



**U.S. Career  
Institute®**  
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# Wedding and Event Planner Forms



**U.S. Career Institute**

2001 Lowe Street • Fort Collins, CO 80525  
1-800-347-7899



## Introduction

Your Wedding and Event Planner Forms supplement includes all of the forms and checklists from your course materials. As you begin your Wedding and Event Planner career, place these in your notebook. When you're ready to plan weddings and events, find the appropriate forms and checklists in your notebook, copy them and use them. You can also find electronic versions of these forms on the Wedding and Event Planner Forms CD.



Once you're ready to plan events, these forms and checklists will come in handy.

The forms and checklists for weddings are first, and the event forms and checklists are in the latter portion of the supplement.



## Wedding Planning Checklist

- Complete Initial Client Interview
  - \_\_\_ Discuss client's vision
  - \_\_\_ Write contract or letter of agreement, negotiating services and fees
- Develop initial budget
  - \_\_\_ Obtain bride's initial guest list
- Assist/confirm engagement and/or wedding ring purchase
- Assist with engagement photo, newspaper announcements (as needed)
- Plan engagement party (if applicable)
- Select ceremony site
  - \_\_\_ Reserve and sign contract/deposit
- Select and reserve ceremony officiant
  - \_\_\_ Meet officiant and discuss ceremony
  - \_\_\_ Start any desired/required pre-marriage programs
- Select reception site (if different from ceremony)
  - \_\_\_ Reserve and sign contract/deposit
- Choose attendants
- Dress selection
  - \_\_\_ Bride's dress (order, deposit, fittings, alterations)
  - \_\_\_ Flower girl's dress (order, deposit, fittings, alterations)
  - \_\_\_ Attendants' ensembles (order, deposit, fittings, alterations)
- Formalwear selection
  - \_\_\_ Groom, groomsmen, ring bearer (reserve, deposit, fittings)
- Assist with gift registration (as needed)
- Select photographer/videographer
  - \_\_\_ Reserve and sign contract/deposit
- Ceremony music
  - \_\_\_ Meet with organist, soloists, etc., to discuss selections
  - \_\_\_ Reserve and sign contract/deposit (if needed)
- Reception music
  - \_\_\_ Meet with orchestra, deejay, etc., to discuss selections
  - \_\_\_ Reserve and sign contract/deposit (if needed)
- Flower selections
  - \_\_\_ Meet with florist to discuss selections
  - \_\_\_ Reserve and sign contract/deposit (if needed)

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- Select cake
  - \_\_\_ Order and sign contract/deposit
- Select caterer
  - \_\_\_ Determine menu
  - \_\_\_ Determine service style
  - \_\_\_ Reserve and sign contract/deposit
- Select transportation
  - \_\_\_ Reserve and sign contract/deposit
- Make other vendor/service contact list
- Assist in honeymoon planning (as needed)
- Finalize guest list
- Assist in invitation selection
  - \_\_\_ Order invitations
- Make housing arrangements for out-of-town guests
- Finalize/organize ceremony decorations
- Finalize/organize reception decorations
- Plan ceremony
- Plan reception
  - \_\_\_ Seating/table arrangements
  - \_\_\_ Order of events (planned dances, cake cutting, bouquet throwing, etc.)
- Confirm blood tests, marriage license, name change
- Complete invitations (address, stuff, mail)
- Assist with beauty-, manicure- and hairstyling-appointment settings
- Follow-up (again) to confirm with all vendors and service providers
- Give final guest count to caterer
- Coordinate décor
  - \_\_\_ Plan seating activities (place cards, etc)
  - \_\_\_ Table favors at reception
- Assist with dress fittings
- Plan bridesmaid luncheon (if applicable)
- Plan rehearsal dinner (if applicable)
- Plan post-wedding brunch (if applicable)

Wedding Budget					
Vendor/Service	Bride/ Groom	Bride's Family	Groom's Family	Other	Total
<b>Pre-Wedding</b>					
Consultant					
Marriage license/blood tests					
Engagement & wedding rings					
Invitations					
Announcements					
Thank you notes					
Postage					
Attendant gifts					
Legal fees					
Estate or tax planning					
Wills					
Prenuptial agreement					
<b>Pre-Wedding Subtotal</b>					
<b>Ceremony</b>					
Site rental					
Officiant's fee					
Bride's attire					
Dress					
Headpiece					
Accessories (shoes, gloves, jewelry, garter, lingerie, etc.)					
Alterations					
Hair stylist/makeup artist					
Groom's attire					
Bride's attendants					
Groom's attendants					
Floral					
Bride's bouquet					
Bridesmaids					
Flower girl					
Ring bearer					
Corsages # _____					
Boutonnieres # _____					
Altar					
Aisle/pew					
Other site					
Site rentals					
Programs/napkins					

(Continued)

