



## *A Wedding Checklist for the Bride and Groom*

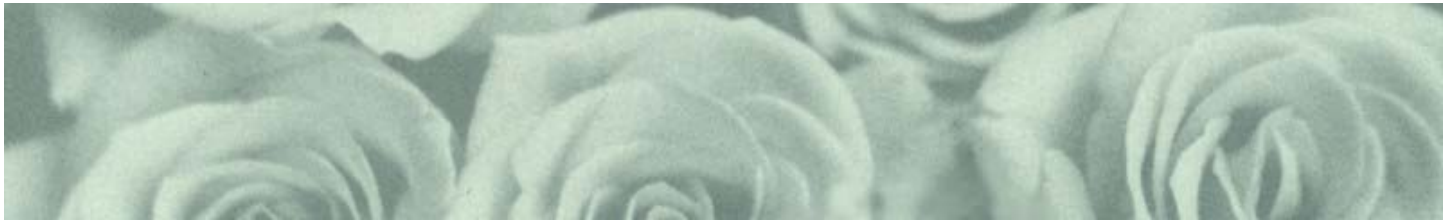
E-mail, mail or fax this checklist to your customers when they charter a wedding coach.

### **6 Months Prior or More**

- *Hire your wedding planner or good organizer*
- *Create a budget and determine who will pay for what*
- *Set a wedding date*
- *Select members for your wedding party*
- *Send your engagement announcement to your local newspaper*
- *Interview wedding consultants, advisors and coordinators*
- *Speak with your clergy - ask questions*
- *Choose invitations and stationery*
- *Select and order bridal gown, groom's tuxedo and attendants' apparel*
- *Begin looking for locations: ceremony, rehearsal dinner, reception, other planned events*
- *Begin interviewing: caterers, bakers, photographers, videographers, florists, musicians*
- *Begin interviewing local motorcoach companies to transport your guests. Use the 'Questions' checklist to help in your planning*

### **3 to 6 Months Prior**

- *Followup with key professionals to help with your wedding and contract for their services: photographer, videographer, caterer, baker, musician, and florist*
- *Schedule initial fitting for you and your attendants*
- *Finalize site for the ceremony, reception and rehearsal dinner*
- *Select wedding rings*
- *Finalize honeymoon plans, book with travel agent, apply for passports, if needed*
- *Finalize music selection for wedding and reception*
- *Book wedding transportation for bride and groom*
- *Get rehearsal dinner plans in place*
- *Research how to get a marriage license*
- *Begin flower selection for bouquets, corsages, boutonnieres, and room decorations*
- *Check selected motorcoach company references and safety records, then arrange to sign a contract*



## **2 to 3 Months Prior**

- *Finish the guest list*
- *Address, stamp and send out invitations*
- *Finalize catering, bakery and floral arrangements*
- *Reserve a block of rooms for your out-of-town guests*
- *Finalize arrangements for any rental items that you may need: candelabra, silver pieces, special decorative screens and archways, special lighting*
- *Make an appointment with a hairdresser and makeup artist for the day of your bridal portrait*
- *Make the final wedding day appointment for hair, nails and makeup*
- *Map out a special motorcoach tour for your guests. Select a video, or perhaps old home movies to play on the motorcoach*

## **3 to 8 Weeks Prior**

- *Select a guest book, ask a friend to handle the guest book at the wedding*
- *Get final fittings for you and your attendants*
- *Plan the bridesmaids' party and confirm location*
- *Finalize ceremony logistics with clergy, wedding guild, musicians and florist*
- *If changing names, get forms for name change (social or insurance security and driver's license, etc.)*
- *Send the local paper and area wedding publications a wedding announcement and photograph*
- *Reconfirm rehearsal events and rehearsal dinner reservations*
- *Touch base one last time with every key professional you and/or your coordinators have been working with*
- *Pick up wedding rings*
- *Get marriage license with fiancée*
- *Reconfirm honeymoon reservations*
- *Submit request lists to your musicians, photographer, and videographer*
- *Formally invite wedding party and guests to the rehearsal dinner*
- *Take a tour of the motorcoach you've selected and arrange to accent the motorcoach with wedding decorations: ribbons on the bumper or mirrors, gifts placed on each seat, snacks*
- *Designate a primary contact (friend or family member) for the motorcoach to ask planning questions*



### **1 Week Prior**

- *Call guests who haven't responded*
- *Plan seating arrangements for reception*
- *Prepare reception place cards*
- *Discuss ceremony seating with best man*
- *Check to be sure that you have all the details: ring pillow, cake knife and toasting glasses, favors for guests, flower petals or confetti for guests to throw*
- *Pack suitcases for honeymoon*
- *Give motorcoach operator directions, obtain the driver's name and finalize details*

### **The Day Before the Wedding**

- *Pick up rented attire*
- *Attend the rehearsal and dinner*
- *Get a good night's sleep*
- *Rest easy and enjoy your day because your guests' transportation is arranged!*



**AMERICAN BUS ASSOCIATION**

Representing the motorcoach, tour and travel industry

