

2024

Wedding

PLANNER



A Special Supplement to

**Galion
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The Delaware
Gazette

The Morrow County
SENTINEL

Celebrating

THE WEDDING OF

&

ON _____

(DATE)

Budget worksheet

TOTAL BUDGET AMOUNT	\$ _____	Thank-you notes	\$ _____	\$ _____
	BUDGET	ACTUAL		
Total Reception (45%)	\$ _____	\$ _____	Total Transportation (5%)	\$ _____
Reception Site	\$ _____	\$ _____	Wedding party transportation	\$ _____
Catering	\$ _____	\$ _____	Bride and groom transportation	\$ _____
Drinks	\$ _____	\$ _____		
Wedding Cake	\$ _____	\$ _____	Total Entertainment (10%)	\$ _____
Miscellaneous (e.g., security)	\$ _____	\$ _____	Ceremony music	\$ _____
			Reception music (e.g., Band, DJ)	\$ _____
Total Attire (10%)	\$ _____	\$ _____		
Dress and veil	\$ _____	\$ _____	Total Flowers (10%)	\$ _____
Jewelry and shoes	\$ _____	\$ _____	Ceremony arrangements	\$ _____
Hair and makeup	\$ _____	\$ _____	Bouquets and Boutonniewres	\$ _____
Lingerie	\$ _____	\$ _____	Parent's flowers	\$ _____
Groom's tux	\$ _____	\$ _____	Reception site arrangements	\$ _____
Total Photography (10%)	\$ _____	\$ _____	Total Miscellaneous (6%)	\$ _____
Photographer	\$ _____	\$ _____	Ceremony site and officiant fees	\$ _____
Videographer	\$ _____	\$ _____	Gifts for each other, attendants	\$ _____
Bridal/Engagement photos	\$ _____	\$ _____	Wedding rings	\$ _____
			Marriage license	\$ _____
Total Stationery (4%)	\$ _____	\$ _____		
Invitations	\$ _____	\$ _____		
Postage	\$ _____	\$ _____		
Ceremony programs	\$ _____	\$ _____		
Save-the-date notes	\$ _____	\$ _____		

Before THE WEDDING

TWELVE TO SIX MONTHS BEFORE

- Tell all family members.
- Talk to children, if this is a second/third marriage.
- Select a wedding date and time.
- Make a preliminary budget.
- Determine your wedding theme or style and colors.
- Plan your ceremony.
- Determine who will officiate the ceremony.
- Hire a wedding consultant if you plan to use one.
- Reserve your ceremony and reception location.
- Determine the size of your guest list.
- Start compiling names and addresses of guests.
- Select bridal attendants.
- Have fiancé select his attendants.
- Plan reception.
- Check catering facilities, if at a club or hotel.
- Select a caterer, if one is necessary.
- Select a professional photographer and videographer.
- Select a musical service for reception and wedding.
- Select a professional florist.
- Select your dress and headpiece.
- Announce your engagement in the newspaper.
- Select bridesmaids' dresses.
- Select the men's wedding attire and reserve the right sizes.
- Select the engagement ring with fiancé if he has not already done so.

SIX TO TWO MONTHS BEFORE

SIX MONTHS BEFORE THE WEDDING

- Shop for wedding rings and other symbols of family unity.
- Make final arrangements for ceremony (deposits paid, contracts signed).
- Make sure all bridal attire is ordered.
- Have all mothers coordinate and select their dresses.
- Register for bridal registry.
- Complete the guest lists and compile them in order.
- Check the requirements for a marriage license.
- Start planning the honeymoon.
- Decide where you will live after the wedding.
- Begin to shop for the bride's trousseau.

TWO MONTHS BEFORE THE WEDDING

- Address the invitations and announcements, which should be mailed four to six weeks before the wedding.
- Order wedding cake, if not supplied by caterer.
- Finalize ceremony details with officiant.
- Make rehearsal arrangements.
- Plan bridesmaids' luncheon.
- Make appointments for hair, nails, and make-up.
- Arrange accommodations for out of town attendants, guests and family members.
- Finalize honeymoon plans.
- Make sure final musical arrangements are made for wedding and reception.