<b>Wedding Budget (Continued)</b>					
<b>Vendor/Service</b>	<b>Bride/ Groom</b>	<b>Bride's Family</b>	<b>Groom's Family</b>	<b>Other</b>	<b>Total</b>
<b>Ceremony (continued)</b>					
Canopy, arch					
Candles, aisle					
Carpet & other					
Other site décor					
Music					
Photography/videography					
Guest book/favors					
<b>Ceremony Subtotal</b>					
<b>Reception</b>					
Site rental					
Table décor					
Rentals (chairs, lighting, dishes, flatware, etc.)					
Linens					
Centerpieces					
Place settings					
Décor (favors)					
Room Décor					
Food/caterer					
Bar/beverages					
Cake					
Knife					
Favors					
Napkins					
Champagne					
Toasting glasses					
Favors					
Napkins, etc.					
Music					
Entertainment					
Photography/videography					
Transportation (limousines, etc.)					
<b>Reception Subtotal</b>					
<b>Pre-Wedding TOTAL</b>					
<b>Ceremony TOTAL</b>					
<b>Reception Total</b>					
<b>GRAND TOTAL</b>					



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## **The Traditional Division of Expenses**

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### **Bride**

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- ❖ Groom's wedding ring
- ❖ Groom's wedding gift
- ❖ Bridal attendants' gifts
- ❖ Personal stationery
- ❖ Medical exam and blood test (if required)
- ❖ Accommodations for out-of-town attendants

### **Groom**

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- ❖ Bride's rings (engagement and wedding)
- ❖ Bride's wedding gift
- ❖ Gifts for the best man and ushers
- ❖ Bride's bouquet
- ❖ Mothers' corsages
- ❖ Boutonnieres for attendants and fathers
- ❖ Medical exam and blood test (if required)
- ❖ Marriage license
- ❖ Officiant's fee
- ❖ Honeymoon
- ❖ Accommodations for out-of-town ushers

### **Bride's Family**

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- ❖ Ceremony costs—location, music, rentals, etc.
- ❖ Reception costs—foot, beverages, music, rentals, decorations, cake
- ❖ Bride's wedding attire and accessories
- ❖ Wedding invitations and postage
- ❖ Bridesmaids' bouquets
- ❖ Transportation for the bridal party
- ❖ Bridesmaids' luncheon
- ❖ Photography
- ❖ Floral decorations

### **Groom's Family**

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- ❖ Rehearsal dinner
- ❖ Wedding nite suite

(Continued)

## Wedding Gown Terms

### Silhouettes

- ❖ A-Line—A fitted bodice, gradually flaring wider from the bust down to the hem.
- ❖ Ball Gown—Voluminous skirt, off-the-shoulder bodice and a natural waist.
- ❖ Basque Waist—Natural waist with a dropped V- or U-shaped front
- ❖ Bustier—Strapless with a sculpted bustline.
- ❖ Empire—Cropped bodice, very high waist that begins just below the bust, with a slim, flared skirt.
- ❖ Mermaid—Fitted from chest to knee, then flares to hem.
- ❖ Princess—Skims the outline of the body. A slim-fitting bodice with vertical seams flowing from shoulders down to the hem of a flared skirt.
- ❖ Sheath—Narrow, body-hugging style that has a straight skirt.

### Lengths

- ❖ Floor length—Hem skims the floor.
- ❖ High-low length—Hem falls below the knee in front, and is ankle- to train-length in back.
- ❖ Knee length—Just covers the knees.
- ❖ Tea length—To the calves.
- ❖ Midcalf/Ballet length—Midcalf to just above the ankles.

### Trains

- ❖ Brush & Sweep—Barely touches the floor.
- ❖ Court—Extends about 3 feet behind the waist.
- ❖ Chapel—The most popular  $\frac{3}{4}$  falls  $3\frac{1}{2}$  to  $4\frac{1}{2}$  feet from waist.
- ❖ Semi-cathedral—Trails  $4\frac{1}{2}$  to  $5\frac{1}{2}$  feet from waist.
- ❖ Cathedral—Tumbles  $6\frac{1}{2}$  to  $7\frac{1}{2}$  feet from waist.
- ❖ Extended cathedral (also called Royal or Monarch)—Extends 10-12 feet from waist.
- ❖ Detachable train—A train of any length that attaches with hooks and loops and can be removed
- ❖ Watteau—A single panel attaches to the top of the dress. It can be the same length as the dress or extend out.

## Necklines

- ❖ Boat (also called bateau or scoop)—Follows the collarbone from shoulder to shoulder in front and back.
- ❖ Halter—Two straps connect the bodice to the back of the neck.
- ❖ High—A close-to-the-neck collar.
- ❖ Illusionary—Transparent fabric covers the shoulders in back and the yoke in front.
- ❖ Jewel—Circles the base of the neck and dropped lightly below the throat in front.
- ❖ Keyhole—Neckline is an open teardrop shape.
- ❖ Off-the-Shoulder—Neckline encircles the torso and wraps around the outside of the upper arms.
- ❖ Portrait—A fold of fabric creates a collar and frames the face. Usually worn off-the-shoulder.
- ❖ Queene Anne—Rises high at the back of the neck, and is cut low in the front in a sweetheart shape.
- ❖ Queen Elizabeth—High collar at the back of the neck and pointed V-shape in the front.
- ❖ Square—Shaped like half of a square.
- ❖ Strapless—Extends from one underarm to the other without straps.
- ❖ Sweetheart—The front neckline shaped like the top half of a heart.
- ❖ V-neckline—Angled to a point in front.

