

The background of the cover is a photograph of a white wooden folding chair on a green lawn. A large, lush bouquet of white flowers, including peonies and roses, is resting on the seat of the chair. The bouquet is tied with a white ribbon. In the background, other similar white chairs are visible, and the grass is scattered with white flower petals. A semi-transparent white rectangular box with a thin black border is centered over the image, containing the title and year.

Wedding *Planner*

— 2021 —

A special supplement to
The Lima News



Sharing — *your* — news

*A guide to submitting wedding
and engagement announcements
to The Lima News*



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OH-70222400

Engagements

Engagement announcements are published on Sundays in the Lifestyle section.

There is a charge to include a photo. A listing without a photo is free. You may also visit www.limaohio.com, with details available under Lifestyle/Submit Engagement.

Weddings

Wedding announcements are available in several different sizes and formats in the Sunday Lifestyle section.

An announcement listing the bride and groom's names, their parents and select information about the wedding is free. The free announcement does not include a photo. Announcements with

photos may be purchased. Visit www.limaohio.com, with details available under Lifestyle/Submit Wedding.

- For details on how to submit these announcements, call Customer Service at 419-993-2222 or 866-546-2237 or visit the office at 3515 Elida Road. Office hours are 8 a.m. to 5 p.m. weekdays.



A wedding *timeline*

9 Months Before Your Wedding

- Choose your wedding date, reserving the site. Clear the date and time with your clergy. Speak with family and/or children.
- Set your budget. Talk with your fiancé about the style of the wedding and costs involved. Discuss things in great detail with anyone who is helping out financially.
- Compile the guest list. Let out-of-town guests know the date of the wedding so they can make travel plans, or send a save-the-date card to everyone.
- Reserve the reception site.
- Interview and book caterer. Be sure to get a written contract.
- Get help from friends, family or a bridal consultant if you feel you can't do all the coordinating yourself.
- Order your dress and veil. Choose accessories.
- Help your fiancé decide on a suit or tuxedo style.
- Announce your engagement in the newspapers.
- Discuss your theme with your fiancé and decide on types of food, decorations, table settings, entertainment, etc.
- Interview musicians, florists, photographers, videographers and bakers. Get estimates from each. Keep track of your discussions in a notebook.
- Choose your attendants, and make appointments to look at/order brides dresses and groomsmen's tuxes.
- Select your baker.

6 Months Before Your Wedding

- Choose your musicians.
- Book your photographer and videographer.
- Meet with your baker and choose the style and flavors of the cake.
- Choose your florist.
- Decide on your color scheme.
- Shop for wedding rings with your fiancé.
- Make travel plans for your honeymoon.
- Order wedding invitations and buy thank-you cards.

4 Months Before Your Wedding

- Start your registries, keeping in mind what stores are convenient for your guests.
- Help both mothers shop for dresses.
- Choose music for the ceremony and reception.
- Work with your clergy on vows and Scripture readings. Meet with your clergy for counseling.

- Book a block of hotel rooms for out-of-town guests and let them know the block is available. Remember to ask for discounts.
- Have a get-to-know-each-other event for your bridesmaids.
- Book your transportation — limo, etc., for the wedding party.
- Make appointments for dress fittings.
- Call the courthouse to understand marriage license requirements.
- Check in with service providers to make sure things are going as planned.

3 Months Before Your Wedding

- Make maps for the invitations, making sure they are correct. For out-of-town guests, consider putting together information on what to do in the area.
- Start putting invitations together and addressing them. Select a stamp. Invitations should go in the mail six to eight weeks before the event.
- Check in with the caterer and give a close estimate of the number of guests.
- Doublecheck honeymoon plans.
- Call bridesmaids and make sure they have their dresses and alterations are scheduled.
- Buy gifts for your bridesmaids, and help your fiancé buy gifts for his groomsmen.
- Schedule a meeting with the photographer for formal portraits before the wedding, if desired.
- Schedule a practice run with your hairdresser.