Invitations

COMPILE NAMES AND ADDRESSES OF GUESTS

- Bride's guest list
- Groom's guest list

ORDERING INVITATIONS

Stationer: _____
 Address: _____
 Phone: _____
 Contact: _____

COST FOR EACH:

Invitations _____
 Envelopes _____
 Liners _____
 Response cards _____
 Envelopes _____

Reception cards _____
 Pew cards _____
 Announcements _____
 Wedding programs _____
 Place cards _____
 Thank you notes _____
 Other _____

INVITATIONS

Number ordered _____
 Date ordered _____
 Delivery date _____
 Style/font _____
 Paper/color _____
 Ink color _____

ENGAGEMENT

Announcement

FOR THE NEWSPAPER

Contact your local newspaper to see what their announcement requirements are. Following are three traditional types of announcements and what to include in each.

ENGAGEMENTS

This is the first announcement for the paper. It includes the names of the bride-elect and groom-elect, city of residence, parents' names, time, date and place of wedding, names of grandparents, education and honors. The announcement of the engagement

should be submitted no more than six months and no less than two weeks before the wedding date. A photograph can be submitted.

COUPLES ANNOUNCEMENT

This appears the Friday before the wedding. It includes basic reminder information of the weekend wedding and includes listings of parties given in honor of the bride and groom. This information should include the type of party, hosts, locations and dates.

WEDDINGS

This is submitted after the wedding. Information should include the names of the couple, parents and grandparents; time, date and location of wedding; officiating minister's name; who gave the bride away; bride's attendants and bridesmaids; flower girls and ring bearer; best man and groomsmen; location of the reception; honeymoon location; and the city where the couple will be living. A photograph can be submitted.



Use this as a guide for what to include in your engagement announcement:

Full name of bride-elect _____

Complete address & phone _____

Full names of bride's parents _____

Full names of bride-elect's grandparents _____

Bride-elect's education information _____

Bride-elect's employment (job title & location) _____

Full name of groom-elect _____

Address & phone of groom -elect _____

Full names of groom's parents _____

Full names of groom's grandparents _____

Groom's education information _____

Groom's employment (job title & location) _____

Date, place and time of wedding (please be specific)

Clergy

Officiant Information
 Name: _____
 Address: _____
 Phone number: _____
 Religious denomination: _____
 Dates available: _____
 Fee: _____
 Available for date desired? Yes No
 Estimated total cost: _____
 Cancellation policy: _____
 Arrival time: _____
 Wedding date: _____
 Wedding location: _____
 Wedding time: _____
 Rehearsal date: _____
 Rehearsal time: _____
 Rehearsal location: _____
 Special classes required? Yes No
 Date of classes (if required): _____
 Time of classes (if required): _____
 Class fee: _____
 Class location: Book officiant six months in advance
 Confirm fees
 Make sure officiant is available to attend rehearsal dinner before scheduling it.
 Discuss your music plans with the officiant making sure that there are no restrictions.

HIRE A PROFESSIONAL FLORIST

Florist _____
 Address _____
 Phone _____
 Contact _____

- Pay deposit and sign agreement
- Decide the types of flowers that you want
- Fresh flowers
- Dried flowers
- Silk flowers

SELECT FLOWERS FOR:

- Bride's bouquet
- Bouquet for tossing
- Floral headpiece if needed
- Going away corsage
- Matron/Maid of Honor's flowers
- Floral headpiece if needed
- Bridesmaids' Flowers
- Floral headpiece

Flowers

- Flower girl
 - Floral headpiece
 - Groom's boutonniere
 - Best Man's boutonniere
 - Groomsmen's boutonnieres
 - Ring Bearer's boutonniere
 - Mothers' corsages
 - Fathers' boutonnieres
 - Flowers for helpers
 - Parents' table
 - Guest tables
 - Buffet table
 - Cake table
 - Guest register table
 - Gift table
 - Champagne/punch table
 - Wedding Cake
 - Wedding Cake topper
- FLORAL DECORATIONS FOR RECEPTION SITE**
- Bride and groom's table
 - Attendants' table
 - Parents' table
 - Guest tables
 - Buffet table
 - Cake table
 - Guest register table
 - Gift table
 - Champagne/punch table
 - Wedding Cake
 - Wedding Cake topper
- FLORAL DECORATIONS FOR CEREMONY SITE**
- Arch/canopy
 - Altar
 - Candelabras
 - Pews
 - Aisles
 - Windows
- FLORAL DECORATIONS FOR RECEPTION SITE**
- Bride and groom's table
 - Attendants' table





