deposit: _____
Address: _____	Fitting Date: _____
Phone/Salesperson: _____	Pickup Date: _____
Total Cost: _____	Balance Due: _____



# BRIDAL ATTIRE SHOPPING WORKSHEET

## Option #1

Item:				Store:
Description:				
Manufacturer:				
Style #	Color:	Size:	Cost:	
Sales Contact:				Phone:

## Option #2

Item:				Store:
Description:				
Manufacturer:				
Style #	Color:	Size:	Cost:	
Sales Contact:				Phone

## Option #3

Item:				Store:
Description:				
Manufacturer:				
Style #	Color:	Size:	Cost:	
Sales Contact:				Phone:

## Option #4

Item:				Store
Description:				
Manufacturer:				
Style #	Color:	Size:	Cost:	
Sales Contact:				Phone:

## Option #5

Item:				Store:
Description:				
Manufacturer:				
Style #	Color:	Size:	Cost:	
Sales Contact:				Phone: