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Welcome

Hello,

First, congratulations on your engagement! What an exciting time for you and your families as you plan one of the most anticipated events of your lives. Here at Simply Southern Events, we are honored to be a part of this exciting time in your life and we can’t wait to get to know you!

Simply Southern Events is a full-service wedding and event planning company with collections custom tailored to fit your unique style and needs. We will be there to manage all the design, details and logistics of your day, so that every step along the way is an enjoyable one from our very first meeting until the end of your seamless event.

We have attached a Bridal Questionnaire Form for you to fill out before our first meeting. This form will help us get to know you, your style, your vision and your wishes for your big day. Once we receive this form, we will contact you to set up a date for our complimentary initial consultation meeting to go over the details of your event.

We look forward to meeting you and discussing your vision for your event. Again, we are honored to have the opportunity to be a part of your big day.

Cheers,

Chelsea Barton
Owner, Certified Wedding & Event Planner

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About

Simply Southern Events is a North Texas based, full-service wedding and event planning company with collections custom tailored to fit your unique style and needs. We will be there to manage all the design, details and logistics of your next event, so that every step along the way is an enjoyable one from our very first meeting until the end of your seamless event. We are dedicated to making your event truly yours, with a cohesive design that enhances extraordinary detail. Our bespoke coordination, planning and design services extend beyond the color palette and venue selection, encompassing everything from managing vendors to budget tracking.

Mission

Our mission is to ensure that every event, grand or small, is everything you have been dreaming about. We specialize in creating custom collection packages for your specific budget, timeline, guests, and location. Leave the stress and planning to Simply Southern Events and we will help make sure you have your day, your way!

Market

In 2015, there were over 2 million weddings in the United States.* Simply Southern Raised Events is conveniently located in Sherman, Texas, 50 miles north of Dallas, Texas. In 2015, there were over 26,000 weddings performed in the state of Texas and the average cost of a wedding in Texas was $26,688.* Within that number, there were almost 1,000 weddings in Grayson County and over 14,000 in Dallas, Texas.* The average cost for a wedding in Grayson county was $25,885.* With North Texas continually growing and more companies, like Toyota, moving to this area, there are a lot more people moving here and therefore more weddings, showers, company parties, birthday parties and celebrations are happening. For this reason, there is a demand for having professional wedding and event professionals in this area. Simply Southern Events is a full-service wedding and event planning company that serves the North Texas and Southern Oklahoma region. We provide custom tailored packages to fit our client’s unique style and needs, as well ensuring their needs and wishes are met and fulfilled in every aspect during the planning process.

*Statistics extracted from The Wedding Report and Wedding Stats.
Services

Simply Southern Events offers three collections to choose from, as well as a la carte services.

- **Full Design, Planning & Coordination Collection:** A busy schedule or expedited planning timeline does not have to mean sacrificing any element of your ideal wedding. If having a team of professionals designing and organizing your big day sounds like a dream, let us be there each step of the way to guide and assist you, from flower choices to day of coordination services. We are here to be your advocate during your design and planning process all the way through to your big day. See attached document for details of this collection.

- **“Month Of”/Partial Planning & Coordination Collection:** The two months before your wedding are the busiest time of all, but you deserve a stress-free engagement and a joyful wedding day, without a to-do list! If you have your plans in place but need help executing them, our team is designed to help you produce a remarkable wedding. We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details. This collection starts 30-60 days prior to your wedding day. See attached document for details of this collection.

- **“Day of” Coordination Collection:** If you have all your plans in place but need someone there on the day of to oversee all your vendors, yourself, the timeline, and the wedding party, our team is designed to help you. We will set up a meeting to discuss your plans, your bridal party, and a list of all your vendors. We are available to confirm you vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go. This collection starts 14-30 days prior to your wedding day. It includes a detailed timeline that anticipates issues and accounts for all of the details during your big day, as well as a team of event consultants to keep everything on track while you are enjoying your wedding day.

- **A La Carte Services:** Numerous services that you can simply add to your package or select by themselves. See attached document for details of these services.

Simply Southern Events specializes in creating custom packages tailored to meet your individual needs and budget. Contact us today to set up your complimentary initial consultation meeting.
About Me

Chelsea Barton  
Owner, Designer, Certified Wedding & Event Planner

As a certified wedding and event planner, my goal is to make your dreams a reality. I am no stranger to perfecting every detail of any event. I love creating breathtaking events that exceeds my client’s expectations. I enjoy the look on their faces when they see their dream event come to reality. I strive to design and plan events that are memorable, stress free, and one-of-a-kind, like my clients.

I was born and raised in a small town in North Texas and attended Southeastern Oklahoma State University in Durant, Oklahoma where I graduated with honors with a Bachelor’s Degree in Science. I discovered my love for event planning long before I went to college, sometime in my childhood, but didn’t pursue it until recently.

I always knew that I loved planning and especially loved decorating events and I grew up always planning my family and friend’s parties. When a milestone came along, I always used it as an excuse to decorate and throw a party. I enjoyed every aspect of what went along with planning a party; in fact, I enjoyed it so much that I planned and designed my entire beach wedding. My friends and family would always ask for my advice on planning, ask me to do decorations, ask me to make something, or to plan their entire party. They always said I did great at it and told me that’s what I should do with my life. To be totally honest with you, I never thought I could make a career out of Wedding & Event Planning and never thought I could ever make enough money. It wasn’t until recently, after I pursued my career after college, that I realized it’s not always about the money. Yes, it is to an extent, but not all of it. It’s about happiness, what you enjoy doing, and seeing others around you fill up with joy. I enjoy and love what I now do!

I could’ve easily gone straight into Wedding & Event Planning, but I understood the importance of getting a basic education. I wanted to know as much as I could possibly know before diving in. I wanted to learn my basics and how to run my own business right and efficiently. Therefore, I went back to school at Collin College and in 2016 I got certified in Wedding & Event Planning through Lovegevity’s Wedding Planning Institute in California. Once enrolled, I felt an instant change and knew that deep down this is where I needed to be and along came Simply Southern Events. I couldn’t have done it without God, my husband, and my family supporting me along the way.
Wedding Planner to the Rescue!

With so many moving parts involved in wedding and event planning, having someone by your side every step of the way can be a serious lifesaver. There are many things we do that you may not be aware of. We go above and beyond to help make your special day a seamless and perfect event. Some of these are listed along with your packages and some are a la carte options you can always add. Here are just a few of the many things we can do to come to your rescue:

❖ When something goes wrong, we go to the rescue and take care of it.
❖ We can help save you money by helping to avoid costly mistakes.
❖ We find solutions to things that you may not have an answer to.
❖ We know who’s who in the industry. We can give you our preferred vendors; reputable vendors that we have worked with.
❖ We can negotiate with vendors on your behalf.
❖ We can allow you to have a life outside of planning your wedding or event.
❖ We become the go-to person at the wedding, so that you don’t have to answer every question.
❖ We can make sure your bridal party sticks to the schedule.
❖ We can make sure all your vendors all show up and on time.
❖ We can make sure all your guests are taken care of.
❖ We can pack up all your stuff at the end of the night.
❖ We take care of all the logistics so you can focus on the fun stuff.
❖ We can find solutions when people can’t make it.
❖ We can help bring your vision to life.
❖ We can make sure you stick to your timeline and enjoy every moment of your day.
❖ You can’t repeat this day, having a pro on hand to help is a lifesaver and priceless!

An example of an event I planned that could’ve turned desastrious without a planner to the rescue:

I planned a 75th Surprise Birthday Party this past summer & a surprise party for a 75 year old woman is no easy task, let me tell you. Let’s see.. how exactly do you get a 75 year old woman to the party? Hm.. now that was the biggest task of all. The family had a plan & one plan only. Their plan was to have her son pick her up & say they were going out to eat. My thought was.. this poor lady is about to get dressed to go out to eat, not dressed for her BIG BIRTHDAY PARTY where all her family and friends would be that she hadn’t seen in YEARS! Oh my! I put myself in her shoes & thought I would want to look my very best & not like I just rolled out of bed or threw on what was first appearing in the closet. I would want to have a snazzy new outfit that made me feel my very best. Besides, you only turn 75 once! I mentioned to the family about my thoughts & a possible better idea. They totally agreed and thanked me. They said they didn’t even think of how she would feel about her outfit. So, what did we end up planning? We planned an imaginary family photo session. I know, a great idea! What better way to get the lovely lady out to buy a new outfit & look her best than a photo session? Let’s just say, the 75 year old lady looked marvelous & was so glad she had on a new outfit that made her feel wonderful & great at 75.
Collection 1

Full Design, Planning & Coordination

$3,000

This is the ultimate collection for the couple that understands the overwhelming, stressful details involved in budgeting, designing and planning a wedding and wants the luxury of having all the details professionally managed from start to finish. From a bride who has a million ideas and no clue where to start or a busy couple who doesn’t have the time to plan and coordinate the wedding they want, this is the package for you.

We will set up a complimentary initial consultation. We’ll ask about your style and the vision you two have for your wedding day and what design and planning services you need. All proposals are individually customized based on your needs and we take into consideration each element such as your preferred venue, number of guests, and of course, your budget, to formulate a tailored plan.

Services include (but not limited to):

Pre-Wedding

Three Planning Meetings (including an initial consultation)
Vendor Recommendations
Assistance with determining color scheme, theme, and style of wedding
Assistance with concept design of floral, linen and other decor
Assist in venue meetings when available
Vendor communication
Prepare estimated budget & guide couple to ensure they remain on budget
Pre-event site visit to venue
Assist in venue floor plan and layout
Bridal party checklists

Development and management of wedding day timeline for bridal party and vendors
Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
Confirm vendors one week before wedding day
Wedding rehearsal coordination and management

Wedding Day

12 hours onsite coordination
2 Wedding Coordinators on site

CEREMONY

Bride and Groom Emergency Kit
Meet vendors at site for deliveries and setup
Assist with ceremony design and setup
Set up ceremony decor
Distribution of bouquets and/or pinning on of boutonnieres and corsages
Distribute ring pillow and flower baskets
Collection 1 continued

Coordinate with officiant
Confirm possession of rings prior to ceremony
Line up and cuing of bridal party and musicians during the ceremony
Instruct ushers on family seating and timing
Assist bridal party to reception

RECEPTION
Oversee reception setup and teardown
Review reception schedule with venue
Set up bridal table and cake table for desired items (cake knives, toasting flutes, etc.)
Set up reception decor
Oversee all reception decor and design details
Lay out all place cards, table numbers and favors
Greet guests at reception and offer any necessary directions or instructions
Coordinate bridal party entry and lineup for announcements at reception
Maintain and coordinate the agenda and timeline of the eventing (toast, first dance, cake cutting, bouquet toss, etc.)
Provide bride and groom vip services
Cue bride and groom, bridal party and parents for special events
Coordination of grand exit
Deliver final payments and tips to vendors
Arrange for gifts and ceremony/reception items to be moved from reception to designated car

A La Carte Services Available at an Additional Charge.
Collection 2

“Month Of”/Partial Planning & Coordination

$2,000

The two months before your wedding are the busiest time of all. But you deserve a stress-free engagement and a joyful wedding day, without a to-do list! If you have your plans in place but need help executing them, our team is designed to help you produce a remarkable wedding. We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details. We are available to confirm your vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go.