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CATERING & *Wedding* CAKE

FIND A CATERER

Caterer _____
 Address _____
 Phone _____
 Establish menu _____
 My menu _____

 Final guest count _____
 Establish guideline _____
 Buffet or served dinner _____
 Time food will be set out/served _____
 Time food will be taken away _____

Number of bartenders and servers _____
 Confirm list of equipment provided by caterer
 If self-catered _____
 Meat _____
 Vegetables _____
 Fruits _____
 Breads, Rolls, Crackers _____
 Cheese, Dips, Dairy _____
 Condiments _____
 Desserts _____
 Beverages _____

ORDER THE WEDDING CAKE

Select bakery _____
 Make arrangements for pick-up or delivery _____
 Decide where cake table will be located _____
 Purchase a cake topper _____
 Decide time of cake cutting ceremony _____

If you are saving the top cake layer, make arrangements to have it taken home and preserved. Confirm all major details of your cake order one month in advance.



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The ceremony

Decide on a wedding theme and style

My Wedding Date & Time: _____
 My Theme: _____
 My Style/Colors: _____

Reserve the ceremony site

Address: _____
 Phone: _____
 Contact: _____

Find out if there are any restrictions on decorations, music, flowers, etc.

Restrictions: _____

Pay deposits and sign agreement _____

Books officiant and budget fee

Name: _____
 Address: _____
 Phone: _____
 Fee: _____

Book wedding coordinator

Name: _____
 Address: _____
 Phone: _____

Book Photographer

Name: _____
 Address: _____
 Phone: _____

Book Florist

Name: _____
 Address: _____
 Phone: _____

Book Transportation

Name: _____
 Address: _____
 Phone: _____

Book Musicians

Name: _____
 Address: _____
 Phone: _____

Other Service

Name: _____
 Address: _____
 Phone: _____

Is a Micro-Wedding right for you?

Have you ever considered a destination wedding, but long-distance travel was difficult for your loved ones? Do you want a celebration that is both intimate and affordable? Do you fear the stress of planning a “traditional” wedding?

Micro-Weddings are a growing trend for today’s couples. Many couples are looking for an intimate ceremony with a relaxing reception. Micro-weddings are ideal for couples on a tight budget without sacrificing the style that adds to your moment.

The Barn at Stratford knows a thing or two about moments in history, and at The Barn, we know that your history begins with “I do.” Our beautiful venue is owned by the Delaware County Historical Society, and every event, large or small, supports historical education and preservation in our community.



Micro-weddings are ideal for couples on a tight budget without sacrificing the style that adds to your moment.

Our Micro-Wedding package includes: 3-hour use of our entire property including your location choice of river-front, willow tree, gazebo, barn side,

or museum parlor. Chairs for outdoor seating for up to 30 guests, tables, linens, and rustic centerpieces for 4 guest tables and 1 sweetheart table.

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Mention this article and receive Complementary custom vow coaching when writing you own vows.

Melissa Stroupe
 Sales and Event Manager
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COUNTDOWN TO *Wedding day*

ONE MONTH BEFORE THE WEDDING

Have a final fitting for your wedding gown and your bridesmaids' gowns. Have a formal bridal portrait done. Complete all physical and dental appointments. Confirm details of photographer & videographer. Get a marriage license. Make transportation arrangements for the wedding day. Purchase gifts for the attendants. Purchase gifts for fiance if gifts are exchanged. Have the bridesmaids luncheon. Purchase going-away outfit. Keep a careful record of all gifts received to help with thank you notes. Make sure to have all accessories-toasting goblets, ring pillow, garter, candles etc. Select a responsible person to handle guest book and determine its location.