2 Months Before Your Wedding

- Mail invitations and announcements.
- Have wedding portraits taken, if desired.
- Send portrait to newspapers for wedding announcement, if photos are taken in advance.
- Finalize the music selections for the ceremony. Meet with reception musicians to discuss exactly what will and will not be played. Don't be shy in this area. Compile a list and give it to the DJ.
- Plan your rehearsal dinner and a brunch for out-of-town guests the next morning, if desired.
- Buy shoes, jewelry, etc., to go with your dress.
- Make appointments for hair, nails and makeup.
- Check your passport, if your honeymoon will take you out of the country.
- Gather birth certificates or other documents needed for the marriage license.

1 Month Before Your Wedding

- Get your marriage license.
- Have the final fitting of your gown and make sure your attendants are ready.
- Check with caterer on final guest count and menu selections.
- Send thank-you cards as gifts arrive from people who will not be attending.
- Finalize your seating chart and placecards, if necessary.
- Confirm delivery times with florist.
- Confirm transportation plans.
- Meet with your photographer to discuss what photos you want taken at the ceremony, portraits before or after, and at the reception.
- Doublecheck video plans with the videographer.

2 Weeks Before Your Wedding

- Pick up wedding rings.
- Begin packing for your honeymoon.

1 Week Before Your Wedding

- Make final checks with all your vendors: venue manager, officiant, musicians, florist, photographer, videographer, driver, caterer, baker.

- Arrange for gifts brought to the reception to be brought to your home.
- Have gifts for attendants ready for rehearsal dinner.
- Check on honeymoon plans.
- Write checks for vendors to give to them at the agreed-upon time.
- Make sure out-of-town guests have hotel reservations and are clear on how to get to the ceremony.

The Day Before Your Wedding

- Attend rehearsal.
- Attend rehearsal dinner.
- Put finishing touches on decorations at reception site.
- Get to bed early.

The Big Day

- Eat a light meal.
- Schedule in plenty of time for hair, makeup and dressing.
- If you're having photos before the ceremony, allow plenty of time. Make sure attendants know what time they should be ready for these photos.
- Put a smile on your face and enjoy.



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Responsibilities:

— *a guide* —

Maid/matron of honor

- Plans and coordinates bridal shower
- Assists the bride in planning
- Records gifts received at showers
- Helps with shopping
- Helps coordinate the bridesmaids' fittings
- Attends rehearsal and rehearsal dinner
- Helps bride get ready before the ceremony
- Arranges the bride's train and veil during the ceremony
- Holds the bride's bouquet during the ceremony
- Hands the officiant the groom's wedding ring
- Gives a toast at the reception

Bridesmaids

- Expected to pay for their own dresses and shoes
- Help bride with planning
- Co-host the bridal showers with the maid of honor
- Attend the rehearsal and rehearsal dinner

Best man

- Plans the bachelor party
- Pays for his tuxedo
- Helps coordinate the groomsmen's tuxedo fittings
- Attends the rehearsal and rehearsal dinner
- Gets to the groom to the ceremony on time
- Hands the officiant the bride's wedding ring
- Gives a toast at the reception
- Decorates getaway car
- Returns the groom's tux to the rental shop

Groomsmen

- Pay for their tuxes
- Attend rehearsal and rehearsal dinner

- Help with set-up and getaway car
- Escort the maids
- Clean up after the ceremony
- Oversee transfer of gifts to a secure location after the reception

Ushers

- Pay for their tuxes
- Attend the rehearsal and the rehearsal dinner
- Help with set-up
- Seat guests
- Unroll the aisle runner
- Clean up after the ceremony

Flowergirl

- Pays for her dress
- Attends rehearsal and rehearsal dinner with her parents
- Carries a basket of flowers
- Walks before the bride in the processional
- Stands next to the honor attendant during the ceremony and follows the bride and groom during the recessional

Ring bearer

- Pays for his tuxedo
- Attends rehearsal and rehearsal dinner with his parents
- Carries a pillow with rings tied to it
- Walks down the aisle with or after the flower girl