This collection starts 30-60 days prior to your wedding day. It includes access to our preferred vendor list and a detailed timeline that anticipates issues and accounts for all of the details before, during and after your big day, as well as a team of event consultants to keep everything on track while you are enjoying your wedding. The following services are included in this collection:

Services include (but not limited to):

**Pre-Wedding**
- Initial planning meeting with couple to gather information
- Access to our preferred vendor list
- Bridal party checklists
- Pre-event site visit to venue
- Development and management of wedding day timeline for bridal party and vendors
- Review all pre-existing vendor contracts
- Final walk through meeting
- Development and management of wedding day timeline for bridal party and vendors
- Confirm vendors one week prior to wedding day
- Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- 2 hours wedding rehearsal coordination and management

**Wedding Day**

*10 hours onsite coordination*

*2 Wedding Coordinators on site*

**CEREMONY**
- Bride and Groom Emergency Kit
- Set up unity candles, memorial candles, guest book and sign table
- Oversee setup of ceremony and reception locations
- Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- Distribution of bouquets and/or pinning on of boutonnieres and corsages
- Distribute ring pillow and flower baskets
- Coordinate with officiant
Collection 2 continued

Confirm decoration and details are in place at ceremony and reception sites
Act as liaison between wedding party and vendors
Check that marriage license and rings are present for ceremony
Cuing of wedding party, family and/or musicians during the ceremony
Instruct ushers on family seating and timing
Help Bride into Gown
Assist Bride, Groom and Wedding Party
Transfer guest book to reception
Ensure day flows smoothly
Handle any last minute emergencies
Distribute final payments

A La Carte Services Available at an Additional Charge.
Collection 3

“Day Of” Coordination

$1,000

The few weeks to a month before your wedding are the most stressful time of all, especially if you are trying to figure out who will take care of all the logistics on the day of. You might have thought you or a family member could, but are now thinking it would be better to hire someone so you and your family can enjoy every part of your day.

If you have all your plans in place but need someone there on the day of to oversee all your vendors, yourself, the timeline, and the wedding party, our team is designed to help you. We will set up a meeting to discuss your plans, your bridal party, and a list of all your vendors. We are available to confirm you vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go.

This collection starts 14-30 days prior to your wedding day. It includes a detailed timeline that anticipates issues and accounts for all of the details during your big day, as well as a team of event consultants to keep everything on track while you are enjoying your wedding day.

Services include (but not limited to):

**Pre-Wedding**
- Initial meeting with couple to gather information
- Confirm vendors one week before wedding day
- Development and management of wedding day timeline for bridal party and vendors
- Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- Act as liaison between wedding party and vendors
- 2 hours wedding rehearsal coordination

**Wedding Day**
- 10 hours onsite coordination
- 1 Wedding Coordinator on site

**CEREMONY**
- Bride and Groom Emergency Kit
- Oversee setup of ceremony and reception locations
- Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- Confirm decoration and details are in place at ceremony and reception sites
- Act as liaison between wedding party and vendors
- Check that marriage license and rings are present for ceremony
- Help Bride into Gown
- Assist Bride, Groom and Wedding Party
- Ensure day flows smoothly
- Handle any last minute emergencies
- Distribute final payments
A La Carte Services

A la carte services are available to all who need a little something extra. We want your wedding to be everything you want and more. We are available for the following as well as any additional customized needs you may have.

The following services are available on their own or as an “add on” to any collection:

- Hourly consultation services
- Event design consultation
- Floral/table decor consultation
- Bride, groom & bridal party wardrobe consultation
- Hotel arrangements for out of town guests
- Create and/or distribute customized hospitality gift bags
- Custom crafting services
- Display creation and design
- Tabletop design
- Customized items
- Development and management of planning timeline
- Development of bridal party checklist
- Assistance with determining color scheme, theme and style of wedding
- Assistance with concept of design of floral, linen and other decor
- Design and layout of furniture lounges, room layout/floor plan design
- Pre-event site visit to venue
- Seating chart layouts
- Assembly of guest favors
- Assembly of invitations
- Minor calligraphy services
- Chalkboard design services
- Rehearsal dinner planning
- Bridesmaid luncheon planning
- Wedding shower planning
- Floral design

Special wedding weekend event planning such as golf outing, spa day, wine tour, etc.
- Assistance with wedding invitation, save-the-dates, menu and program design
- Rehearsal dinner arrangement
- Transportation arrangement and coordination
- Attend vendor meeting
- Beauty coordination
- Etiquette advice
- Custom weekend itinerary with extensive detail of each activity
- Decor setup and break down
- On-site appointments and consulting
- Personalized timeline
- Personalized vendor recommendations and referrals
- Venue research and scouting
A La Carte Services continued

- Wedding day and rehearsal directing only
- Development and management of wedding budget
- Development and management of guest list and RSVPs
- Menu development and advice
- Assistance with wedding and gift registry
- Day-after brunch or activities coordination
- Arranging caterer tastings or cake tastings
- Arranging fittings and alterations
- Design and assembly of children’s activity packs
- Help with crafting and DIY decor
- Creation and maintenance of personalized wedding website
- Honeymoon planning and arrangements
- Decoration of honeymoon suite
- Management of invitation and stationery orders (save-the-dates, invitations, ceremony and reception stationery)
- Create a calendar for vendor payments
- Send ongoing reminders for contract deadlines, payments and wedding timeline
- Additional on site coordinators
- Additional hour coordination
  
  and much more.

*Contact us for pricing information*
Event Packages

Let Simply Southern Events plan your next big event or party! After all, you should enjoy the experience just as much as your guests! We offer full or partial planning and design for any party you can imagine. Choose from one of our pre-packages below or contact us for a custom packaged tailored to meet your individual needs.

ENGAGEMENT PARTY [starting at $300]
WEDDING SHOWER [starting at $300]
BACHELORETTE/BACHELOR PARTY [starting at $250]
DESTINATION WEDDING PLANNING [starting at $500]
BRIDAL LUNCHEON [starting at $200]
REHEARSAL DINNER [starting at $200]
WEDDING BRUNCH [starting at $200]
HOUSEWARMINGS [starting at $150]
ANNIVERSARY [starting at $300]
VOW RENEWALS [starting at $200]
BABY SHOWER [starting at $300]
BIRTHDAY PARTY [starting at $150]
CHARITY EVENTS [starting at $300]
CORPORATE EVENTS [starting at $300]
HOLIDAY PARTY [starting at $150]
GRADUATION PARTY [starting at $100]
SURPRISE PARTY [starting at $150]
REUNIONS [starting at $200]
BACKYARD PARTIES [starting at $150]
AND MANY MORE!

all packages include:

Custom Design Development
Decor Development
Venue Location Assistance
Vendor Referral Service
Vendor Coordination
Pre-Packaged Themes

Let Simply Southern Events plan your next big event or party with one of our pre-packaged theme collections.

- RUSTIC CHIC ENGAGEMENT
- MAD-HATTER TEA PARTY WEDDING SHOWER
- MERMAID THEMED BACHELORETTE PARTY
- LAST FLING BEFORE THE RING BACHELORETTE PARTY
- WHISKEY BAR BACHELOR PARTY
- KATE SPADE INSPIRED WEDDING LUNCHEON
- BEER, BOOTS & BBQ REHEARSAL DINNER
- FALL IN LOVE REHEARSAL DINNER
- AHoy IT’S A BOY BABY SHOWER
- IT’S A GIRL PINK & GOLD BABY SHOWER
- CANDYLAND BIRTHDAY PARTY
- BACKYARD FLAMINGO POOL PARTY
- BACKYARD MOVIE NIGHT PARTY

*Contact us for pricing information*
I do! To Do! Wedding Checklist

12+ Months Before Wedding Day
- Create Wedding Budget
- Create Pinterest Board
- Decide on Theme & Colors
- Decide on Wedding Date
- Start Venue Search
- Plan Engagement Party
- Choose Wedding Party
- Reserve Venue(s)
- Research & Book Officiant
- Search Wedding Dresses
- Search Bridesmaids Dresses
- Create Wedding Website
- Book Photographer
- Book Videographer
- Make a Fitness Plan

9-12 Months Before Wedding Day
- Hire Wedding Planner
- Start a Guest List
- Plan Decorations
- Plan Food
- Schedule Engagement Photo Session
- Create a Weather “Plan B”
- Book Organist/Soloist, Band or DJ
- Choose Caterer
- Select Florist
- Go Cake Tasting
- Book Bakery
- Buy Wedding Dress
- Select Wedding Accessories
- Select Bridesmaid Dresses & Accessories
- Research Wedding Invites/Paper Goods
- Begin Honeymoon Planning with Groom
- Check accommodation needs for guests
6-9 Months Before Wedding Day
- Revise Budget
- Book Wedding Night Hotel
- Order Men’s Attire
- Order Wedding Cake
- Make a Beauty Plan
- Make Beauty Appointments
- Coordinate Selection of Dresses for Mothers
- Coordinate Selection of Attire for Flower Girl and Ring Bearer
- Purchase Wedding Bands/Rings
- Schedule Fittings
- Register for Gifts
- Look at Invitation Designs

4-6 Months Before Wedding Day
- Meet with Officiant
- Renew Passports
- Finalize Ceremony and Reception Music
- Order Save-The-Dates
- Send Save-The-Dates
- Order Invitations
- Finalize Flower Arrangements with Florist
- Finalize Cakes with Bakery
- Select Drinks for Reception
- Hire Bartenders and Obtain Liquor License
- Make Required Deposits and Sign Contracts
- Order Accessories for Reception - pen, guests book, cake knife, garter, etc.
- Order Wedding Favors