## Sleeve Styles

- ❖ Bell—Long, fitted sleeves that gently flare out at the wrist.
- ❖ Cap—Short, fitted sleeve that barely covers the top of the shoulder.
- ❖ Fitted—Slim-fitting sleeve that tapers in size as it reaches the wrist.
- ❖ Gauntlet—Detachable lace or fabric that covers the forearm and wrist.
- ❖ Illusion—Fitted sleeves made of transparent fabric.
- ❖ Juliet—Long sleeve with a puffed top that is fitted around the lower arm and wrist.
- ❖ Leg-of-Mutton—Long sleeve, full and rounded from shoulder to elbow, and then tapered to the wrist.
- ❖ Petal—Two pieces overlap on the upper arm to create what looks like petals.
- ❖ Poet—Fitted to the forearm and then flares out.
- ❖ Puff—Short, full sleeve gathered at the shoulder seam.
- ❖ Three-quarter—Sleeve ends below the elbow and above the wrist.

(Continued)

## Styles of Headress

### Headpieces

- ❖ Bow—Lace, ribbon or fabric, often worn at the back of the head.
- ❖ Floral wreath—A ring of flowers—fresh, silk, dried or porcelain—that rests atop the head. May be adorned with ribbons, streamers or tulle.
- ❖ Garden hat—A wide-brimmed, face-framing hat.
- ❖ Hairpins—Adorned with crystals or pearls to add some sparkle to the bride's hairstyle.
- ❖ Headband—Made from satin, lace or the same material as your dress. Extends from one temple to the other.
- ❖ Juliet cap—A small, rounded cap that fits snugly on the back of the head. It is often covered with lace or satin and decorated with pearls or stones.
- ❖ Profile comb—A comb decorated with pearl sprays, flowers or lace, which sits on one side or in back of the head.
- ❖ Tiara—A headpiece made of metal and adorned with rhinestones, pearls or other gems. Sits high on top of the head.
- ❖ Crown—Popular for fifties-style looks and with certain ethnic groups. Often in pearl and rhinestone.

### Veils

- ❖ Ballet or Waltz—Between slightly below the knee to the ankles.
- ❖ Birdcage—Falls just below the chin. Usually attached to hats.
- ❖ Blusher—Worn over the face and falls anywhere from collarbone to waist.
- ❖ Cathedral—Cascades 3 $\frac{1}{3}$  yards from the headpiece. Usually worn with a cathedral train.
- ❖ Chapel—Falls 2 $\frac{1}{3}$  yards from the headpiece. Flows over the train of the dress.
- ❖ Elbow—Extends down to the elbows.
- ❖ Fingertip—Touches the tips of the fingers.
- ❖ Sweep—Barely skims the ground.
- ❖ Mantilla—Spanish inspired veil that drapes over the head. It's usually made of lace.
- ❖ Double-Tier—Two layers that extend to different lengths.

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## **Traditional Uses of Flowers**

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### **Bride**

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Bouquet  
Bouquet for tossing  
Going-away corsage  
Corsage for rehearsal dinner  
Flowers for hair or gown  
Bouquets and floral  
    headdresses for attendants  
Maid/matron of honor  
Bridesmaids  
Junior bridesmaid  
Flower girl

### **Boutonnieres**

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Groom  
Best man  
Ringbearer  
Usher  
Father of bride  
Father of groom

### **Thank you Flowers/**

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### **Boutonnieres**

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Honored guests  
Wedding consultant  
Bride's personal attendant  
Officiant  
Out-of-town guests  
Soloist  
Instrumentalist  
Guest-book attendant  
Cake cutter  
Gift attendant  
Photographer/videographer

### **Flowers for the Family**

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Corsage for bride's mother  
Corsage for groom's mother  
Corsages for grandmothers  
Mothers' roses  
Boutonniere for bride's father  
Boutonniere for groom's father

### **Flowers for the Ceremony**

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Altar  
Chuppah  
Pews  
Main entrance  
Aisles  
Arch/canopy  
Candelabra  
Rose petals for tossing

### **Flowers for the Reception**

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Head table  
Parents' table  
Attendants' table  
Guests' tables  
Cake table  
Top of cake  
Guest-book table  
Gift table  
Buffet tables  
Railings or mantles  
Ladies' powder room



## What a Flower Says

Apple blossoms—good fortune

Baby's breath—pure heart

Bluebells—constancy

Blue violets—faithfulness

Camellia—perfect loveliness

Carnations—fidelity, deep love

Forget-me-nots—true love

Gardenias—joy

Lilies—purity and innocence

Lily of the valley—happiness

Orange blossoms—marriage, fidelity, purity, and fertility

Orchids—beauty

Roses—love

White daisies—innocence

Use a bridal reference to find other special meanings or to learn about your client's favorite flowers.