TWO WEEKS BEFORE THE WEDDING

Attend to business and legal details; get the necessary forms to change names on. Social Security card, driver's license, insurance and medical plans, bank accounts, make a will. Prepare wedding announcements to be sent

to the newspaper. Reconfirm accommodations for out-of-town guest. Arrange to have possessions and gifts delivered to your new home if moving. Finish addressing announcements to be mailed on the wedding day.

ONE WEEK BEFORE THE WEDDING

Contact guests and family who have not responded. Give final count to caterer and review details. Go over final details with all professional services you have engaged. Give photographer family information and a list of pictures you want. Plan toast for reception to include family members, children, etc. Give the videographer a list of shots you would like included in the video. Plan the seating arrangements. Plan line-up for the receiving line. Arrange for someone to assist with last minute errands and to help you dress on wedding day. Have a practice session with the hairdresser and make-up artist. Pack a suitcase for your honeymoon. Make sure you have a valid marriage license. Make sure all wedding attire is picked up and fits

properly. Have a rehearsal with all participants, reviewing their duties.

ON YOUR WEDDING DAY

Be sure to eat something—you have a big day ahead and many brides have been known to faint. Fix hair or have an appointment to have it done at least 3 – 4 hours before the ceremony. Make sure nails are done, allow plenty of time for make-up and make sure you have all your accessories. Start dressing one to one-and-a-half hours before the ceremony. If pictures are being taken, have yourself and your attendants ready two hours before the ceremony. Have the music start 30 minutes before the ceremony. Five minutes before the ceremony starts, have the groom's parents seated. Immediately before the procession, the bride's mother is seated and the aisle runner is rolled out.

THE *wedding* PARTY

Maid of Honor

Matron of Honor

Best Man

Flower Girl

Ring Bearer

Bridesmaids

Groomsmen

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Music

CEREMONY MUSIC

Decide on music budget: _____
 Estimated total cost: _____
 Cancellation policy? Yes No
 Equipment provided? Yes No
 Decide on type of music: _____

Make sure there are no ceremony music restrictions.
 Audition Musicians: _____
 Audition Soloists: _____
 Book Musicians: _____
 Book Soloists: _____
 Pay Deposits: _____
 Sign Agreements: _____
 Make musical selections for prelude: _____
 Make musical selections for processional: _____

Make musical selections for ceremony: _____

Make musical selections for recessional: _____
 Confirm major ceremony details: _____
 Give copy of music to officiant: _____
 Have musicians attend

rehearsal: _____
 Site description: _____
 Site rental fee: _____
 Clergy fee: _____
 Parking: _____
 Handicap Accessible: _____

RECEPTION MUSIC

Decide on music budget: _____
 Estimated total cost: _____
 Cancellation policy: _____
 Equipment provided? Yes No
 Reception date: _____
 Reception location: _____
 Setup location: _____
 Type of music: _____
 Type of entertainment: _____
 Music restrictions: _____
 Time needed to set up: _____
 Music start time: _____
 Special requests? Yes No
 Setup location: _____
 Number of breaks needed: _____
 Recorded music interludes during breaks? Yes No
 Desired attire for musicians: _____
 Number of musicians: _____
 Refreshments needed? Yes No

The reception

RESERVE THE RECEPTION SITE

Reception site _____
 Address _____
 Phone _____
 Contact _____

Ask about any restrictions: liquor, decorations, bird seed, etc. Find out what supplies are provided by the facility caterer, and purchase or rent supplies needed for the reception.

- Guest register table
- Gift table
- Cake table
- Place card table
- Buffet tables
- Guest tables
- Chairs
- China dinnerware
- Plastic/paper dinnerware
- Silver flatware
- Plastic flatware
- Cloth napkins
- Paper napkins
- Cloth tablecloths
- Plastic/paper table cloths
- Serving bowls/dishes

- Utensils
- Trays
- Bubbles, rice, birdseed, flower petals to toss
- Audio equipment
- Microphone
- Lighting
- Dance floor
- Tents
- Trash cans

HIRE A CATERER, IF NOT PROVIDED BY FACILITY

Plan the menu

HIRE THE WEDDING PROFESSIONALS

- Reception coordinator
 - Band, DJ, or musicians
 - Photography/videographer
 - Caterer
 - Bakery
 - Master of Ceremonies
 - Florist/decorator coordinator
 - Rental company
 - Transportation
- Confirm all reception details one month before the wedding.