Other jobs

- People to help pin corsages
- People to help during ceremony: Scripture readings, soloists
- People to hand out programs at ceremony and invite guests to sign guest book
- People in charge of watching gift table and putting gifts in safe place

Photography Worksheet

Photography

Photographer:

Contact info:

Engagement appointment:

Bridal appointment:

Balance due on:

Photos will be ready by:

- ☐ Pay deposit and sign agreement.
- ☐ Discuss the copyright. Some photographers will sign a release and some will not
- ☐ Schedule sittings for engagement and bridal portraits.
- ☐ Decide which poses/portraits with whom are needed.
- ☐ Confirm all details two weeks before wedding.

Videography

- ☐ Set a videography budget.
- ☐ Select a videographer.

Videographer:

Contact info:

Balance due on:

- ☐ Pay deposit and sign agreement.
- ☐ Find out how many cameras will be used.
- ☐ Find out how many hours are included.
- ☐ Inform the videographer of rehearsal time.
- ☐ Advise the videographer of any venue restrictions.
- ☐ Confirm all details two weeks before the wedding.

We had Cloud Nine Cafe & Catering to cater for our wedding on 6/30/19. We chose the wood fire pizza, pasta, and salad for our food. And oh my goodness. Everything tasted amazing. All of our guests there loved the food. Sarah Beth and her crew who worked our wedding were amazing and so sweet. Couldn't have been happier nor chosen a more perfect caterer for our wedding.
- Holly

We had my wedding shower here at Cloud nine! The food was amazing and presented in the cutest way. Everyone had the best time and the coffee was the best we've had. ★★★★★ - Chloe



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Wedding flowers becoming larger than life

Move over bouquets and centerpieces. Flowers are taking over weddings in a big way. While wedding trends come and go, flowers will always have a place at the wedding table.

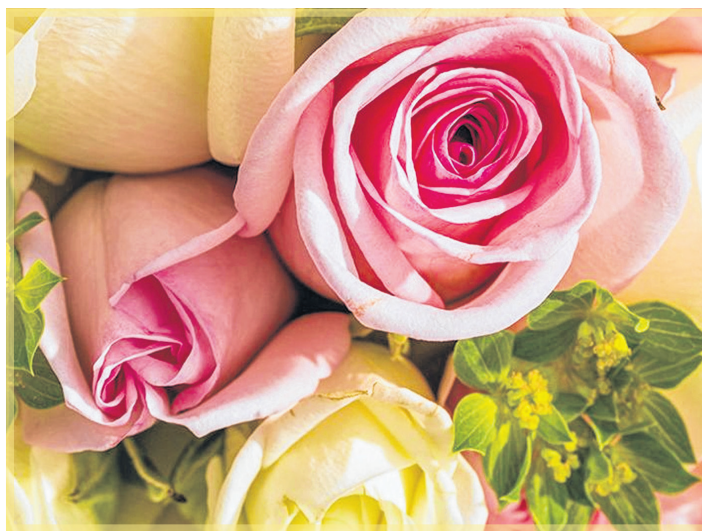
The blooms brides and grooms choose and how they decide to display them can say much about the couple's style. Many modern couples are opting for statement pieces with their flowers to rival the big and bold ideas they're incorporating elsewhere into their occasions, such as in cakes and clothing. In fact, floral designer Tom Uberuaga says traditional hurricane vase centerpieces are outdated and only focus the eye on the middle of the table. He prefers guests enter the wedding and have their senses stimulated by flowers from all angles. Large flower installations, as well as blooms popping

up in unexpected places, are some of the hot trends for couples to keep their eyes on.