## **Types of Photos**

### **The Bridal Portrait**

- Generally taken in a studio about a month before the wedding

### **Before the Ceremony**

- Bridesmaids arriving at bride's house
- Wedding gown on hanger
- Bride and bridesmaids putting on makeup
- Bride getting dressed
- Bride alone in dress
- Bride putting on or adjusting veil with mother
- Bride placing penny in shoe or putting on garter
- Bride looking into a mirror
- Bride and mother
- Bride and parents
- Bride and siblings
- Bride and attendants
- Bride and flower girl
- Bride and her pet
- Father of bride adjusting his tie
- Father helping bride into car
- Bride leaving for wedding
- Bride and attendants waving from car
- Bridesmaids waiting outside the ceremony site
- Bride getting out of the car
- Adjusting the bride's veil and train
- Last-minute instructions from parents to bride
- Bride kissing parents
- Bride talking with maid/matron of honor
- Florist distributing bouquets and boutonnieres
- Groom alone
- Groom arriving at ceremony with best man
- Best man pinning boutonniere on groom

(Continued)

- Groom and attendants preparing for ceremony
- Groom, best man, attendants, and ushers
- Groom's parents arriving at the ceremony
- Guests arriving at the ceremony
- Ushers seating bride's mother
- Usher seating groom's parents
- Ushers seating special guests
- Wedding party decorating couple's car
- Groom and best man waiting at altar

### **During the Ceremony**

- The altar and decorations
- Organist or soloist
- Guests turning to watch bride come down aisle
- Flower girl
- Ring bearer
- Each attendant walking down aisle
- Groom and his parents walking down aisle (Jewish ceremony)
- Bride taking father's arm
- Giving-away ceremony
- Bride handing bouquet to maid/matron of honor
- Bride and groom at altar or under chuppah
- Officiant reciting vows
- Couple exchanging vows
- Parents' faces during vow exchange
- Ring ceremony
- The kiss
- Reactions of guests during ceremony
- Bride and groom facing congregation
- Special ceremonies: candle lighting, including children, etc.
- Bride and groom walking down aisle
- Attendants walking down aisle
- Receiving line
- Guests leaving ceremony



- Guests congratulating newlyweds
- Newlyweds leaving place of ceremony
- Guests throwing flower petals or birdseed at newlyweds
- Panoramic group shot outside place of ceremony
- Bride and groom looking through rear car window

## **Formal Portraits**

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- The couple
- Bride
- Groom
- Bride and attendants
- Groom and attendants
- Bride and groom with all attendants
- Bride and groom with honor attendants
- Bride and groom with child attendants
- Bride with parents
- Groom with parents
- Both families together
- Bride and groom with officiant
- Bride and groom's hands with rings

## **Reception**

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- Guests waiting for newlyweds
- Guests signing guest book
- Bridal party arriving at reception
- Bride and groom making a grand entrance
- Maid/matron of honor bustling bride's gown
- Group portraits of guests at every table (before serving meal)
- Wedding party at head table
- Bride and groom at head table
- Best man making toast
- All other toast-makers
- Both sets of parents seated at tables
- Buffet tables
- Wedding cake

(Continued)

- Groom's cake
- Cake-cutting ceremony
- Bride feeding cake to groom
- Groom feeding cake to bride
- Bouquet toss
- Garter toss
- Flowers or decorations
- Musicians
- First dance (bride and groom)
- Bride dancing with father
- Groom dancing with mother
- Bride dancing with father-in-law
- Groom dancing with mother-in-law
- Both sets of parents dancing
- Special family traditions
- Special guests
- Signing the marriage license

### **Leaving the Reception**

- Bride changing into going-away outfit
- Maid/matron of honor hanging the wedding gown
- Bride and groom in going-away clothes
- Bride and groom leaving, saying good-bye
- Best man handing tickets to groom
- Bride kissing parents
- Groom kissing parents
- Guests leaving reception
- Couple getting into car
- Newlyweds driving away for honeymoon

## Protestant Ceremonies

There is no one way to conduct a Protestant wedding, because it varies from denomination to denomination. But most ceremonies contain the following:

- ◆ Prelude
  - ◆ Processional
  - ◆ Call to Worship (readings)
  - ◆ Charge
  - ◆ Declaration of intent
  - ◆ Scripture reading
  - ◆ Sermon
  - ◆ Exchange of vows
  - ◆ Exchange of rings
  - ◆ Pronouncement of marriage
  - ◆ Prayer (usually “The Lord’s Prayer”)
  - ◆ Recessional
  - ◆ Postlude
- ❖ At different points of the ceremony, there may be hymns, soloists, readings or lighting of the unity candle. Communion is sometimes part of the ceremony.
- ❖ Most brides and grooms join hands during vows. Sometimes couples kneel at certain points of the ceremony, but not all do. After the couple is pronounced “man and wife” or “husband and wife,” they usually share a public kiss.
- ❖ Some Protestant ceremonies are quite formal, while others can be very relaxed.