3 Months Before Wedding Day
- Finalize Details for Ceremony
- Purchase Wedding Party Gifts
- Purchase Gifts for Parents
- Purchase Gifts for Groom
- Write Wedding Vows
- Check Requirements for Marriage License
- Suggest Formal Dance Lessons with Groom
- Discuss Rehearsal Dinner Plans with Groom
- Finalize Guest List
- Send out Wedding Invitations
- Finalize Details with All Vendors
- Plan Big Exit
2 Months Before Wedding Day
- Create Seating Plan and Name Cards
- Finalize Guest Accommodations
- Finalize Guest List for Shower
- Choose Bridal Shower Outfit
- Choose Bachelorette Outfit

1 Month Before Wedding Day
- Obtain Marriage License
- Check on Invitation Responses and Enter into Guest List Database
- Continue Working on Seating Plan and Name Cards
- Finalize Ceremony Outline
- Create a Weekend Timeline
- Have Bridal Shower
- Have Final Fittings
- Finish DIY Projects
- Buy Getting Ready Robe
- Meet with Photographer & Provide a List of Must Have Shots
- Finalize Your Wedding Vows
- Prepare Agenda Sheets for the Wedding Day to Photographer, DJ, Officiant, etc.
- Finalize All Rentals & Accessories
- Finalize Honeymoon Arrangements & Reservations
- Confirm Details with Wedding Party
- Confirm Payments with Vendors
- Enjoy a Bachelorette Party

2 Weeks Before Wedding Day
- Finalize Seating Chart & Name Cards
- Pick Up Gown & Bridesmaids Dresses
- Confirm All Travel/Transport Arrangements
- Call Guests Who Have Not Replied
- Have Hair Trial
- Have Makeup Trial

1 Week Before Wedding Day
- Pack for Honeymoon
- Reconfirm Arrangement with Vendors
- Collect Wedding Gown, Bridesmaid, Flower Girl, Ring Bearer, Men's Attire and accessories
- Give Final Guest Numbers to Venue & Caterer
- Make a Makeup Emergency Kit
- Encourage Groom to Have His Hair Cut
- Decide on Perfume for Wedding Day
- Get Lots of Sleep
- Have Facials, Skin Treatments, Waxing Completed
1-2 Days Before Your Wedding Day
- Attend Rehearsal & Rehearsal Dinner
- Oversee Set Up of Reception Space, if able
- Review Any Special Seating Arrangements with Ushers
- Make Sure Groom & Groomsmen Pick Up Attire
- Make Sure Marriage License is in Hand
- Check All Final Details with Caterer, Florist, Musicians, etc.
- Have Manicure and Pedicure
- Arrange for Your Planner to Receive an Envelope of Tips and Fees for Distribution to Vendors

The Night Before Your Wedding Day
- Get lots of sleep! Tomorrow will be the biggest day of your life. You get to marry your best friend! You will want to look and feel your very best, so close your eyes and relax! We've got this handled!

Your Wedding Day!
- Have a Good & Healthy Breakfast
- Have Hair & Makeup Done at Least Three Hours Ahead
- Allow Yourself & Bridesmaids Plenty of Time to Dress - Two Hours
- Make Sure Groom Has Given Rings & License to Best Man
- Transfer Your Engagement Ring to Your Right Hand Before Ceremony Begins
- Be Confident & Happy. Don't Forget to Smile! This is Your Moment!
- Take a Deep Breath, Relax & Enjoy Your Big Day

After Your Honeymoon
- Have Wedding Gown and Flowers Preserved
- Send Thank You Notes to Your Guests & Vendors
- Report Name & Address Changes to Social Security and appropriate agencies & Companies (i.e. driver's license, utilities, credit cards, etc.)
- ENJOY BEING MARRIED!!!
Bridal Party Responsibilities

Maid/Matron of Honor’s Checklist

Pre-Wedding

Attend bridal shows with bride
If needed, attend venue meetings with the bride
Help bride look for wedding dresses
Help make sure all bridesmaids are at fittings and on time
Help bride select bridesmaids’ dresses
Pay for own wedding dress and travel expenses
Assist with wedding planning as needed
If needed, attend vendor meetings and contact vendors
Assist with any DIY tasks that may be time-consuming (programs, favors, etc.)
Help address invitations, save the dates, etc.
Plan and host a bridal shower
As gifts come in, maintain updated list of wedding gifts for thank you cards
Keep ribbons and bows from shower gifts to create a “bow-quet” for rehearsal
Help select a gift to bride from bridesmaids
Purchase a wedding gift and shower gift
Plan a bachelorette party (travel, costs, activities, guests, etc.)
Attend as many pre-wedding events as possible
Help make sure all bridesmaids are at rehearsal and on time
Attend the rehearsal and rehearsal dinner
Make your contact information available to guests, friends, and family for wedding questions (gifts, events, etc.)
Create a “bride survival kit”
Be there emotionally for bride
Be available two days prior to wedding for last minute ideas and questions

Wedding Day

Have a checklist of things to be completed before and during event
Help with any last minute projects, décor, etc.
Expect to get dressed and ready with bride and bridesmaids
Make sure all bridesmaids know when and where to be
Make sure all bridesmaids are on schedule and ready
Help bride dress on the wedding day
Keep bride on schedule
Hand out all bouquets, boutonnieres, and corsages to the wedding party
Walk in processional and recessional
Maid/Matron of Honor’s Checklist Continued

Hold the groom’s wedding ring
Make sure the bride looks picture perfect throughout the day
Adjust bride’s veil, gown and train before processional and recessional
Hold the bride’s bouquet during ceremony
Be announced with the best man upon entering the reception
Stand in the receiving line
Witness the signing of marriage certificate
Give the maid of honor speech
Help bride change into “going away” clothes
Take care of bride’s gown after the reception

Notes

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Bridesmaid’s Checklist

Pre-Wedding

Assist the Maid of Honor as requested
May help bride shop for wedding dress, if invited
Participate in selection of bridesmaids’ dresses
Arrive at fittings on time
Pay for own wedding attire and travel expenses
Assist with wedding planning as needed
Plan and host or co-host a shower or party (optional)
Contribute to bridesmaids’ gift to the bride
Purchase a wedding gift and shower gift
Attend the bachelorette party
Attend as many pre-wedding events as possible
Attend the rehearsal and rehearsal dinner
Arrive at rehearsal on time
Be available two days prior to wedding for last minute ideas and questions

Wedding Day

Help with any last minute projects, décor, etc.
Expect to get dressed and ready with bride and other bridesmaids
Arrive at dressing site promptly
Arrive on time to hair and makeup
Participate in pictures
Arrive on time to pictures
Walk in processional and recessional
Possibly participate in the receiving line
Help gather guests for the first dance, cake cutting, and bouquet toss
Dance with ushers and single male guests
Participate in bouquet toss, if single
Look after the couple’s elderly relatives and/or friends

Notes

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Mother of the Bride’s Checklist

Pre-Wedding

Host an engagement party (bride’s family gets the first opportunity)
Help couple decide on sites or assists in making other big planning decisions
Contribute to the wedding budget
Assist the bride in putting together the family’s guest list
Offer suggestions for special family or ethnic ceremony traditions
May help bride shop for wedding dress and accessories
Choose own wedding day outfit
Plan and host bridal shower along with the maid of honor
Possibly attend the bachelorette party
Attend as many pre-wedding events as possible
Attend the rehearsal and rehearsal dinner
Arrive at rehearsal on time
May assist with coordinating vendors

Wedding Day

May get dressed and ready with bride and bridesmaids
Help bride dress on the wedding day
Make sure to wear corsage or carry flowers
Adjust bride’s veil, gown and train before processional and recessional
Arrive at dressing site promptly
Escorted by usher
Sit in the front seat next to father of the bride on bride’s side
Walk in recessional with husband following wedding party
Greet guests in the receiving line
May be announced along with husband at wedding reception
Sit in an honored place at parent’s table
May host a post-wedding brunch

Notes

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Mother of the Groom’s Checklist

Pre-Wedding

Contact mother of bride if the families are not acquainted
Attend first engagement party if the bride’s family hosts one
Along with husband, may host an additional engagement party for groom’s family
May help couple decide on sites or assists in making other big planning decisions
Can help contribute to the wedding budget
Assist group to put together family’s guest list
Offer suggestions for special family or ethnic ceremony traditions
May help bride shop for wedding dress, if invited
Choose own wedding day outfit (consult with couple)
Pay for own wedding attire and travel expenses
Along with husband, plan and host rehearsal dinner
Attend as many pre-wedding events as possible

Wedding Day

Possibly get dressed and ready with bride and bridesmaids
Make sure to wear corsage or carry flowers
Escorted by groom or usher with father of the bride following behind or escorted by father of the groom
Sit in the front seat next to father of the groom on groom’s side
Escorted out following the wedding party and the bride’s parents
Greet guests in the receiving line
May be announced along with husband at wedding reception
Sit in an honored place at parent’s table
Does mother-son dance with groom
Attend post-wedding brunch

Notes

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Flower Girl's Checklist

**Pre-Wedding**

Bride will help select or narrow down a wedding dress/attire
Family responsible for flower girl wedding attire, accessories and travel expenses
Attend the rehearsal although she usually does not attend the rehearsal dinner
Arrive at rehearsal on time

**Wedding Day**

May get dressed and ready with bride and bridesmaids
Arrive at dressing site promptly
Participate in pictures
Walk in processional, walks alone directly before the bride and her father
Scatter flower petals down the aisle from basket
In recessional, walk with ring bearer, directly behind couple
Bride may have a bridesmaid look after flower girl, to be in charge of checking her appearance and making sure she is present for formal pictures, helping her manage her food at reception, and escorting her to the ladies room, if needed

**Notes**

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Best Man’s Checklist

Pre-Wedding

Provide moral support to the groom
Make sure the groom’s wedding related expenses are prepared (Officiant fee, tips, etc.)
May help groom look for wedding attire
Help make sure all groomsmen and ushers are at fittings and on time
Help groom select groomsmen and ushers’ attire
Pay for own wedding attire and travel expenses
Make sure all groomsmen and ushers rent or purchase wedding attire
Help select a gift to groom from groomsmen and ushers
Purchase a wedding gift to couple
Plan a bachelor party (travel, costs, activities, guests, etc.)
Help make sure all groomsmen and ushers are at rehearsal and on time
Attend the rehearsal and rehearsal dinner
Make your contact information available to guests, friends, and family for wedding questions (gifts, events, etc.) to help groom not stress out
Create a “groom survival kit”
Serve as the groom’s confidant and counselor
Provide moral support as the groom chooses a ring

