

The Art of an Event

Special events are an integral part of our lives. People express appreciation and celebration through this media with lifelong memories of the special occasion. Varied and specially designed to culture, traditions, occasion, and language let Omni Productions create the Art. Our many years of professional experience can help you realize that moment...one you will remember with a smile. Weddings, retirements, birthdays, festivals, holidays and other Special Events designed and produced to your complete satisfaction.

We invite you to download your personal copy of the **Wedding Workbook** with our compliments. We have step-by-step planning worksheets to help you organize the many important details that will outline your wedding. Begin with the timeline and set deadlines for yourselves. If you have fewer than six months to plan your wedding, don't panic; just get started as soon as possible. Remember; never allow the particulars to outshine the joy of the event.

six or more months ahead

- | | |
|--|---|
| <input type="checkbox"/> Think about the type of wedding you want - formal or informal, big or small - and the time of year you want it to take place. | <input type="checkbox"/> Book officiant. |
| <input type="checkbox"/> Set budget. | <input type="checkbox"/> Book caterer. |
| <input type="checkbox"/> Hire wedding coordinator, if desired. | <input type="checkbox"/> Order wedding cake. |
| <input type="checkbox"/> Compile guest list and organize addresses. | <input type="checkbox"/> Book florist. |
| <input type="checkbox"/> Finalize wedding date. | <input type="checkbox"/> Book music for ceremony and reception. |
| <input type="checkbox"/> Reserve ceremony and reception sites. | <input type="checkbox"/> Book photographer and videographer. |
| <input type="checkbox"/> Choose attendants. | <input type="checkbox"/> Plan and book honeymoon. |
| <input type="checkbox"/> Order dress and accessories, including veil and shoes. | <input type="checkbox"/> Send save-the-date cards, if using. |

four to six months ahead

- | | |
|---|--|
| <input type="checkbox"/> Reserve rental equipment, such as tables, chairs, and tents. | <input type="checkbox"/> Buy stockings and any special lingerie your dress requires. |
| <input type="checkbox"/> Arrange transportation for the wedding day. | <input type="checkbox"/> Choose favors. |
| <input type="checkbox"/> Order stationery, including invitations and thank-you notes (earlier if designing custom pieces); book calligrapher, if using. | <input type="checkbox"/> Book a room for wedding night. |
| <input type="checkbox"/> Register for gifts. | <input type="checkbox"/> Choose gifts for wedding party. |
| <input type="checkbox"/> Purchase wedding rings. | <input type="checkbox"/> Reserve accommodations for out-of-town guests. |
| <input type="checkbox"/> Purchase or reserve groom's attire. | <input type="checkbox"/> Sign up for dance lessons, if desired. |
| <input type="checkbox"/> Choose attendants' attire. | <input type="checkbox"/> Book hairstylist and makeup artist. |

two to four months ahead

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|--|--|
| <input type="checkbox"/> Discuss details of menu with caterer. | <input type="checkbox"/> Schedule rehearsal time and rehearsal dinner. |
| <input type="checkbox"/> Discuss service with officiant. | <input type="checkbox"/> Mail invitations. |
| <input type="checkbox"/> Choose readings for ceremony. | <input type="checkbox"/> Write thank-you notes as gifts arrive. |
| <input type="checkbox"/> Write your wedding vows, if you choose. | <input type="checkbox"/> Have first dress fitting (with shoes and lingerie). |

Continued on the next page



one to two months ahead

<input type="checkbox"/> Have programs printed.	<input type="checkbox"/> Try out hairstyles and makeup, with veil and accessories.
<input type="checkbox"/> If your state requires blood tests, make appointments.	<input type="checkbox"/> Send change-of-address information to post office.
<input type="checkbox"/> Obtain marriage license, and request certified copies.	<input type="checkbox"/> Contact local newspapers about publishing wedding announcement.
<input type="checkbox"/> If you intend to change your name, prepare the necessary documents.	<input type="checkbox"/> Buy guestbook.

<p><i>two weeks ahead</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Have final dress fitting with accessories and lingerie. <input type="checkbox"/> Begin seating plan, and write place cards. <input type="checkbox"/> Notify caterer of guest count. <input type="checkbox"/> Write toasts for rehearsal dinner and wedding reception. <input type="checkbox"/> Address announcements. <input type="checkbox"/> Break in wedding shoes at home. <input type="checkbox"/> Designate someone to look after your home while you are on your honeymoon. <input type="checkbox"/> Confirm where your guests will be staying, if you plan to deliver welcome notes or gifts to their rooms. 	<p><i>one week ahead</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Finalize seating plan. <input type="checkbox"/> Assign specific responsibilities, such as handing out corsages and boutonnieres, to members of your wedding party. <input type="checkbox"/> Pick up dress or have it delivered. <input type="checkbox"/> Confirm details with caterer. <input type="checkbox"/> Confirm honeymoon arrangements, and give your itinerary to a friend or family member in case of emergency. <input type="checkbox"/> Pack for honeymoon. <input type="checkbox"/> Update caterer with final guest and vendor meal counts.
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<p><i>one day ahead</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm transportation arrangements for ceremony and reception. <input type="checkbox"/> Give announcements to an attendant for mailing after the wedding. <input type="checkbox"/> Have manicure and pedicure. <input type="checkbox"/> Rehearse ceremony. <input type="checkbox"/> Hold rehearsal dinner; give gifts to wedding party. If you choose, give gifts to parents to thank them for their support. <input type="checkbox"/> Prepare tip and payment envelopes for officiant and vendors, and make arrangements for someone to distribute them. 	<p><i>your wedding day</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Relax and enjoy yourselves!
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notes