Floral chandeliers

There's no need to worry about seeing over table centerpieces or flowers getting in the way of photo moments. Thanks to hanging flowers and floral chandeliers, flowers are quite literally moving up in the world. Hanging floral pieces can add instant drama and make a large visual impact. Florists can hang flowers from beams over tabletops to increase visual impact, whether as individual baskets, single stems or floral swags. Hanging floral chandeliers are dramatic but naturally expensive. Think about a large installation that forces guests to look up into a sea of greenery and flowers. The

See FLOWERS | 12



Precautions that can keep wedding guests safe during the pandemic

Happy couples planning to tie the knot in 2020 confronted a challenge they likely never saw coming. While many couples fear inclement weather on their wedding days, 2020's prospective brides and grooms had to contend with something far more fearful than rain clouds.

The outbreak of the novel coronavirus that began in the winter of 2019-'20 and was ultimately declared a pandemic by the World Health Organization put many couples' wedding plans in peril. In an effort to stop the spread of the virus and protect those most vulnerable to it, governments across the globe placed restrictions on social gatherings, including weddings. Those restrictions prompted some couples to postpone their nuptials until 2021,

while others tied the knot at considerably smaller ceremonies than they initially planned for.

Couples planning to tie the knot in the months ahead can still do so, but the WHO recommends they take certain precautions as they organize their ceremonies and receptions.

- **Confirm local regulations.** Restrictions related to COVID-19 differ greatly by region. Areas that were not hit hard by the virus may not have as many restrictions in place as those that were devastated by the outbreak. In addition, cities or regions whose responses to the virus have been successful may have relaxed restrictions more than areas that are still struggling. The WHO notes the

importance of checking local guidelines prior to planning an event, and that's especially important for couples who hope to get married in towns or cities where they do not currently reside.

- **Keep guests up to date about precautions.** Include detailed information about the safety measures that will be implemented during the wedding on your wedding website. Insert a card detailing this information into your invitation envelopes as well so all guests know what to expect when they accept the invitation. In addition, remind guests of the safety precautions throughout the ceremony.
- **Provide sanitary supplies.** Make sure hand sanitizer, soap, water, and masks are readily available for all guests. Social distance

markers also can be placed on the ground throughout the venue to make it easy for guests to stay six feet apart from one another.

- **Choose an outdoor venue.** The Centers for Disease Control and Prevention notes that the COVID-19 virus spreads very easily through person-to-person contact and that the risk of spreading the virus is greater when spending time indoors. Couples can mitigate some of that risk by tying the knot outdoors and then hosting an outdoor reception where tables are kept at least six feet apart.

Weddings will be different until the world puts COVID-19 in its rearview mirror. In the meantime, it's up to happy couples to keep their guests safe come the big day.



Learn about reception lighting rentals

Couples experiment with various trends to make their wedding receptions unique. One of the more popular trends in recent years involves utilizing lighting in innovative ways.

Modern couples are using lighting to add drama and other special effects to their weddings in various ways. While lighting may have not been on many couples' radars in the past, it is now being used to create a wow factor.

Couples interested in adding extra lighting to their weddings can utilize these tips to make their receptions a sight to behold.

See LIGHTING | 19








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Registering for gifts:

Store(s): _____

Website/password: _____

Fine china

Brand/pattern: _____

Number of placesettings requested: _____

- ☐ Bowls
- ☐ Bread and butter plates
- ☐ Butter dish
- ☐ Coffee pot
- ☐ Cups and saucers
- ☐ Dessert/salad plates
- ☐ Dinner plates
- ☐ Gravy boat
- ☐ Salt/pepper shakers
- ☐ Serving platter
- ☐ Sugar/cream servers
- ☐ Teapot
- ☐ Vegetable dishes

Casual dishes

Brand/pattern: _____

Number requested: _____

Flatware

Brand/pattern: _____

Number requested: _____

- ☐ Butter knives
- ☐ Cake knife
- ☐ Carving set

- ☐ Gravy ladle
- ☐ Hostess set
- ☐ Iced tea spoons
- ☐ Salad/dessert forks
- ☐ Sugar spoons
- ☐ Soup spoons
- ☐ Steak knives