Wedding Day

Make sure all groomsmen and ushers know when and where to be
Get prepped and dressed with groom and groomsmen
Make sure all groomsmen and ushers are on schedule and ready
Keep groom on schedule
Make sure groom has marriage license
Drive bride and groom to reception, if no driver hired
Make sure the boutonnieres are properly placed onto lapels
Hold the bride’s wedding ring
Enters the sanctuary with the groom
Walk in recessional
Deliver payments to Officiant, sexton, ceremony musicians, etc. following first kiss
Witness the signing of marriage certificate
Help welcome guests at reception
Be announced with the maid of honor upon entering the reception
Dance with the bride, maid of honor, mothers, and single female guests
Offer toast to newlyweds after the father of the groom but before the maid of honor
Help groom get ready for the honeymoon
Has car ready for the bride and groom to leave reception or drives them himself
Decorate the getaway transportation
Gather up and takes care of groom's wedding clothes after he changes
Coordinate rental attire returns with rest of groomsmen, if needed

Notes
Groomsmen’s Checklist

Pre-Wedding

Assist the best man as requested
Participate in selection of groomsmen’s attire
Arrive at fittings on time
Pay for own wedding attire and travel expenses
Contribute to groomsmen and usher’s gift to the groom
Purchase a wedding gift
Attend the bachelor party
Attend the rehearsal and rehearsal dinner
Arrive at rehearsal on time

Wedding Day

May get dressed and ready with groom and other groomsmen
Arrive at dressing site promptly
Participate in pictures
Arrive on time to pictures
Walk in recessional with bridesmaids directly behind best man and maid of honor
Direct guest to the reception site
Help gather guests for garter toss
Participate in garter toss, if single
Dance with bridesmaids and single female guests
Look after the couple’s elderly relatives and/or friends
Help best man decorate the getaway transportation
Coordinate rental attire returns with best man and other groomsmen, if needed

Notes

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Groomsmen’s Checklist

Pre-Wedding

Lead the ushers
Participate in selection of usher’s attire
Arrive at fittings on time
Pay for own wedding attire and travel expenses
Contribute to groomsmen and usher’s gift to the groom
Purchase a wedding gift
Make sure ushers know how to usher
Make sure ushers know how to greet guests
Make sure ushers know how to ask guests whether to be seated on groom or bride’s side
Make sure ushers know to seat the eldest women first if a group of guests arrive
Make sure ushers know how to offer right arm to single women guests
Make sure ushers know how to precede a couple to their seats
Make sure ushers walk to the left side of a male guest
Possibly attend the bachelor party
Attend the rehearsal and rehearsal dinner
Arrive at rehearsal on time

Wedding Day

Arrive at wedding site promptly and dressed accordingly
Possibly get dressed and ready with groom and groomsmen
Make sure all ushers are dressed properly and on time
Make sure all ushers are wearing their boutonnieres on the left side with the stem down
Receive lists of guests who are to be seated in specific pew
Is aware of importance and sequence of seating special guests, such as mothers and grandmothers or bride and groom
Make sure programs are handed to guests when they are seated
Make sure designated people receive special flower or corsages
Put aisle runner in place after all guests are seated
Help gather wedding party for photographs
Direct guest to the reception site
Help remove ribbons after ceremony
Help gather guests for garter toss
Participate in garter toss, if single
Dance with bridesmaids and single female guests
Look after the couple’s elderly relatives and/or friends
Help ensure transportation arrangements have been made for wedding party members
If needed, help complete entire groomsmen and ushers lists
Coordinate rental attire returns with best man and other ushers
Usher’s Checklist

Pre-Wedding

Assist the head usher as requested
Participate in selection of usher’s attire
Arrive at fittings on time
Pay for own wedding attire and travel expenses
Contribute to groomsmen and usher’s gift to the groom
Purchase a wedding gift
Know how to properly usher
Properly greet guests
Ask guests whether to be seated on groom or bride’s side
Seat the eldest women first if a group of guests arrive
Offer right arm to single women guests
Know how to precede a couple to their seats
Walk to the left side of a male guest
Possibly attend the bachelor party
Attend the rehearsal and rehearsal dinner
Arrive at rehearsal on time

Wedding Day

Arrive at wedding site promptly and dressed accordingly
Possibly get dressed and ready with groom and groomsmen
Make sure to wear boutonniere on the left side with the stem down
Lead Usher shares lists of guests who are to be seated in specific pew
Is aware of importance and sequence of seating special guests, such as mothers and grandmothers or bride and groom
Make sure programs are handed to guests when they are seated
Put aisle runner in place after all guests are seated
Help gather wedding party for photographs
Direct guest to the reception site
Help remove ribbons after ceremony
Help gather guests for garter toss
Participate in garter toss, if single
Dance with bridesmaids and single female guests
Look after the couple’s elderly relatives and/or friends
Coordinate rental attire returns with head usher and other ushers

Notes
Father of the Bride's Checklist

Pre-Wedding

- Hosts an engagement party (bride's family gets the first opportunity)
- Help couple decide on sites or assists in making other big planning decisions
- Contribute to the wedding budget
- May select hotel and reserve a block of rooms for out of town guests
- Choose own wedding day outfit (Consult with couple)
- Pay for own wedding attire
- Offers suggestions for special family or ethnic ceremony traditions
- Possibly attend the bachelor party
- Attend the rehearsal and rehearsal dinner
- Arrive at rehearsal on time
- Pick up out-of-town guests

Wedding Day

- Possibly get dressed and ready with groom and groomsmen
- Arrive at dressing site promptly
- Make sure to wear boutonniere on the left side with the stem down
- Have first look with bride
- Travels to ceremony with bride
- Walk daughter down the aisle; walk on the right side of bride
- Give daughter away to her groom
- Sit in the front aisle seat on bride's side
- Escort mother of the bride out following the wedding party
- Greet guests in the receiving line
- May be announced along with wife at wedding reception
- May make a welcoming speech
- Sit in an honored place at parent's table
- Make first toast to newlyweds
- Dance with bride
- May take care of balances to vendors
- May host a post-wedding brunch

Notes

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Father of the Groom's Checklist

Pre-Wedding

Attend first engagement party if the bride's family hosts one
Along with wife, may host an additional engagement party for groom's family
May help couple decide on sites or assists in making other big planning decisions
  Can help contribute to the wedding budget
  Assist group to put together family’s guest list
Choose own wedding day outfit (Consult with couple)
  Pay for own wedding attire
Offers suggestions for special family or ethnic ceremony traditions
  Possibly attend the bachelor party
Along with wife, plan and host rehearsal dinner
  Arrive at rehearsal on time

Wedding Day

May get dressed and ready with groom and groomsmen
  Arrive at dressing site promptly
Make sure to wear boutonniere on the left side with the stem down
  May get ready with groom and groomsmen
  Travels to ceremony with groom
Escorts mother of the groom or follows behind mother of the groom escorted by usher (before mother of bride is escorted)
  Sit in the front aisle seat on groom's side
  Escort mother of the groom out following the wedding party and bride's parents
  Greet guests in the receiving line
May be announced along with wife at wedding reception
  May make a welcoming speech
Sit in an honored place at parent's table
  May toast the newlyweds
May take care of balances to vendors
  May attend a post-wedding brunch

Notes

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Ring Bearer’s Checklist

Pre-Wedding

Bride & Groom will help select or narrow down wedding attire
Family responsible for ring bearer wedding attire, accessories and travel expenses
Attend the rehearsal although he usually does not attend the rehearsal dinner
Arrive at rehearsal on time

Wedding Day

May get dressed and ready with groom and groomsmen
Arrive at dressing site promptly
Participate in pictures
Walk in processional, walks alone directly before the flower girl
Carry the rings or facsimile of the rings
Best Man will take the rings from the ring bearer at the right moment
In recessional, walk with flower girl, directly behind couple
Bride or Groom may have an usher look after ring bearer, to be in charge of checking his appearance and making sure he is present for formal pictures, helping him manage his food at reception, and escorting him to the men's room, if needed

Notes
Marriage License Requirements

Grayson County Marriage License & Civil Ceremony Requirements

Obtaining a Marriage License:

You may obtain a marriage license in Grayson County at the following location:

Grayson County Courthouse, Department of Vital Statistics
100 West Houston, Suite 17
Sherman, Texas 75090
Phone: (903) 813-4283
Office Hours: 8:00 am - 5:00 pm Monday - Friday

Cost:

Marriage License - $67.00
Informal License - $32.00
Certified Copy of License - $7.00 1 page document
Certified Copy of License - $8 2 page document

“Twogether in Texas” graduates receive a $60 discount on their marriage license. You can go to their website for more information.

What You Need to Obtain a Marriage License:

- Both Applicants must appear in person.
- Applicants must present a VALID Government issued picture ID.
- Applicants must know Social Security Number.
- Applicants must know City, County, and State they were born in.
- You do not need to bring a witness to obtain a marriage license
- Blood tests are not required.

ID Requirements:

- Driver's License
- State ID
- Passport
- Military ID
- Visa
- Certified copy of birth certificate and valid photo ID
A marriage license purchased in Grayson County is valid in every county in the state of Texas. Licenses purchased in Grayson County must be filed in Grayson County after the ceremony is conducted.

Age Requirements:
- You must be 18 years of age, without parental consent.
- You must be 16 or 17 years of age, with parental consent.

Waiting Periods:
- There is a 72-hour waiting period to get married.
- Active duty military are exempt from the waiting period.

Expiry:
- The license will expire if unused by the 90th day after purchase.
- If the license expires, a couple must purchase a new license.

Cousin Marriages:
No

Common Law Marriages:
Yes

Civil Ceremony:
- The Grayson County Registrar/County Clerk conducts the civil marriage ceremony.
- There does not need to be a witness present.
- You can schedule your civil ceremony after you have obtained your marriage license.

Name Change:
- Getting a marriage license with your new name on it does not mean your name has automatically been changed.