BUDGET PLANNER

Before you plan your wedding, *know how much you can spend and what you want to spend it on.* As a general guideline, allot approximately 50percent of your budget to the reception (location, food, and beverages). Then allot up to 10 percent each to flowers, photography, attire, and music. The rest goes to stationery, favors, gifts, and any other details.

ceremony and reception	_____	Wedding planner fee, if using	flowers	_____	Ceremony decorations	
	_____	Ceremony location fee		_____	Bride's bouquet	
	_____	Officiant's fee		_____	Maid of honor's and bridesmaids' bouquets	
	_____	Marriage license		_____	Flower girl's accessories	
	_____	Reception-site fee		_____	Corsages	
	_____	Food		_____	Boutonnieres	
	_____	Cake		_____	Reception centerpieces and decorations	
	_____	Bar		subtotal	_____	
	_____	Rentals				
		_____		Couple's transportation	attire	_____
	_____	Guests' transportation and parking	_____	Headpiece and veil		
	_____	Tips and coat check	_____	Bride's shoes		
subtotal	_____		_____	Lingerie		
			_____	Jewelry and accessories		
			_____	Hair and makeup		
			_____	Manicure and pedicure		
			_____	Groom's tuxedo or suit		
			_____	Groom's accessories		
			_____	Bride's and groom's rings		
photography	_____	Photographer's fee	gifts, favors, and extras	_____	Maid of honor's gift	
	_____	Engagement portrait		_____	Bridesmaids' gifts	
	_____	Wedding album		_____	Best man's gift	
	_____	Parents' albums		_____	Groomsmen's gifts	
	_____	Additional prints		_____	Child attendants' gifts	
	_____	Videography		subtotal	_____	Couple's gifts for each other
subtotal	_____		_____	Parents' gifts		
			_____	Guest-room gifts		
music	_____	Ceremony music	_____	Favors		
	_____	Cocktail-hour music	_____	Ring pillow		
	_____	Reception music	subtotal	_____	Guestbook	
subtotal	_____					
stationery	_____	Save-the-date cards	total	_____		
	_____	Invitations and envelopes		_____		
	_____	Programs		_____		
	_____	Seating cards, place cards, and menu cards		_____		
	_____	Thank-you notes		total	_____	
	_____	Postage				
	_____	Calligraphy				
	_____	Announcements				
	subtotal	_____				





GUEST LIST PLANNER

Once you've finalized the list for your wedding, use this planner to keep track of pertinent information, such as phone numbers, addresses, who has responded, and how many thank-you notes you owe. Photocopy this page as many times as you need to.

Name(s) _____	_____	Save-the-date card sent
Address _____	_____	Invitation sent
_____	_____	R.S.V.P. received
Telephone number _____	_____	Thank-you sent
Email address _____		
Gift _____	Number attending _____	
Name(s) _____	_____	Save-the-date card sent
Address _____	_____	Invitation sent
_____	_____	R.S.V.P. received
Telephone number _____	_____	Thank-you sent
Email address _____		
Gift _____	Number attending _____	
Name(s) _____	_____	Save-the-date card sent
Address _____	_____	Invitation sent
_____	_____	R.S.V.P. received
Telephone number _____	_____	Thank-you sent
Email address _____		
Gift _____	Number attending _____	
Name(s) _____	_____	Save-the-date card sent
Address _____	_____	Invitation sent
_____	_____	R.S.V.P. received
Telephone number _____	_____	Thank-you sent
Email address _____		
Gift _____	Number attending _____	

total guests this page _____





To ensure that your photographer captures all *the most important moments* of your wedding, provide him or her with a list of specific events and the names of important guests to photograph. Then designate a close friend or relative to help the photographer locate the people on the list. Discuss which shots should be in color and which in black and white.