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Picture perfect

SET A PHOTOGRAPHY BUDGET

Estimated cost
Compile a list of photographers to meet with & set appointments

1. _____
2. _____
3. _____
4. _____

SELECT A PHOTOGRAPHER

Photographer _____
Address _____
Phone _____
Pay deposit and sign agreement on _____

QUESTIONS TO ASK

1. Can you view previous work?
2. How much experience in weddings?
3. What does the price include?
4. Can you call a bride they have previously photographed?

SCHEDULE SITTINGS FOR ENGAGEMENT AND BRIDAL PORTRAITS

Engagement appointment: _____
Bridal appointment: _____

DECIDE WHICH PHOTOS ARE NEEDED.

Use photo checklist provided to let photographer know which pictures you want. Confirm all details two weeks before the wedding.

After the Wedding _____
View proofs _____
Place final order _____

A bridal portrait may be taken before the wedding day or after the ceremony. If you are interested in a truly formal portrait take the time to visit the portrait studio in advance. This will eliminate having to do it before the ceremony when you are already nervous. This will also cut down on the time taken for those photographs after the ceremony.

TRADITIONAL FORMAL PHOTOS – CHECKLIST

- Bride and Groom
- Bride and Mother
- Bride and Father
- Bride with Parents
- Bride with Groom's Parents
- Groom with Mother
- Groom with Father
- Groom with Parents
- Groom with Bride's Parents
- Bride with Bridesmaids
- Groom with Groomsmen
- Entire wedding party
- Bride, Groom with Grandparents, Godparents and other Relatives

CANDID SHOTS - CHECKLIST

- Bride and Attendants
- Bride and Father
- Attendants coming down

- the aisle
- Bride's Mother coming down the aisle
- Groom's Parents coming down the aisle
- The "giving away" of the Bride
- Wedding Party at the altar
- Exchange of vows
- The kiss
- Bride and Groom recessing
- Bride and Groom arriving at the reception
- Bride and Groom's first dance
- Bride dancing with her Father
- Groom dancing with his Mother
- Cutting the cake and feeding it to each other
- Tossing the garter
- Tossing the bouquet
- Bride and Groom leaving the reception
- The "getaway" car

THINGS TO CONSIDER

1. Assign someone to work with the photographer to let him or her know who "Grandma" is.
2. Do you want black & white photos, color photos or a combination?
3. Would you like portraits of the following to possibly use as an art piece?

Black and white is always a great choice for these:

- Bouquet
- Candles on a table
- Your bridal shoes
- Rings



Choosing a site

DECIDE ON A LOCATION

Location address: _____
 Location phone: _____
 Type of location: _____
 Deposit required: _____
 Cancellation policy: _____
 Restrictions: _____
 Size description: _____
 Site rental fee: _____
 Clergy fee: _____
 Parking: _____

Handicap Accessible: Yes No

THEME | REHEARSAL TIMES & DATE

My Theme: _____
 My style/colors: _____
 Date reserved: _____
 1st rehearsal time: _____
 1st rehearsal date: _____
 2nd rehearsal time: _____
 2nd rehearsal date: _____
 Final rehearsal time: _____
 Final rehearsal date: _____

Set up time: _____
 Start time: _____
 End time: _____
 Photo time: _____
 Clean up time: _____

GUEST

Number of guests invited: _____
 Number of guests confirmed: _____

DRESSING ROOMS

Available: Yes No
 Number Available: _____
 Capacity: _____

DRESSING LOCATION

Bride: _____
 Maid/Matron of Honor: _____
 Bridesmaids: _____
 Flower girl: _____
 Groom: _____
 Best Man: _____
 Groomsmen: _____
 Ushers: _____
 Ring Bearer: _____



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Your Bridal Butcher

- ♥ Planning on cooking your wedding meal?
- ♥ Purchasing a Hog for a Hog Roast?
- ♥ Shredded Pork or Bratwurst
- ♥ Burgers, Ham, or something else?
- ♥ You decide- We provide!

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