Glassware

- ☐ Beer mugs
- ☐ Champagne
- ☐ Cocktail
- ☐ Iced tea
- ☐ Tumblers
- ☐ Wine

Cookware

Brand/style: _____

Set requested or by piece? _____

- ☐ Blender
- ☐ Bread pan
- ☐ Cake pan
- ☐ Canister set
- ☐ Can opener
- ☐ Casserole dishes
- ☐ Coffee maker
- ☐ Colander
- ☐ Cookie sheets
- ☐ Corkscrew
- ☐ Cutting board
- ☐ Dutch oven
- ☐ Electric knife
- ☐ Electric griddle/skillet
- ☐ Food processor
- ☐ Grater
- ☐ Knife block
- ☐ Measuring cups/

- spoons
- ☐ Microwave cookware
- ☐ Mixer
- ☐ Mixing bowls
- ☐ Muffin tins
- ☐ Oven mitts
- ☐ Picnic basket
- ☐ Pie pan
- ☐ Pizza pan
- ☐ Roaster/rack
- ☐ Salad bowl set
- ☐ Slow cooker
- ☐ Spice rack
- ☐ Steamer
- ☐ Stock pot
- ☐ Storage containers
- ☐ Tea kettle
- ☐ Toaster
- ☐ Waffle iron
- ☐ Water pitcher
- ☐ Wok

Kitchen linens

Theme/color: _____

- ☐ Aprons
- ☐ Dish cloths
- ☐ Napkins/napkin rings
- ☐ Placemats
- ☐ Pot holders
- ☐ Tablecloths

Bath linens/Accessories

Theme/color: _____

- ☐ Bath mat
- ☐ Bath rug
- ☐ Bath towels
- ☐ Guest towels

- ☐ Hamper
- ☐ Hand towels
- ☐ Shower curtain
- ☐ Soap dish
- ☐ Toothbrush holder
- ☐ Washcloths
- ☐ Wastebasket

Bed linens

Size/color: _____

- ☐ Bedspread
- ☐ Bedskirt
- ☐ Blankets
- ☐ Fitted sheets
- ☐ Flat sheets
- ☐ Flannel sheets
- ☐ Mattress pad
- ☐ Pillow cases
- ☐ Pillows
- ☐ Shams

Misc.

- ☐ Air cleaner
- ☐ Area rugs
- ☐ Art
- ☐ Bar accessories
- ☐ Barbecue accessories
- ☐ Baskets/entryway storage
- ☐ Clocks
- ☐ Garbage can
- ☐ Gardening supplies
- ☐ Iron
- ☐ Ironing board
- ☐ Lamps
- ☐ Luggage
- ☐ Mop/steamer/cleaning tools

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Throw a safe bachelor or bachelorette party

The consensus from public health professionals around the world is to maintain continued social distancing to help prevent further spread of the COVID-19 virus. Various events have been modified due to the pandemic, and weddings and bachelor/bachelorette parties have proven no exception.

Couples may need to make certain changes to traditional gatherings like bachelor and bachelorette parties to stay safe. Wedding parties average four to five close friends or family members on each side, according to Martha Stewart weddings. Gatherings of five will likely comply with the limitations set for gatherings for indoor and outdoor venues. How-

ever, it's essential to check local regulations before planning festivities. Even if gathering with your wedding party is doable, you may have to think outside the box when it comes to how to enjoy these last hoorahs before the wedding.

Host it outdoors

The likelihood of spreading respiratory viruses like COVID-19 is greatly reduced in outdoor settings where respiratory droplets are more likely to be dispersed rather than concentrated. Restaurants and bars still offer outdoor seating options in many areas, and an intimate gathering for food and drinks outside can be a low-key way to spend

an evening.

Try an 'extreme' activity

Weekend travel has become a standard option for many bachelor and bachelorette parties. But travel restrictions or personal health preferences may mean it's not prudent to take a trip to Las Vegas or Cancun. Booking activities that are a little edgy can add some adventure to the festivities if travel is a nonstarter. Some amusement parks are still open, so an evening of riding zero-gravity coasters or free-fall bungee jumps could satisfy everyone's adventurous side. Race tracks offer tourist options where novices can take high-speed spins around the course. When traveling in small groups, these activities can be possible.