portraits

- | | |
|--|--|
| <input type="checkbox"/> Bride | <input type="checkbox"/> Bride with parents |
| <input type="checkbox"/> Groom | <input type="checkbox"/> Groom with parents |
| <input type="checkbox"/> Bride and groom | <input type="checkbox"/> Bride and groom with bride's parents |
| <input type="checkbox"/> Bride, with detail of back of dress | <input type="checkbox"/> Bride and groom with bride's family |
| <input type="checkbox"/> Groom with best man | <input type="checkbox"/> Bride and groom with groom's parents |
| <input type="checkbox"/> Groom with groomsmen | <input type="checkbox"/> Bride and groom with groom's family |
| <input type="checkbox"/> Bride with maid of honor | <input type="checkbox"/> Bride and groom with both sets of parents |
| <input type="checkbox"/> Bride with bridesmaids | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ring bearer with flower girl | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Entire wedding party | <input type="checkbox"/> _____ |

pre-wedding

- | | |
|--|---|
| <input type="checkbox"/> Bride and attendants getting ready | <input type="checkbox"/> Bride leaving for ceremony |
| <input type="checkbox"/> Groom and attendants getting ready | <input type="checkbox"/> Groom leaving for ceremony |
| <input type="checkbox"/> Mother or maid of honor helping bride get ready | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Reception site being set up | <input type="checkbox"/> _____ |

ceremony

- | | |
|---|---|
| <input type="checkbox"/> Signs directing guests to wedding | <input type="checkbox"/> Special guests watching ceremony |
| <input type="checkbox"/> Wedding programs | <input type="checkbox"/> Wedding kiss |
| <input type="checkbox"/> Ceremony site, with guests arriving | <input type="checkbox"/> Bride and groom leading recessional |
| <input type="checkbox"/> Ushers escorting special guests to their seats | <input type="checkbox"/> Guests throwing rice or flower petals |
| <input type="checkbox"/> Both sets of parents entering | <input type="checkbox"/> Signing of wedding certificate |
| <input type="checkbox"/> Groom walking down the aisle or awaiting bride | <input type="checkbox"/> Bride's and groom's hands displaying rings |
| <input type="checkbox"/> Bridal party at ceremony spot, awaiting bride | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Child attendants walking down the aisle | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride walking down the aisle | <input type="checkbox"/> _____ |

reception

- | | |
|---|---|
| <input type="checkbox"/> Friends signing guestbook | <input type="checkbox"/> Bride dancing with her father |
| <input type="checkbox"/> Guests at cocktail hour | <input type="checkbox"/> Groom dancing with his mother |
| <input type="checkbox"/> Reception site set for dinner | <input type="checkbox"/> Guests dancing |
| <input type="checkbox"/> Seating cards display | <input type="checkbox"/> Favors |
| <input type="checkbox"/> Centerpieces | <input type="checkbox"/> Wedding cake |
| <input type="checkbox"/> Place settings | <input type="checkbox"/> Bride and groom cutting the cake |
| <input type="checkbox"/> People giving toasts | <input type="checkbox"/> Bride and groom departing |
| <input type="checkbox"/> Bride and groom listening to toasts | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Group pictures of guests at each table | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride and groom's first dance | <input type="checkbox"/> _____ |





MUSIC PLANNER

Fill in this page with *your song choices*, and give a copy to musicians and deejays so they know what to play and when. It's a good idea to make a note of specific songs you don't want to hear as well. Will your bandleader also act as master of ceremonies at the reception? If so, be sure to discuss what you would like him or her to say.

ceremony

	song	performed by	start time
Prelude			
Processional			
Ceremony			
Recessional			

reception

	song	performed by	start time
Cocktail hour			
Couple's first dance			
Bride & father's dance			
Groom & mother's dance			
Guests' first dance			
Dinner			
Dancing			
Cake cutting			
Other special requests			
Last dance			
"Don't play" list			

other

	song	performed by	start time
Announcements, dedications, and toasts			



FLOWER PLANNER

It's easier to talk with your florist – and stay within your budget for flowers – if you begin with a complete list of the arrangements you want. We've included a list of flowers by season to get you started.



wedding party

	<i>description</i>
Bride's bouquet	
Bride's headpiece	
Maid of honor's and bridesmaids' bouquets	
Flower girl's headpiece and basket	
Groom's boutonniere	
Best man's and groomsmen's boutonnieres	
Ring bearer's boutonniere	
Mothers' corsages	
Other special guests' corsages	
Father's boutonnieres	
Other special guests' boutonnieres	
Other	

ceremony

	<i>description</i>
Aisle runner	
Pew or chair decorations	
Altar or huppa arrangements	
Candles and holders	
Other	

reception

	<i>description</i>
Entryway arrangements	
Bar decorations	
Dining table centerpieces	
Bride's and groom's chair decorations	
Buffet table decorations	
Cake and cake table decorations	
Powder room arrangements	
Other	

flowers by season

<i>year-round</i>	<i>spring</i>		<i>summer</i>		<i>fall</i>	<i>winter</i>
Calla lily	Cherry blossom	Lily of the valley	Astilbe	Lady's mantle	Autumn leaves	Amaryllis
Carnation	Daffodil	Muscari	Cosmos	Larkspur	Chrysanthemum	Anemone
Freesia	Dogwood	Peony	Dahlia	Marigold	Dahlia	Evergreen
Gardenia	Forsythia	Quince	Daisy	Scabiosa	Seasonal berries	Forced bulbs
Hydrangea	Hellebore	Sweet pea	Delphinium	Snapdragon	Sunflower	Poinsettia
Lily	Hyacinth	Tulip	Garden rose	Violet		
Orchid	Lilac	Viburnum	Gladiolus	Zinnia		
Ranunculus			Hollyhock			
Rose						
Stephanotis						