## **Catholic Ceremonies**

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- ❖ The modern Catholic Church encourages couples to personalize their ceremony if they wish, within certain limits set by each diocese. This is usually done with Scripture readings, prayer, and hymns. Some couples choose to bring flowers to an altar of Mary.
- ❖ During the processional, the bride's father escorts her down the aisle, but he doesn't "give her away." Sometimes the couple sits on chairs or kneels during part of the service. A kneeling bench is commonly provided for them.
- ❖ There are rules about marrying in the Church for a non-Catholic or divorced person. Check with the particular diocese. In rare cases, a diocese may prefer that the maid or matron of honor and the best man are Catholic.

### **The Order of Service:**

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- ❖ Prelude
- ❖ Processional
- ❖ Welcoming and Opening Prayer
- ❖ Liturgy of the Word
  - ◆ A reading from the Old Testament
  - ◆ A Psalm
  - ◆ A reading from the New Testament
  - ◆ Alleluia (sung—the congregation stands)
  - ◆ A reading from the Gospels
  - ◆ Homily (congregation sits)
- ❖ The Rite of Marriage (questioning, exchange of vows and rings)
- ❖ Prayer of the Faithful (intercessory prayers for people, sometimes written by couple)
- ❖ The Liturgy of the Eucharist
  - ◆ Offertory (the couple often chooses people to bring bread and wine to the altar)
  - ◆ Consecration
  - ◆ Great Amen (sung)
  - ◆ Our Father ("The Lord's Prayer")
  - ◆ Sign of Peace (members of the congregation hug or shake hands with those near them)
  - ◆ Communion
- ❖ The Conclusion and Blessing
- ❖ Recessional
- ❖ A marriage ceremony may be performed without the Nuptial Mass.

## Jewish Ceremonies

- ❖ Jewish wedding ceremonies differ depending on whether the synagogue is Orthodox, Conservative or Reform and on the leadership and style of the rabbi.
- ❖ Ancient Jewish law states that marital status can be attained by performing one of three acts in the presence of witnesses: 1) The delivery by the man of the ketubah (written contract) to the woman, 2) Presentation by the man of an article of value to the woman, commonly a ring and 3) Cohabitation (though this is frowned upon). Most ceremonies today include two of the above and the exchange of vows.
- ❖ Orthodox and Conservative synagogues invite the groom to read from the Torah on the Sabbath before the wedding. When he's finished, candy and nuts are sometimes thrown to wish him a sweet and fertile married life.
- ❖ Orthodox women do not read from the Torah, but a Conservative woman can join her fiancé in reading it in Hebrew.
- ❖ Reform groups hold a ceremony for a special blessing before the congregation on the Friday before the wedding.
- ❖ The ceremony can be performed in a synagogue or at another site.
- ❖ Often, if the ceremony is held in the same place as the reception, guests may be invited to another area for cocktails while the ceremony area is transformed for the reception.
- ❖ The following are other elements of the ceremony. Orthodox Jews are more formal and strict in their practice of the rituals, while Conservative and Reform ceremonies may omit some of these:
  - ◆ For private time when they arrive at the ceremony, male guests go into a room with the groom. Female guests go into a room where the bride sits on a chair that resembles a throne.
  - ◆ The groom walks down the aisle with his parents.
  - ◆ The bride walks down the aisle with her parents.
  - ◆ The Seven Blessings are given. A sip of wine is shared, symbolizing commitment to the marriage.
  - ◆ After the males sign the ketubah, they are led by the rabbi into the bride's room for the badekan (veiling) ceremony.
  - ◆ The main part of the ceremony begins after the badekan.
  - ◆ The parents of the bride lift her veil and kiss her. The bride takes three steps away from them. Orthodox brides may circle their groom three to seven times.
  - ◆ This is when they step under the chuppah and signify the entwining of their lives.

(Continued)

- ◆ The Orthodox bride does not respond to the wedding vows. The Conservative and Reform bride may choose to do so, usually in Hebrew.
- ◆ At the end of the ceremony, the wine glass is wrapped in a napkin for the groom to break with his foot. “Mazel Tov” greetings are shared.
- ◆ The couple runs up the aisle into a Yichud for a brief time of privacy. If they have been fasting, they can break their fast here.
- ◆ Orthodox brides have a ritual bath the morning of the wedding day.
- ◆ Orthodox and many Conservative couples fast until the ceremony.
- ◆ Men wear a yarmulke (head covering) for the ceremony, even if they are not Jewish. In some synagogues, men and women are seated separately.



## **Eastern Orthodox Ceremonies**

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- ❖ The priest determines which language will be used.
- ❖ The ceremony takes place in front of the Holy Doors leading to the altar, where the table with a Bible, chalice, cross, candles and flowers is put.
- ❖ After the priest blesses the rings, the best man performs a ritual of exchanging the rings. He first takes the bride's ring and puts it on the groom's finger, then vice-versa. He does this three times.
- ❖ The couple holds candles to symbolize the Lord's light. (An attendant holds the bride's bouquet or it is placed on the table.)
- ❖ After the couple is led around the table, they then return to their places for a final blessing.
- ❖ One partner and one witness must be Eastern Orthodox.
- ❖ There may be differences in the ceremony from church to church.