Virtual karaoke

In-person karaoke nights may be unavailable, but there's a bevy of online

sing-a-long apps that enable participants to sing with backing tracks either for solo performances or with others — even people around the world. Each member of the bachelorette or bachelor party can download the same app and then sing together. Laugh along to renditions of classic tunes or modern favorites.

Celebrate at home

It may not seem as glamorous as a night out, but home cocktail parties can be customized. Hire a mixologist to whip up special drinks for the occasion. Caterers may be available to cook personalized meals in your home, providing lessons along the way.

Bachelor and bachelorette parties may have to change as the world continues to confront the pandemic. With a few tweaks, these events can still be enjoyable and memorable.



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Flowers

From page 6

smell and the sight can be breathtaking.

Welcome wreaths

Why should wreaths only be reserved for front doors and holiday decor? A welcome floral wreath can be placed by the entryway to a chapel or reception hall with a heartfelt sentiment that shows guests how much they're appreciated.

Fairy-tale flowers

A floral curtain of hanging flowers can drape the altar in beautiful blooms. Couples who would like a fairy-tale entrance also can make their debut as a couple by coming through a flower curtain at the reception. Martha Stewart Weddings says a cascade

of flowers and greens can be romantic and elegant.

Dance floor blooms

Who says flowers have to be overhead or on a table? With a plexiglass dance floor, or one made from some other transparent material, flowers can be underfoot, creating a magical floral carpet.

Floral necklaces

Brides needn't carry their bouquets, they can wear ethereal and whimsical floral pieces around their necks or on their waists instead.

Couples are urged to speak with their florists about the innovative ways they can make flowers an even more awe-inspiring component of their weddings.



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Details: *flowers*

To Do

- ☐ Hire a professional florist
Florist: _____

Address: _____

Phone/email: _____

Contact: _____

- ☐ Pay deposit and sign agreements
- ☐ Make arrangements to have bridal bouquet preserved.
- ☐ Recruit someone to be responsible for delivering flowers to the appropriate people (bride, groom, groomsmen, bridesmaids, flower girl, etc.)

Decide On Types Of Flowers You Want:

- ☐ Fresh flowers
- ☐ Dried flowers
- ☐ Silk flowers

Select Flowers For:

- ☐ Bride bouquet
- ☐ Bouquet for tossing
- ☐ Matron/maid of honor flowers
- ☐ Maids
- ☐ Flower girl basket
- ☐ Groom boutonniere
- ☐ Best man boutonniere
- ☐ Groomsmen boutonnieres
- ☐ Usher boutonnieres
- ☐ Ring bearer boutonniere
- ☐ Mothers' corsages
- ☐ Fathers' boutonnieres
- ☐ Flowers for helpers
- ☐ Ceremony flowers
- ☐ Arch/canopy

- ☐ Altar
- ☐ Candelabras
- ☐ Pews
- ☐ Aisles
- ☐ Windows

Reception

- ☐ Head table
- ☐ Parents' tables
- ☐ Guests' tables
- ☐ Buffet table
- ☐ Cake table
- ☐ Guest register table
- ☐ Gift table
- ☐ Champagne/punch table