Officiants in Texas:
- Persons authorized to perform weddings in Texas include: licensed or ordained Christian ministers, priests, Jewish rabbis, officers authorized by religious organizations, justices of the supreme court, judges of the court of criminal appeals, justices of the courts of appeals, judges of the district, county, and probate courts, judges of the county courts at law, judges of the courts of domestic relations, judges of the juvenile courts, retired justices or judges, justices of the peace, retired justices of the peace, and judges or magistrates of a federal court of Texas.
Previous Marriages:

- If either applicant has been recently divorced, the state requires a 30-day waiting period from the date of the filed divorce decree, unless waived by court. Female applicants are required to submit a certified copy of final decree showing their restored maiden name, if different from current identification.

Additional Notes:

- Effective 9/1/13, marriage by proxy will only be available to members of the US Armed Services stationed in another country in support of combat or another military operation and unable to attend the ceremony. See Absent Applicant Form and Instructions listed on Grayson County Website.
- The Absent Applicant Form is available to couples when one of the applicants is not available to apply in person.
- An Informal Marriage License is available to couples. Social Security and some insurance companies do not recognize this document for marriage purposes.
- To download a copy of the Premarital Education Handbook, please visit the Grayson County Website for your free copy.

If you are obtaining a certified copy, you will need to provide the following information:

- Full Name of Applicant 1/Groom
- Full Name of Applicant 2/Bride
- The Date of the Marriage

Mail-in Requests Should Be Addressed to:

Grayson County Clerk
100 West Houston, Suite 17
Sherman, Texas 75090

Note: Payment forms include: check or money order only. Payment by check must include a copy of ID.

Grayson County Clerk: Honorable Wilma Bush
Bridal Client Profile Data Sheet

I would like to employ the services of ________________________________ for:

● Planning and designing my wedding.
● Directing the “day of” my wedding at ______________________________
● Other ___________________________________________________

NOTE: Please sign here for the day of service agreement:

_________________________________________    ___________________________
Printed Name of Client      Signature of Client

Please fill out the following information completely:

Bride’s Name: ________________________________
Wedding Date: ___________________ City of Wedding: __________________________
Street Address/PO Box: _____________________________________________________
City: ___________________________ State: ____________ Zip:__________
Phone: _______________________ Work Phone: ______________________
Email: ______________________________
Budget: ________________  Number of Guests:______________
Indoor: ________________ Outdoor: ________________
Seated: ________________ Buffet: ________________
Specific Requests: ______________________
Notes:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
Please circle the category or categories you are interested in getting more information from to help plan your wedding:

<table>
<thead>
<tr>
<th>Bridal Shops</th>
<th>Rental</th>
<th>Honeymoon Packages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alterations</td>
<td>Hotel Accommodations</td>
<td>Tuxedos</td>
</tr>
<tr>
<td>Looking Good</td>
<td>Officiant</td>
<td>Events</td>
</tr>
<tr>
<td>Wedding Cakes</td>
<td>Ceremony Sites</td>
<td>Specials</td>
</tr>
<tr>
<td>Reception Hall</td>
<td>Consultants</td>
<td>Real Estate</td>
</tr>
<tr>
<td>Decorations</td>
<td>Limousine</td>
<td>Insurance</td>
</tr>
<tr>
<td>Invitations</td>
<td>Photographer</td>
<td>Loan Information</td>
</tr>
<tr>
<td>Gifts</td>
<td>Videographer</td>
<td>Relationship Education</td>
</tr>
<tr>
<td>Florists</td>
<td>Jewelry</td>
<td>Entertainment – Type:</td>
</tr>
</tbody>
</table>

Provide payment information below only for the reservation and payment of wedding “Day Of” services.

Authorized Signature: ____________________________ Date: ____________

Visa | MasterCard | AMEX | Discover

Card#: ______________ Date: ____________

Exp. Date: ____________
Contracts

‘Day Of’ Service Contract

________________________ understands and appreciates the trust and confidence bestowed upon it by the client in booking ____________________ as the event date(s). Simply Southern Events accepts this responsibility and commits to holding the event date(s) reserved, neither considering nor accepting any other obligation that will interfere with our meeting our full commitment to you. This commitment is conditioned upon satisfactory receipt of fees set forth below.

TOTAL

“Day Of” Service Fees: $_________________

The client agrees to the total fee as outlined above and the payment schedule as follows:

PAYMENT SCHEDULE

50% DUE and payable to reserve the wedding/event date(s).
Deposit paid: $_____________ on __________________.
Balance due 2 weeks prior to wedding/event date(s): $________ on ______________.

CANCELLATION POLICY

0% of the deposit is forfeited if the event is cancelled within 3 days of the signing of this contract
33% of the deposit is forfeited if the event is cancelled between 4-15 days of the signing of this contract
67% of the deposit is forfeited if the event is cancelled between 16-30 days of the signing of this contract
100% of the deposit will be forfeited if the event is cancelled after 30 days of the signing of this contract

In consideration of the mutual promises set forth hereunder, the sufficiency of which is hereby acknowledged, Simply Southern Events, a business, and
an individual agree to the following “Day Of” Services:

**Pre-Wedding**
- Initial meeting with couple to gather information
- Confirm vendors one week before wedding day
- Development and management of wedding day timeline for bridal party and vendors
- Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- Act as liaison between wedding party and vendors
  - 2 hours wedding rehearsal coordination

**Wedding Day**
- **10 hours onsite coordination**
  - **1 Wedding Coordinator on site**

**CEREMONY**
- Bride and Groom Emergency Kit
- Oversee setup of ceremony and reception locations
- Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- Confirm decoration and details are in place at ceremony and reception sites
- Act as liaison between wedding party and vendors
- Check that marriage license and rings are present for ceremony
- Help Bride into Gown
- Assist Bride, Groom and Wedding Party
- Ensure day flows smoothly
- Handle any last minute emergencies
- Distribute final payments

All contracts entered into between _________________________________, an individual(s) and all other vendors will be between you, the client(s), and the vendors. Simply Southern Events will not enter into any vendor contracts on behalf of you, the client(s). Simply Southern Events is not responsible for payments due to any other vendor on your behalf.

The undersigned agrees to let Simply Southern Events know of any changes to the wedding/event and or vendors that they will be using. The undersigned also agrees to immediately notify Simply Southern Events in the case of a cancellation or change to the wedding/event date(s). If the new date(s) is/are available on the calendar of Simply Southern Events, we will amend this contract to include the new wedding/event date(s).
If the new date(s) requested is/are not available on the calendar of Simply Southern Events, all monies paid will not be refunded.

The undersigned agrees that there will not be another wedding planner/event coordinator working with the undersigned except for services or products Simply Southern Events does not provide. In the event the undersigned uses the services of another wedding planner/event coordinator for advice and/or direction to the undersigned wedding/event date(s), the undersigned forfeits this contract and all monies paid will not be refunded.

The undersigned agrees to pay a **50% deposit** upon signing this agreement and pay the remaining balance **30 days prior** to the wedding/event date(s) of: ________________.

I understand that I am using Simply Southern Events to help with my wedding planning. I acknowledge Simply Southern Events and it's representatives are not liable for the products or services and warranties of participating vendors. I understand that it is my responsibility to purchase my own wedding insurance, if I desire to do so. I understand that Simply Southern Events is not liable for any accident, illness, mishap, and/or property damage caused by my hosting of my wedding/event. I am solely responsible for any accident, illness, mishap, and/or property damage caused by my hosting of my wedding/event.

In the event of any dispute or legal action between the parties concerning the enforcement or interpretation of this General Contract, each party shall be responsible for their own attorney's fees.

This agreement is entered into on this ________ day of ______________, 20___, in the City of ________________, the County of ________________, State of ________________.

I/We agree to the terms and conditions as set out above:

__________________________________  __________________________
Printed Name of Client                      Signature of Client

__________________________________  __________________________
Printed Name of Vendor                      Signature of Vendor
Bridal Client Questionnaire

We are delighted to help plan your perfect day! We have a few questions to make sure we fully grasp your vision so we are on the same track to creating a beautiful and memorable event.

Name of Bride-to-be: ______________________ Date of Birth: __________

Name of Groom-to-be: ______________________ Date of Birth: __________

Current Address: ________________________________________________

Future Address: _________________________________________________

Age:

18 - 24
25 - 30
31 - 35
36 - 45
Over 45

Bride’s Heritage (optional): ________________________________

Groom’s Heritage (optional): ________________________________

Parents of the Bride: _________________________________________

Parents of the Groom: _________________________________________

Do You Have Your Date Set (Please Circle One)?

Yes - Wedding Date? __________________________________________

No - When Would You Like To Have Your Wedding? ________________

Do You Have Your Wedding Location/Venue Set?

Yes - Wedding Location/Venue Name: ____________________________

No - Where Do You Desire To Have Your Wedding? ________________
Do You Have Your City & State of Your Wedding?

Yes - City of Wedding: ____________________ State of Wedding: __________

No - Where Do You Desire To Have Your Wedding? ____________________

Time of Ceremony: _______________ Time of Reception: _______________

Indoor or Outdoor Ceremony? ______________________________________

Indoor or Outdoor Reception? ______________________________________

Wedding Budget:

- Under $10,000
- $10,001 - $15,000
- $15,001 - $20,000
- $20,001 - $25,000
- Over $25,000

Who Will Be Contributing To Your Wedding Funds?

- Bride’s Parents
- Groom’s Parents
- Only Us
- Other: ______________________________

Names: __________________________________________________________

Relationship to You: _____________________________________________

Please note: If you have others that are contributing financially, it is always a good idea to include them in the planning process. Ask them to join you at your initial consultation meeting and at other meetings.