## Choose the Reception Site

Name of Site	
Address	
Contact Person	Phone
Cost	
Deposit required	
Required security deposit?	
Reception "package"?	
Discounted times of the week, month, or year?	
Does facility carry liability insurance?	
Number of people the site accommodates	
Maximum number the rooms can hold comfortably	
Number of hours site is available	
Charge for staying over	
Available for use during the ceremony?	
Restrictions involving decorations	
Tables, chairs, and tableware available	
Rental fee for these items?	
Cooking facilities available?	
Caterer?	
Restrictions on music?	
Times/noise level	
Piano available	Fee?
Restrictions/regulations for photography or video cameras?	
Private room for bridal party?	

*(Continued)*

Heating, ventilation, and air conditioning (HVAC)

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Alcohol requirements

Fees?

Dance area?

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Type of sound system

---

Restroom facilities

---

Handicap accessibility

---

Coat check

Fee?

Parking

Fee?

Outdoor for tents

Tents provided?

Heaters and lights for outside areas

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Post-reception clean-up included in fee?

---

Cancellation policy

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## **Choose a Caterer**

Company name

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Address

---

Contact Person

Phone

Menu Choices

Price

Price

Price

Price

Price

Liquor license?

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Alcohol provided?

Price

Table linens, chairs, tables, runners, candles or any other special services provided

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Wedding cake provided?

Wait staff provided?

Attire

Wait staff cost included in price?

No. of servers

Overtime charges?

Payment plan?

Deposit

Date the guaranteed number of guests is needed

## Choose Musicians

Name of Group

Names

Contact Person

Phone

Cost

Wedding experience

Number of members

Sound system provided

Space sound system accommodates

Piano required?

Provided?

Attire

Musical styles

Requests?

Master of ceremonies

Set up and break down time?

Overtime?

Fee?



## Wedding Day Checklist

- Bride to hairdresser's
- Deliver "good morning" basket to bride
- Follow up with groom by telephone
- Confirm transport of bride to ceremony site
- Check site
  - Floral
  - Decor/rentals set-up
    - Outside
    - Ceremony location
    - Restrooms
    - Parking
  - Ceremony accessories
    - Unity candle
    - Altar cloth
  - Greeting area
    - Guest book
    - Decor/favors (bird seed, etc.)
    - Carpet
- Dress, accessories, tuxes, emergency kit to wedding site
- Confirm arrival of groom and attendants, officiant, musicians
- Confirm arrival of bouquets and distribute
- Boutonnieres and corsages pinned to appropriate people
- Follow up with ushers and their responsibilities (programs, maps, seating)
- Follow up with photographer for pre-ceremony photos
- Prepare ushers to greet and seat arriving guests



(Continued)

- Pre-ceremony music/organist prelude music
- Confirm guest seating
- Candle lighting
- Aisle runner
- Prepare groom and attendants to ceremony position
- Secure dressing room valuables
- Gather bride and attendants to vestibule or waiting area
- Usher seats groom's mother and grandparents
- Designated usher seats mother of the bride
- Soloist/Music
- Ceremony begins
- Receiving line (optional)
- Formal photos
- Pack/transfer dressing room items
- Confirm guest table set-up
  - Place cards
  - Favors
- Confirm gift table
- Confirm room decor/rentals
  - Seating assignment board/area
- Confirm cake
- Confirm bar
- Confirm catering
- Confirm musicians
- Confirm parking

- Confirm decor
  - Transfer guest book
- Bridal party transportation confirmed
- Bar ready
- Bride and groom's arrival announced or receiving line formed
- Hors d'oeuvres/champagne passed (may be before bride and groom arrive if photo session is lengthy)
- Bride and groom's first dance (or after meal)
  - Bride's father and bride
  - Groom and bride's mother
  - Groom's father and bride
  - Bride's father and mother
  - Groom and his mother
  - Orchestra leader or DJ invites others to join the family on dance floor
- Meal is served or buffet is opened
- Toasts
- Cake cutting
- Bouquet and garter toss
- Bride and groom change into get-away clothes
- Farewell
- Gifts retrieved/clean-up







## Vendor Contact List

Caterer	Contact
	Phone
Bartender	Contact
	Phone
Florist	Contact
	Phone
Attire	Contact
	Phone
Music	Contact
	Phone
Ceremony site	Contact
	Phone
Reception site	Contact
	Phone
Transportation	Contact
	Phone
Rentals (linens, decorations, etc.)	Contact
	Phone
Photographer/Videographer	Contact
	Phone
Miscellaneous	



## Marriage License Requirements

State

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Call, use the Internet or write the county clerk's office in the county and state where your client is marrying for the following information:

1. Who needs to sign the license?

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2. Is a blood test or doctor's certificate required?

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3. Does the couple need to apply in person or together?

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4. What (if any) is the waiting time before and after the license is issued?

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5. What is the fee, and does it need to be paid in cash?

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6. What identification is required?

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7. What age requirements are made of the bride and groom, and what kind of documentation is needed?