Cake

- ☐ Cake flowers
- ☐ Wedding cake topper

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Details: *budget*

Clothes

Bridal dress/veil/accessories: _____

Groom's suit: _____

Maids' dresses: _____

Groomsmen's suits: _____

Beauty

Hair: _____

Make-up: _____

Nails: _____

Tanning: _____

Fitness/diet aids: _____

Rings

Bride: _____

Groom: _____

Flowers

Bouquet: _____

Groom's boutonniere: _____

Maids: _____

Groomsmen: _____

Flowergirl: _____

Guests of honor: _____

Nosegay to toss: _____

Ceremony decorations: _____

Reception decorations: _____

The Ceremony

Site: _____

Officiant fee: _____

Extra/tech/janitor fees: _____

Decorations: _____

Musicians: _____

The Reception

Site: _____

Number of guests: _____

Cake: _____

Musicians: _____

Linens: _____

Tents: _____

Rental items: _____

Alcohol: _____

Table settings: _____

Centerpieces: _____

Wait/bar staff: _____

Dance floor: _____

Tables/chairs: _____

Coat racks: _____

Favors: _____

Photos

Professional photos: _____

Videographer: _____

Stationery

Invitations: _____

Thank-you cards: _____

Guest book: _____

Programs: _____

Save the dates: _____

Attendants' Gifts

Maids: _____

Groomsmen: _____

Honeymoon

Airfare: _____

Hotel: _____

Misc. Expenses

Total: _____

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3 tools for keeping wedding guests informed

Weddings give couples an opportunity to share the joy of joining their lives together with a host of friends and family members. Guests liven up the party and help make the celebration that much more memorable.

According to The Knot 2019 Real Weddings Study, the average wedding in the United States hosts 131 people. Data indicates this number has been slowly decreasing over the years, after the average wedding size reached an all-time high of 153 in 2007. No matter how big or how small the guest list, keeping guests informed of what's happening regarding the upcoming nuptials is a courtesy couples can provide. Couples can explore various avenues for keeping guests informed and ensuring they'll be able to take part in the festivities.

Save-the-date announcements

Save-the-date announcements have become an increasingly popular component of wedding planning. Instead of waiting on the wedding invitation, which traditionally arrives one or two months prior to the wedding itself, save-the-date cards provide guests with an advanced advertisement of the celebration to come. According to the photo and invitation specialists at Shutterfly, it's customary to send save-the-date notes around six months before the wedding. For a destination wedding, which will require extra travel plans, an eight- to 12-month advance can be helpful.

Save-the-date cards generally have basic information, including the wedding date and the venue. Many will feature a photo of the couple as well. If you're planning on sending save-the-date announcements, coordinate with your photographer to have a photo taken exclusively for these cards.

Wedding website

Couples are increasingly embracing technology as they plan their weddings. Brides magazine states that, during the typical 15-month engagement period, 48 percent of couples will launch a wedding website. A wedding website is a versatile tool that can help answer questions that guests may have. The website can spell out specifics, including dress code, whether children are invited, the names of wedding party participants, overnight accommodations, transportation providers, and even restaurants near the hotel for a quick bite between ceremony and reception.

Wedding websites also can be used as fun ways to keep guests engaged. Throwback Thursday photos or funny memories and anecdotes can be included.

Video conferencing apps

As the world continues to adapt in the wake of the COVID-19 pandemic, video conferencing applications like Facetime, Zoom and Microsoft Teams enable people involved in the planning process to routinely gather and go over details about the wedding, helping to limit in-person meetings as much as possible. These apps also can prove invaluable when conferring with wedding vendors, such as florists or musicians.

You also can schedule smaller meetings with specific guests who may be playing key roles in the wedding, such as those giving speeches, doing readings, escorting guests, or serving in other capacities.



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Venues worksheet

Site: _____

Address: _____

Phone/e-mail: _____

Deposit: _____

Balance due: _____

Date reservation made: _____

Cancellation policy: _____

Site rental fee: _____

Clergy fee: _____

Is parking readily available?

Is site handicapped accessible?

Will all your guests be seated comfortably?

If a church, must that church's pastor perform the ceremony?

Restrictions on decorations?

Decorations available at site for use?

Do church members get a discount?

Extra fees for use of technology/janitor
air conditioning?

Will the pastor use a microphone?

Flash restrictions on photography?

Rehearsal Time/Date _____

Does this work for clergy/musician?

Day Of Wedding

When to arrive _____

Time of ceremony _____

Length of ceremony _____

Can decorations be set up in advance?

When must clean-up be done?

Where is the dressing room and what facilities are available?