Number of Guests: ____________ (used for price/person estimates, such as invites, catering, & cake)

How Many Hotel Rooms Are Needed, if applicable? ____________________
Briefly, Describe Your Dream Wedding & How You Vision It:

___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

What Part of Your Wedding Planning/Details Have Been Decided on/Booked/Made/etc.?
Please List All: _____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________

What Type of Wedding is Planned?
Very Formal
Black Tie
Semi-Formal
Informal
Other _____________________
Select Three Words From the Following List That Best Describes Your Wedding Day Vision:

- Elegant
- Romantic
- Rustic
- Simple
- Sophisticated
- Country
- Party
- Glamorous
- Magical
- Celebration
- Contemporary
- Festive
- Grand
- Funky
- Conservative
- Traditional
- Vintage
- Modern

Other Words Not Listed That Describes Your Wedding Day Vision:

________________________________________________________________________

Will You Be Incorporating DIYs Into Your Wedding?  Yes/No

If Yes, Please List Some of Your DIYs: ________________________________________

________________________________________________________________________

How Many Bridesmaids, Including Maid of Honor? ____________________________

Name of Your Bridesmaids: ________________________________________________

________________________________________________________________________

How Many Groomsmen, Including Best Man? _________________________________

Name of Your Groomsmen: ________________________________________________

________________________________________________________________________

How Many Ushers? _______________________________________________________

Name of Your Ushers: ____________________________________________________

Will You Have a Flower girl(s)? If So, How Many? __________________________

Name of Your Flower Girl(s): _____________________________________________

Will You Have a Ring Bearer(s)? If So, How Many? _________________________
Name of Your Ring Bearer(s): ____________________________________________

Your Favorite Primary Color Is:
  Red
  Yellow
  Blue

Your Favorite Secondary Color Is:
  Green
  Purple
  Orange

Your Favorite Intermediate Color Is:
  Magenta
  Lime Green
  Teal
  Red-Orange
  Gold
  Indigo

Your Favorite Achromatic Color Is:
  Black
  White
  Brown
Your Favorite Pastel Color Is:
- None
- Pink
- Purple
- Blue
- Yellow
- Peach
- Green
- All

Your Favorite Accent Colors?
- Tan, Taupe, Champagne
- Black, Platinum, Sterling (Silver)
- Chocolate, Latte, Espresso
- Purple, Plum, Lavender, Lilac
- Navy, Indigo
- Light Blue, Periwinkle
- Peach, Coral, Cantaloupe
- Red, Cinnamon, Apple
- Light Green, Mint Green, Sea Green

Wedding Colors That You Vision for Your Wedding Day:

_______________________________________________________
_______________________________________________________
Catering (Choose All That Apply):

- Seated/Plated Dinner
- Buffet
- Appetizers Only
- Champagne & Cake Only

**Wedding Cake Style:**

______________________________

**Groom’s Cake Style:**

______________________________

**Favorite Winter Flowers (Choose Two):**

<table>
<thead>
<tr>
<th>Amaryllis</th>
<th>Cattleya</th>
<th>Daisies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baby’s Breath</td>
<td>Orchids</td>
<td>Orchid</td>
</tr>
<tr>
<td>Carnations</td>
<td>Chrysanthemum</td>
<td>Roses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spay Orchid</td>
</tr>
</tbody>
</table>

**Favorite Spring Flowers (Choose Two):**

<table>
<thead>
<tr>
<th>Amaryllis</th>
<th>Delphinium</th>
<th>Lily of the Valley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anemones</td>
<td>Freesia</td>
<td>Larkspur</td>
</tr>
<tr>
<td>Baby’s Breath</td>
<td>Forget-me-knot</td>
<td>Orchids</td>
</tr>
<tr>
<td>Calla Lily</td>
<td>Gardenias</td>
<td>Peony</td>
</tr>
<tr>
<td>Carnations</td>
<td>Iris</td>
<td>Ranunculus</td>
</tr>
<tr>
<td>Cattleya</td>
<td>Jonquil</td>
<td>Roses</td>
</tr>
<tr>
<td>Daffodils</td>
<td>Lilac</td>
<td>Sweetpea</td>
</tr>
<tr>
<td>Day Lily</td>
<td>Lily</td>
<td>Tulip</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Violet</td>
</tr>
</tbody>
</table>
**Favorite Summer Flowers (Choose Two):**

<table>
<thead>
<tr>
<th>Aster</th>
<th>Cattleya</th>
<th>Larkspur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baby’s Breath</td>
<td>Chrysanthemum</td>
<td>Lily</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Daisies</td>
<td>Orchids</td>
</tr>
<tr>
<td>Bells</td>
<td>Day Lily</td>
<td>Roses</td>
</tr>
<tr>
<td>Buttons</td>
<td>Delphinium</td>
<td>Stephanotis</td>
</tr>
<tr>
<td>Calla Lily</td>
<td>Geranium</td>
<td>Straw Flowers</td>
</tr>
<tr>
<td>Canterbury</td>
<td>Hydrangea</td>
<td>Zephyr Lily</td>
</tr>
<tr>
<td>Carnations</td>
<td>Iris</td>
<td></td>
</tr>
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</table>

**Favorite Fall Flowers (Choose Two):**

<table>
<thead>
<tr>
<th>Aster</th>
<th>Cattleya</th>
<th>Orchids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anemones</td>
<td>Chrysanthemum</td>
<td></td>
</tr>
<tr>
<td>Baby’s Breath</td>
<td>Daisies</td>
<td>Rose</td>
</tr>
<tr>
<td>Calla Lily</td>
<td>Day Lily</td>
<td>Zephyr Lily</td>
</tr>
<tr>
<td>Carnations</td>
<td>Delphinium</td>
<td></td>
</tr>
</tbody>
</table>

**Ceremony Location:**

- Indoor
- Outdoor
- Both
- Undecided
Ceremony Location:

**Indoor:**
- Religious Facility
- Hall
- Special Venue
- Barn

**Outdoor:**
- Garden
- Backyard
- Special Venue
- Barn

Reception Location:

- Indoor
- Outdoor
- Both
- Undecided

Reception Location:

**Indoor:**
- Religious Facility
- Hall
- Special Venue
- Barn

**Outdoor:**
- Garden
- Backyard
- Special Venue
- Barn

Ceremony Music:

- Live Singer/Soloist
- String Quartet
- Classical CD
- Undecided
- Other: __________________________________________

54
Recessional:

Live Singer/Soloist
String Quartet
Classical CD
Undecided
Other: ___________________________

Reception Music:

Live Band (Please Circle: Jazz/Contemporary/Rock/Country/Combination)
DJ (Please Circle: Oldies/Top 40/Rock/Country/Combination)
String Quartet (Please Circle: Classical/New Age/Combination)
Undecided
Other: ___________________________

Transportation:

_____________________________

Photographer:

Budget: $____________________
Booked? Yes/No If Yes, With Who? ________________________________
One Camera or Two Cameras
Style: Photojournalistic/Storybook/Combination/Other: ______________

Videographer:

Budget: $____________________
Booked? Yes/No If Yes, With Who? ________________________________
Style: One Camera/Two Cameras/Cinema Style/Other: ________________
Wedding Planner Services:
  Designer
  Planner
  Coordinator
  Director
  Consultation
  All Services
  Undecided
  Other: ___________________________

Wedding Gown Color: _______________________________________________________

Wedding Gown Style: _______________________________________________________

Veil Style: _______________________________________________________________

Bridal Shoes: ______________________________________________________________

Bridal Accessories: _________________________________________________________

Stationery: ______________________________________________________________

Invitation Wording:
  Traditional Wording
  Contemporary Wording
Anything Additional You Would Like Us To Know About You, Your Groom, Your Style, Your Wedding Vision?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Thank you so much for taking the time to let us know a little more about you, your style, and your vision!

Please email this form back to us at info@simplysouthernevents.com. We will review it and contact you as soon as possible to schedule your complimentary initial consultation meeting.

We look forward to getting back in touch with you very soon!

Cheers,

Chelsea Barton
Owner, Designer, Certified Wedding & Event Planner
## Preferred Vendors

### VENUE
- **Rustic Grace Estate**
  - Van Alstyne, Texas
  - (972) 737 - 3259
- **Willowood Ranch**
  - Bells, Texas
  - (903) 891 - 0070
- **Riverwood Barn**
  - Durant, Oklahoma
  - (580) 924 - 5185
- **The Venue at Waterstone**
  - Celina, Texas
  - (469) 608 - 9944

### BRIDAL
- **LeAnn’s Bridal**
  - McKinney, Texas
  - (214) 842 - 8844
- **LuLu’s Bridal**
  - Dallas, Texas
  - (214) 871 - 9610

### FLORIST
- **Midway Floral**
  - Van Alstyne, Texas
  - (903) 482 - 5522
- **Edwards Floral Design**
  - McKinney, Texas
  - (972) 548 - 9911

### BAKERY
- **Sweet Olivia’s Bake Shoppe**
  - Van Alstyne, Texas
  - (903) 209 - 5912
- **Mom’s Bakery**
  - Sherman, Texas
  - (903) 893 - 7585

### PHOTOGRAPHER
- **Ashley Wright Photography**
  - Bonham, Texas
  - (903) 449 - 8087
- **Casey Holly Photography**
  - Bonham, Texas
  - (903) 449 - 0503

### VIDEOGRAPHER
- **Neeley Films**
  - Honey Grove, Texas
  - (903) 227 - 8694

### BEAUTY
- **Beauty Bar**
  - Sherman, Texas
  - (903) 487 - 0571

### DJ
- **LeForce Entertainment**
  - Dallas, Texas
  - (214) 302 - 8564
<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>RENTAL</td>
<td>A-1 Party Rentals</td>
<td>Denison, Texas</td>
<td>(903) 463 - 7709</td>
</tr>
<tr>
<td>CATERER</td>
<td>Hutchins BBQ</td>
<td>McKinney, Texas</td>
<td>(972) 548 - 2629</td>
</tr>
<tr>
<td></td>
<td>HD Liquid Catering</td>
<td>McKinney, Texas</td>
<td>(972) 992 - 7491</td>
</tr>
<tr>
<td>BREWER</td>
<td>903 Brewers</td>
<td>Sherman, Texas</td>
<td>(214) 243 - 8090</td>
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</table>
# Wedding Budget Formula Sheet

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>b. PERCENTAGE</th>
<th>TARGET $(a \times b)$</th>
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<tbody>
<tr>
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<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Ceremony</td>
<td>4 - 8%</td>
<td>$</td>
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<tr>
<td>Decorations</td>
<td>2 - 3%</td>
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<td>$</td>
</tr>
<tr>
<td>Flowers</td>
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<td>$</td>
</tr>
<tr>
<td>Gifts</td>
<td>2 - 3%</td>
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<tr>
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</tr>
<tr>
<td>Marriage Preparation</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td>Parties</td>
<td>4 - 5%</td>
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<tr>
<td>Photographer</td>
<td>7 - 10%</td>
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<tr>
<td>Reception</td>
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<tr>
<td>Rentals</td>
<td>3 - 5%</td>
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</tr>
<tr>
<td>Stationery</td>
<td>4 - 5%</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td>2 - 5%</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Videographer</td>
<td>5 - 7%</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Wedding Bands</td>
<td>2 - 5%</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Wedding Planner</td>
<td>8 - 12%</td>
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<td>$</td>
</tr>
</tbody>
</table>

**TOTAL:** $___________ $___________

**NOTES:**
# Vendor Contact Sheet

<table>
<thead>
<tr>
<th>VENDOR TYPE</th>
<th>VENDOR NAME</th>
<th>VENDOR PHONE</th>
<th>CONTACT</th>
<th>TIME OF ARRIVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>Simply Southern Events</td>
<td>(903)123-4567</td>
<td>Chelsea Barton</td>
<td></td>
</tr>
<tr>
<td>Florist</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Caterer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bakery</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hair</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Makeup</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Photographer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Videographer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tailor</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
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<tr>
<td>Ceremony Venue</td>
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</tr>
<tr>
<td>Reception Venue</td>
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</tr>
<tr>
<td>Rentals</td>
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<tr>
<td>Linens</td>
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<td>Officiant</td>
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</tr>
<tr>
<td>Band</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DJ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
The Blushing Bride’s Guide to Wedding Day Beauty

Enjoy this lovely checklist of wedding beauty essentials from bellasugar.com. I am sure it will come in handy and might answer some of your beauty questions.