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8. If one or both of them is divorced, is a divorce certificate required?

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9. What are the residence requirements of the marriage license?

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## Event Planning Checklist

Complete design form: \_\_\_\_\_

Agree on who does what: \_\_\_\_\_

Pub responsibilities in writing: \_\_\_\_\_

Determine the services needed: \_\_\_\_\_

Complete shopping list: \_\_\_\_\_

Purchase, prepare, mail invitations: \_\_\_\_\_

Sponsors \_\_\_\_\_

Organize publicity and promotion: \_\_\_\_\_

Investigate outside services: \_\_\_\_\_

Secure outside service contracts: \_\_\_\_\_

Shop for decorations and supplies: \_\_\_\_\_

Shop for menu ingredients: \_\_\_\_\_

Prepare menu items ahead of time: \_\_\_\_\_

Follow up on service contracts: \_\_\_\_\_

Follow up on who does what: \_\_\_\_\_

Pack supplies; \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Set-up: \_\_\_\_\_

Tear down: \_\_\_\_\_

Follow up: \_\_\_\_\_

# Event Design Form

## Section I: Host Information and Theme

Theme: \_\_\_\_\_

Occasion/Purpose:  
\_\_\_\_\_  
\_\_\_\_\_

Guest of Honor(s): \_\_\_\_\_

Host(s)/Client: _____	Guests/Target Market: _____
_____	_____
_____	_____
_____	_____

Committee Chair/Client Contact: \_\_\_\_\_

Committee Members (Board):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budget:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section II: Invitations**

Estimated # Guests: \_\_\_\_\_ Event Type: \_\_\_\_\_

Ticket Price: \_\_\_\_\_ Event Date and Time: \_\_\_\_\_

Site Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Directions to Site: \_\_\_\_\_

RSVP Information: \_\_\_\_\_

Dress and/or Special Instructions to Guests: \_\_\_\_\_

Meal, Refreshments and Activities to Include:

\_\_\_\_\_

\_\_\_\_\_

Invitation Design: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Publicity and Promotion Efforts:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section III: Decorations**

Service Table Set-Up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guest Table Set-Up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Individual Place Setting Décor:

\_\_\_\_\_  
\_\_\_\_\_

Room Decorations: \_\_\_\_\_

Entrance Decorations: \_\_\_\_\_

Outdoor Decorations: \_\_\_\_\_

Other: \_\_\_\_\_

**Section IV: Activities**

Entertainment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continued)



Silent Auction:

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**Section V: Beverages**

Catering: \_\_\_\_\_  
\_\_\_\_\_

Menu:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beverages:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full Cash Bar: \_\_\_\_\_

## **Event Planning Scheduling Checklist**

### **6 to 12 Months Ahead**

- Decide event purpose (raise funds, visibility, celebration, etc.)
- Choose a theme
- Visit potential sites
- Research/appoint an event coordinator/manager
- Research/select committees/chairpersons
- Chairperson forms subcommittees
- Get cost estimates (site rental, food, drinks, sound/lights, etc.)
- Get recommendations for entertainment; hold auditions
- Get bids for entertainment
- Get bids for decorations
- Get bids for design/printing
- Get bids for other major items
- Finance committee drafts initial budget
- Decide on admission cost
- Create sponsorship amounts/levels
- List items to be underwritten and possible sources
- Research/approach honorees
- Compile mailing list (individuals/businesses)
- Check proposed date for potential conflicts, finalize date in writing
- Get written contracts for site, entertainment, etc.
- Develop alternative site (if event is outdoors)
- Consider pre-party event for publicity or underwriting
- Invite/confirm VIPs
- Pick graphic artist; begin invitation design
- Create logo for event with graphic artist
- Order hold-the-date cards or other event announcements
- Set marketing/public relations schedule
- Develop press release and calendar listings
- Select photographer; arrange for photos of VIPs, chairmen, honorees
- Get biographical information on VIPs, celebrities, honorees, chairmen
- Investigate need for special permits, licenses, insurance, etc.

### **3 to 6 Months**

- Begin monthly committee meetings
- Write/send requests for funding or underwriting to major donors, corporations and sponsors
- Request logos from corporate sponsors for printing
- Review with graphic artist invitations, programs, posters, etc.
- Prepare final copy for invitations, return card, posters
- Prepare final copy for tickets
- Complete mailing lists for invitations
- Order invitations, posters, tickets, etc.
- Sign contract with entertainment company

- Make list of locations for posters
- Finalize mailing lists; begin soliciting corporations and major donors
- Obtain lists from honorees or VIPs
- Obtain radio/TV sponsors, public service announcements or promos
- Set menu with caterer for food and beverages
- Secure permits and insurance
- Get written confirmation of celebrity participation/special needs
- Finalize audio/visual contract
- Select/order trophies/awards