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Officiant *worksheet*

Name: _____
 Address: _____
 Contact info: _____
 Religious denomination: _____
 Fee: _____
 Arrival time: _____
 Wedding date: _____
 Wedding location: _____
 Wedding time: _____
 Rehearsal date: _____
 Rehearsal time: _____
 Rehearsal location: _____
 Special classes required?
 Time/date of classes: _____
 Class location: _____
 Class fee: _____

- Discuss photography, music, videography and vows. There may be restrictions.
- Pay the officiant in private after the rehearsal.
- Invite the officiant and a guest to the reception.




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Dos and don'ts of caring for wedding and engagement rings



Jewelry is a key component of weddings. The financial resource CreditDonkey notes that, in the United States, the average amount spent on an engagement ring is \$5,500. Jewelry costs can add up, especially when adding in the cost of wedding bands, which can cost as much as \$1,000. The cost of jewelry only underscores the importance of learning how to

care for it and preserve its value.

The best way to maintain jewelry depends on the makeup of the rings. The online jewelry guide Jewelry Notes says gold rings without gemstones can be cleaned effectively with only soap and water. Simply prepare a solution of lukewarm water and mild dish soap in a small bowl. Soak the rings for 20 to 30 minutes. Use a soft

brush or cloth to clean the jewelry of dirt. Rinse the residue under clean water.

Rings with diamonds can be treated similarly with a mild soap-and-water solution. The Diamond Information Center also says to soak the diamond ring in equal parts cold water and ammonia for half an hour and let it air dry. Brand name jewelry cleaner also is another good option. This method only should be used with diamonds; ammonia can't be used with other gemstones.

Maintaining jewelry also should include twice yearly visits to a jeweler who can check the prongs and make sure the setting is not loose; otherwise, the diamond can become dislodged, according to Martha Stewart Weddings.

Avoid touching diamonds and other gemstones as much as possible when putting rings on and taking them off. Precious stones often are magnets for dust, dirt and body oil, according to Taylor Lanore, diamond consultant and engagement ring designer for Lauren

B. Fine Jewelry and Diamonds. Grab the ring by the band.

Use discretion when wearing rings while engaging in hands-on activities. Activities like cleaning dishes, moving furniture, gardening or diving through waves at the beach warrant caution; otherwise, you risk damaging or making jewelry unnecessarily dirty. Store the ring in a safe location until you can safely wear it again.

One of the most important steps to safeguard wedding and engagement rings is to insure the jewelry. The description of the ring, its cut, carat weight, metal, and other information offered through a certified independent jewelry appraisal will be needed to insure the ring. Take a close-up photo of the jewelry as well. Other items like laser inscription or a home security system can qualify jewelry owners for discounts on insurance. Consumers also can add a jewelry rider to a homeowner's or renter's insurance policy.

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Lighting

From page 8

- **Illuminated letters/words:** Illuminated letters can be used as a trendy monogram in lieu of ice sculptures or framed initials. Illuminated words that describe how you feel as a couple or words that describe you both are fun, too.
- **Uplighting:** Uplighting is a popular lighting trend and a great way to transform a venue, according to the

wedding resource Rent My Wedding. Uplights are essentially small lights that are put on the floor around the perimeter of the space or underneath key design elements. The lights will shine up and create immediate drama.

- **Gobo projector:** Many people have probably never heard of a gobo. Also known as monogram lighting, gobo, which stands for “goes before optics,” is a growing, special effects-heavy trend. A gobo projector

projects an image on a wall or dance floor. It can be used to showcase a monogram, names or wedding date.

- **String lights:** Christmas-inspired lights are not exclusive to the holiday season. When strung around tree boughs, ceiling rafters or other architectural elements of a reception hall, these lights can be breathtaking. It Girl Weddings suggests hanging them against an exposed brick wall to light up the space and add

drama. Bistro lights are similar to string lights and can be used as well.

- **Hanging candles:** The warming glow from candles can be used to transform spaces instantly and create great photo opportunities. Candles can be hung as makeshift chandeliers over banquet tables or used as sconces on walls for antique appeal.

Lighting can transform a wedding reception venue and has become a focal point for many couples.



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