9-12 Months Before
❖ Decide on your wedding beauty budget. Don’t forget to include any pre-wedding treatments, such as facials, into your plans.
❖ Start a beauty binder to contain notes, photos, and magazine clippings to provide inspiration for your big day.
❖ Find out which salons or local artists offer wedding hair and/or makeup. Request price list, too, since this might narrow your options.
❖ Decide if you are okay going somewhere for your hair and makeup day of or if you’d like the stylists to come to you.
❖ If you’re thinking of a new haircut or color for your wedding, then now’s the time to try it all out.
❖ Work with your dentist to address any concerns you may have.

6-9 Months Before
❖ Schedule trial hair and makeup runs with any salons or artists in the area that offer bridal services.
❖ If you plan to do you own makeup, then start playing with different colors, looks, and styles.

4-6 Months Before
❖ Schedule hair and makeup appointment for the big day.
❖ Visit a dermatologist if you have any minor skin issues you want to address before your wedding.
❖ Test-drive any skin and body treatments to make sure you don’t have a bad reaction. Plan a schedule of services with your esthetician.
❖ Consult with a brow specialist if brows need to grow out and/or be reshaped.

1 Month Before
❖ Get a trim.
❖ Begin an optional at-home tooth-whitening treatment, or go in for a professional one.

2 Weeks Before
❖ Touch up your roots if your hair is colored.
❖ Prepare crystal-clear directions to your wedding site, and deliver them to everyone on your beauty team.
❖ List your contact information and beauty team arrival times.
❖ Schedule manicures and pedicures for the day before the weddings.
❖ To save time, prepay for any beauty services scheduled for the day of the wedding.

1 Week Before
❖ Confirm all beauty appointments.
❖ Get brows, bikini line, etc. waxed.
❖ Arrange to have a bridesmaid bring any hairpieces or accessories to the wedding site, so you don’t have to worry about keeping track of them on the big day.
❖ Start packing a bag with everything you will need for the wedding day.
❖ Get your final facial and/or body treatments to ensure maximum glow for your wedding.

1-2 Days Before
❖ Apply self-tanner if you’re using it, or go in for a professional application.
❖ Go in for manicure and pedicure. It’s a good idea to bring your own colors so you can touch up any last minute chips on the spot.
❖ Wash your hair for the last time before your wedding. Day-dirty hair holds a style much better than freshly washed hair.
❖ Do a deep-conditioning hair treatment approved by your stylist.
❖ Apply an at-home brightening face mask approved by your esthetician and only if you’re certain it won’t cause an adverse reaction.

The Wedding Day
❖ Shower four to five hours before your call time with a tight shower cap on to protect your hair. Confirm arrival times with vendors and wedding party.
❖ Get your hair styled three hours before call time.
❖ Start applying makeup, or having it applied, while hair is setting or after it is styled, at least one to two hours before the ceremony.
❖ Don’t forget to moisturize your hands and double-check your manicure. All eyes are on your new ring!
❖ Take your touch-up essentials with you when you head to the ceremony.
❖ Spritz perfume just as you’re leaving so you’ll still have it on as you walk down the aisle.
Honeymoon Packing Checklist

Carry On Checklist
- Passport
- Boarding Pass
- Wallet
- Cash
- Credit Cards
- Prescription Medication
- Pain Reliever
- Antidiarrheal
- Tissues
- Wet-Ones
- Visine
- Books & Magazines
- Cell Phone
- iPad/iPod
- Laptop
- Headphones
- Paper & Pen
- Chargers

Packing Checklist:
- Sunglasses
- Sunscreen
- Umbrella
- Body Wash
- Shampoo/Conditioner
- Razors
- Shaving Cream
- Toothbrush
- Toothpaste
- Contacts/Solution/Case
- Glasses
- Vitamins/Prescriptions
- Q-tips
- Hair Ties
- Nail Clippers/File
- Brush
- Comb
- Deodorant
- Feminine Products
- Makeup
- Jewelry
- Scarf
- Socks
- Blanket or Jacket
- Neck Pillow
- Flats
- Eyes Mask
- Change of clothes
- Makeup
- Chapstick
- Hand Sanitizer
- Detox Eye Roller
- Deodorant
- Hairbrush
- Lotion
- Reusable water bottle
- Snacks
- Mints
- Gum
- Straightener
- Curling Iron
- Hair Dryer
- Hair Spray
- Mini First Aid Kit
- Beach Hat
- New Lingerie
- Bra/Panties/Socks
- Bathing Suits
- Shorts/Capris
- Tops
- Just Married or Wifey Top
- Jeans
- Nice Dress for Dinner Out
- Sundress/Cover Ups
- Pajamas
- Light Cardigan
- Flip Flops
- Sneakers
- Cute Heels/Wedges
- GoPro/Camera
Wedding Emergency Kit

The following list is a general guideline of items to include in the Wedding Day Emergency Kit.

**Health**
- Antacid
- Antihistamine, cold remedy
- Any prescription medications
- Aspirin, Tylenol, or Advil
- Band Aids
- Hard candy or flavored cough drops
- Pepto-Bismol or other antacid/upset stomach aid
- Smelling salts
- Tampons, pads
- Vitamin C packets
- Lavender Oil
- Contact Solution
- Eye Drops
- Non-drowsy allergy meds

**Beauty/Grooming**
- Hair spray
- Brush
- Comb
- Bobby pins
- Hair ties
- Baby powder
- Hand lotion, handy-wipes
- Hand sanitizer
- Vaseline
- Razors
- Shaving Cream
- Kleenex
- Makeup remover
- Beauty blender
- Pencil sharpener
- Q-tips
- Cotton balls
- Oil absorbing sheet
- Tweezers
- Perfume
- Deodorant
- Nail polish and remover
- Nail file
- Nail Clippers
- Tissues
- Mirror
- Small hand towel
- Toothbrush
- Toothpaste
- Mouthwash
- Floss

**Makeup**
- Foundation
- Powder
- Bronzer
- Blush
- Mascara
- Eyeliner
- Eyebrow pencil
- Eyeshadow
- Mascara
- Chapstick
- Lipstick
- Lipgloss
- Fake eyelash glue

**Attire**
- “Throwaway” garter
- Clear nail polish for runs in hose
- Earring backs
- Emergency buttons
- Flat shoes or ballet slippers
- Iron
- Pantyhose
- Safety pins
- Masking tape (last minute ripped hems)
- Double sided tape
- Small sewing kit, including thread matching entire party’s attire
- Lint Roller
- Tide-to-Go
- Static Guard
- Wrinkle release spray
Extras

- Water
- Granola bars
- Chocolate
- Energy drinks
- Directions to reception with copies
- Phone number of all service personnel
- Small flashlight
- Cell phone
- Phone charger
- Black socks
- Mints
- Gum
- Cash
- Drinking straws
- Cake knife
- Super glue
- Small scissors
- Sunscreen (if outdoors)
- Bug Spray
- Corsage pins
- Hand fan
- Floral tape
- Fake ring
- Lighter (for ribbon or hems that start to fray)
- Blister treatment pads
Ways to Make the Groom Feel Special

When it comes to planning a wedding, the groom oftentimes takes a backseat. It is easy to overlook the guy, since the attention is mostly on the bride. In reality, he is kind of a big deal and you can’t have a wedding without him. It is always important to remind him that the day is much about him and the both of you. A few ways and surprises can always remind him that he is special too!

- Send the groom, along with his groomsmen, to get pampered (haircuts, massages), so they can relax before the big day.
- Have a Groom’s shower themed after his favorite team and invite his friends and male family.
- Incorporate the Groom’s favorite color into the reception.
- Poker or game night with the Groom’s friends.
- If your Groom loves to build things, have him build a special piece that will be incorporated in your wedding day. (altar, table, etc.)
- Let the groom be completely in charge of an aspect of the wedding, such as the music or food.
- Allow the Groom and Groomsmen to have a personalized dance at reception.
- Have boudoir photos taken of yourself. Place them in an album and have them delivered to him on your wedding day.
- Have something sweet engraved in his wedding band.
- Personalize the inside of his tie, jacket or shoes with a sweet note or your wedding date.
- Send him a sweet text moments before the ceremony.
- Have a customized hanky sent to him with a sweet note sewed onto it.
- Include the Groom’s interests in reception activities and decor.
- Get cuff links personalized with your initials or date.
- Send over a stash of booze for the Groom and Groomsmen to enjoy.
- Have the Bride write a letter and have it delivered to the Groom on the wedding morning.
- Have Groom’s parents write a letter to Groom on his special day.
- Have the Bride select a special group gift for the Groom and his Groomsmen
- Have the Groom enter the ceremony site to an instrumental version of his favorite song.
- Rent an amazing getaway car that he will love.
Name Change Checklist

After your wedding and honeymoon, changing your name can be a chore itself. Use this checklist to help keep you on track and to ensure everything is changed and updated.

**Government Agencies**
- Social Security Administration
- Department of Motor Vehicles - driver's license, car title & registration
- Voter's Registration
- US Passport
- Post Office, if change of address
- Military or Veteran Records
- Public Assistance
- Naturalization Papers
- Any open court orders

**Work and Employment**
- W-4 Form
- 401k
- Health Insurance
- Benefits (including Beneficiaries)
- Email
- ID Card
- Business Cards
- Name Plate
- Work website/website contact information
- Unions
- Professional Organizations
- Professional Licenses
- Personal website - if you have a resume based website

**Banks/Financial Institutions**
- Checking accounts, checks, and bank cards
- Savings and money market accounts, CDs
- Credit Cards
- Assets such as property titles, deeds, trusts
- Debts such as mortgages and personal loans
- Debts such as auto or school loans
- Investment accounts, including IRAs, and 401ks
- Insurance policies such as life, disability
Home

- Homeowners or renters insurance
- Landlord
- Homeowners association or management agency
- Property Tax Department/Tax Assessor
- Utilities such as electric, gas, water/sewer, telephone, internet, cable
- Auto Insurance

Medical

- Doctor
- Dentist
- Ob-Gyn
- Therapists
- Counselors
- Eye Doctor
- Pharmacy
- Veterinarian/Microchip Company

Personal

- School/School Records/Alumni Associations
- Groups, Associations, Organizations
- Subscriptions
- Airline Miles Programs
- Loyalty Clubs
- Road Toll Accounts
- Your Voicemail
- Gym Membership
- Church/Religious Organizations

Other Legal Documents

- Health proxy
- Power of Attorney
- Will
- Living Trusts
- Your Attorney

Social Media

- Facebook
- Twitter
- Pinterest
- Linkedin
- Instagram
- Personal Blog or Website
- Email Accounts
The Modern Day Registry Checklist

Clueless on what to put on your wedding registry? Use this list to help get your mind rolling!

Rise & Shine
- Coffee Maker
- Tea Kettle
- Toaster
- Blender
- Waffle Maker
- Juicer
- Griddle

Set the Table
- Dinnerware
- Flatware
- Drinkware
- Tablecloth
- Placemats
- Steak Knives
- Napkins

Stock the Kitchen
- Cookware Set
- Dutch Oven
- Slow Cooker
- Food Processor
- Stand Mixer
- Knife Block Set
- Kitchen Shears

Cook a Meal
- Cutting Board
- Mixing Bowls
- Oven Mitts
- Salad Spinner
- Thermometer
- Spice Rack
- Cookbooks

Entertain Victoriously
- Serveware
- Pitcher
- Wine Glass
- Whiskey Glass
- Bar Tool Set
- Wine Subscription
- Board Games

Bake Deliciousness
- Bakeware Set
- Measuring Cup Set
- Baking Dish
- Pie Dish
- Round Cake Pan
- Cooling Racks
- Rolling Pin

Decorate in Style
- Frames
- Wall Shelves
- Throws
- Accent Rug
- Decorative Pillows
- Wall Art
- Candle Holders

Sleep in Comfort
- Duvet Covers
- Duvet Insert
- Quilt/Blanket
- Mattress Pad
- Pillows
- Sheets/Cases
- Nightstands
Get High-Tech

- Bluetooth Speaker
- Smart Thermostat
- Soundbar
- TV Streaming Device
- Television
- Laptop
- DIY Security System

Fund Your Honeymoon

- Roundtrip Plane Ticket
- Hotel Accommodations
- Couples Massage
- Dinner for Two
- Cocktails on the Beach
- Scuba Diving
- Parasailing
50+ Things Not to Forget at Your Wedding

Emmaline Bride Blog has made a brilliant list to help Bride’s remember what not to forget at their wedding venue. When planning, Bride’s can get overwhelmed and forget the simplest things. This checklist was made to help destress the Bride and remind her of what not to forget. I love this checklist and love to share it with every new bride I come in contact with. Now, not all things will apply to every wedding, so feel free to mark out all that won’t apply to your wedding. I hope you enjoy!

Rehearsal Dinner

- Venue
- Wedding Party Gifts
- Bar/Beverages
- Bride/Groom Gifts
- Table & Chairs
- Decorations
- Tablecloths
- Napkins
- Centerpieces
- Floral Arrangements
- Special Occasion Permit
- Caterer
- Menu
- Bartender
- Dishes
- Silverware
- Glassware
- Music
- Sound System

Ceremony

- Venue
- Marriage License
- Photographer
- Photo List
- Videographer
- Programs
- Basket for Programs
- Sound System
- Chairs
- Unity Candles
- Backdrop
- Gratuities
- Special Occasion Permit
- Boutonnieres
- Bouquets
- Transportation
Bride's Emergency Kit
Officiant Fees
Wedding Rings
Decorations for Altar
Music
Pedestal/pillar
Aisle Runner
Candles
Parking
Sign
Flower Girl Basket
Ring Bearer Pillow
Rings
Petals
Aisle Runner
Aisle Decorations
Some Old/New/Borrowed/Blue

Reception

Venue
Dishes
Chairs/Tables
Snacks/Appetizers
Liquor
Non-Alcoholic Drinks
Bartender
Glassware
Silverware
Decorations
Transportation
Guest Book
Guest Book Table
Card Box
Security
Caterer/Menu
Tent
Napkins
Tablecloths
Caterer
Coffee/Tea
Cake Server
Cake Stand
Ice
Music/Band
Sound System
Dance Floor
Centerpieces
Favors
Custodian
- Gratuities
- Fees
- Lighting
- Bathroom
- Head Table Decorations
- Chair Signs
- Games
- Photobooth
- Kid's Table
Competition

Pretty Lovely Events
Durant, Oklahoma

Services:

❖ Parties & Social Events
  - Ultimate All-Inclusive Event Design Package - $800+
    3 consultations, full event design & coordination, invites, premium decor & centerpieces, food, personalized entertainment, music, favors, event setup and cleanup.
  - All-Inclusive Event Design Package - $600+
    2 consultations, full event design & coordination, invites, decor for one focal point, food, music, favors, event setup and cleanup.
  - Holiday Decor - $200+
    Tablescape to seasonal decor for home.

❖ Weddings
  - Full Service Planning - $2,500+
    Creation of wedding timeline & budget, vendor selection assistance & payment tracking, invite design & mailing, guest list & RSVP management, all services listed in weekend coordination collection and the decor design collection below.
  - Decor Design - $1,600+
    Creation of wedding decor budget, custom decor design, cost analysis & ordering of decor items, itemized decor plan, setup and cleanup
  - Weekend Coordination - $800+
    Final vendor follow up 2 weeks prior to wedding, ceremony order of service & reception program, wedding weekend timelines for vendors and bridal party, wedding rehearsal facilitation, directing of vendors on wedding day, coordination of ceremony and reception.
  - Decor Design & Weekend Coordination - $2,000+
    All services listed in the weekend coordination and decor design collection. Couples save $400 when both collections are booked together.
Essay

My business is a wedding and event planning business that specializes in wedding and event design, planning, and coordination.

I provide three standard packages that I call collections. The first collection, Full Design, Planning and Coordination, is designed to help the bride with every detail of their wedding planning and day. Collection 2, "Month Of"/Partial Planning and Coordination, is created to help give the bride a less stressful engagement during the last two months of planning. It is for the bride who has planned most of her details, but needs help executing them. The third collection, “Day of” Coordination, is made to help the bride during the most stressful last two weeks of planning. This collection is designed to have a professional there on the wedding day to oversee all of the vendors and to direct the ceremony and reception. The packages range from $1,000 - $3,000. These three collections have the option to add any of my A La Carte Services at an additional charge. The A La Carte Services can also be on their own and client's have the option to create a customized package to suit their individual needs.

To start, I plan to market Simply Southern Events through social media sites, local newspaper, family and friends, my church, and bridal shows. Eventually, I would like to market my company through wedding websites and local bridal magazines.

I plan to build my reputation not only as a reputable wedding planner, but an individual who is caring, supportive, knowledgeable, smart, respectful, and someone who wants to get to know each and every one of my clients, their individual style, and needs. I want to work with all brides, styles, and budgets. My mission is to ensure that every event, grand or small, is everything my client has been dreaming of and to make their day, their way.

In one year, my goal is to have Simply Southern Events up and running. I will have a part time job along with planning wedding events, until I get a steady schedule. I plan to be working from an office in my home. I will have no hire on help. My mother will be helping me with the wedding day coordination and my family has volunteered to help set up anything that needs to be on the day of the weddings. I will have all my social media accounts up and running. I will spend a small portion of my days posting to my social media accounts and building a following of potential clients. I plan to have a handful of weddings and events under my belt to build up my portfolio. Also, I would like to look into potentially building a blog.

My five year goal is to be one of the top reputable and known wedding and event planners in the Sherman, Texas area. I hope to have moved my office out of my home and into a professional building or possibly build my own building. I would have my website and all social media accounts running and would like to have my blog posted by this time frame. I would hope I would have a steady income coming in for myself and for the potential to hire on help and to quit my part time job.

In ten years, my goal is to be one of the top reputable and known wedding and event planners in the North Texas and Southern Oklahoma area. I will have all social media accounts, website and blog running. I hope to have a lot of wedding and events. I hope to have my wedding and event planning business as my full time job by this timeframe. I hope to have a steady and comfortable income by this point. I hope to have a few more hired on help to help me grow up business even bigger. I see myself and Simply Southern
Events being a reputable business that works with every individual, budget, style, grand or small and specializes in meeting everyone’s individual style and needs.

**Initial Client Meeting**

The initial client contact will be made over phone, email, or even social media message. The message will discuss what services the potential client would like. I will email them a copy of my Bridal Client Questionnaire, along with a Hello Letter. The letter will tell them how excited I am to help plan their big day and how excited I am to get to know them. I explain to them to fill out the form and to send it back to me and I will get in contact with them to set up their complimentary initial consultation meeting. I will meet them at the local coffee shop in our local town or at Starbucks in the city. I will cover all costs at the meeting. I will ask the bride to bring along all the people who will help financially with the wedding and the importance of incorporating them into the planning. I also have this listed on the Bridal Client Questionnaire from. I will review the Bridal Client Questionnaire before the meeting and do my research beforehand. At the meeting, I will get to know each other and then go over their individual needs. Based on their needs, I will direct them to one of my packages and go over all that I can do to help them. At this meeting, I will provide the bride with a folder with my contact information, business card, services, and prices. I will explain how long I am able to hold their date while they decide on my services. Once the client agrees to my services, before or after the meeting, I will send them my welcome packet full of everything a bride will need to know to help her plan her big day and more. (All the things listed in this project.)

**Contacting Us**

The client can contact us through social media sites, such as Facebook, Twitter, Instagram and Pinterest, through email, our website, phone, office location, or flyers located at preferred vendor locations.

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Sherman, Texas 75090  
(903) 123-4567  
info@simplysouthernevents.com  
Social Media: Simply Southern Events