## **2 Months Ahead**

- Hold underwriting or preview party to coincide with mailing of invitations; invite media
- Assemble/address invitations (with personal notes when possible)
- Mail invitations
- Distribute posters
- Finalize transportation/hotel accommodations for staff, VIPs, honorees
- Obtain contracts for decorations and rental items
- Confirm TV/radio participation
- Release press announcements about celebrities, VIPs, honorees
- Follow up to confirm sponsorships and underwriting
- Obtain logos from corporate sponsors for program printing
- Review needs for signs at registration, directional, etc.
- All major chairpersons to finalize plans
- Hold walk-through of event with responsible committees, chairpersons and responsible site staff
- Review/finalize budget, task sheets and tentative timeline
- Start phone follow-up for table sponsors (corporate, VIP, committee)

## **1 Month Ahead**

- Phone follow-up of mailing list (ticket sales)
- Place newspaper ads, follow up with news media, on-air announcements
- Confirm staff for registration, hosting, other
- Write to VIPs, celebrities, program participants, confirm participation
- Complete list of contents for VIP welcome packets
- Get enlarged site plan/room diagram, assign seats/tables
- Give estimate of guests expected to caterer/food service
- Meet with all outside vendors, consultants to coordinate event
- Review script/timeline
- Continue phone follow-ups for ticket/table sales
- Continue assigning seats; set head table, speaker's platform
- Confirm transportation schedules: airlines, trains, buses, cars, limos
- Confirm hotel accommodations
- Prepare transportation and accommodations (include arrival time, flight number, airline, person assigned to meet flight)
- Confirm special security needed for VIPs, event
- Prepare welcome packet for VIPs, chairmen, and key staff

- Schedule deliveries of special equipment, rentals
- Confirm setup and tear down times with event site
- Finalize plans with party decorator
- Give caterer revised numbers
- Meet with chairpersons, key staff to finalize any of the above

### **1 Week Before**

- Meet with all committees for last-minute details
- Finish phone follow-ups
- Confirm number attending
- Finish seating/table arrangements
- Hold training session with volunteers; finalize assignments
- Secure two or three volunteers to assist with emergencies
- Finalize registration staff
- Distribute seating chart, assignments to hosts/hostesses
- Schedule pickup or delivery of any rented or loaned equipment
- Double-check arrival time and delivery times with vendors
- Reconfirm event site, hotel, transportation
- Deliver final scripts/ timelines to all program participants
- Finalize catering guarantee, refreshments
- Confirm number of volunteers
- Make follow-up calls to news media for advance and event coverage
- Distribute additional fliers
- Final walk-through with all personnel
- Schedule rehearsals
- Schedule volunteer assignments for day of event
- Establish amount of petty cash needed for tips and emergencies
- Write checks for payments to be made for the day of the event

### **Day Before Event**

- Lay out all clothes that you will need the day of the event
- Recheck all equipment and supplies to be brought to the event
- Have petty cash and vendor checks prepared

### **Event Day**

- Arrive early (with your change of clothes)
- Unpack equipment, supplies and make sure nothing is missing
- Be sure all VIPs are in place and have scripts
- Reconfirm refreshments/meal schedule for volunteers
- Go over all the final details with caterer and setup staff
- Check with volunteers to make sure all tasks are covered
- Setup registration area
- Check sound/light equipment and staging before rehearsal
- Hold final rehearsal

## Event List for Planning the Budget

	<u>Cost</u>		<u>Cost</u>
<b>Event Site/Facility</b>			
Rental fee	_____	Microphones	_____
Permit(s)/License	_____	Disc players	_____
<b>Rentals</b>		Sound system	_____
Heat/Air	_____	Walkie-Talkies	_____
Furniture	_____	Pointers/Marking pens	_____
Tables	_____	Flip Charts	_____
Registration tables	_____	Blackboards	_____
Chairs	_____	Computer interfaces	_____
Carpeting/Flooring	_____	Technical staff	_____
Props	_____	<b>Electrical</b>	
Tents/Canopies	_____	General lighting	_____
Staging (skirting, stairs)	_____	Special lighting	_____
Risers	_____	Generator	_____
Stanchions/Ropes	_____	Extension cords	_____
<b>Food Services</b>		Video production	_____
Food	_____	Other rentals	_____
Beverages	_____	<b>Decorations</b>	
Bartender fees	_____	Event decor	_____
Catering fees	_____	Stage decor	_____
Equipment	_____	Stage backdrop	_____
Tables/Chairs	_____	Centerpieces/ Table decor	_____
Supplies (linens, china)	_____	Flowers/Plants	_____
Glasses, utensils	_____	Candles	_____
Labor/Staff	_____	Balloons	_____
Gratuities	_____	Specialty linen	_____
Health permits	_____	Chair covers	_____
Personnel/VIP/ Guests/Volunteers	_____	Signs	_____
<b>Audio-Visual</b>		Props	_____
Television monitors	_____	Paper supplies	_____
Video Players/Recorders	_____	<b>Entertainment</b>	
Cameras	_____	Music	_____
Projectors/Carts	_____	Talent	_____
Screens	_____	Celebrity	_____
Lecterns/Podiums	_____	Speaker's fees	_____
		Models	_____

(Continued)

	<u>Cost</u>		<u>Cost</u>
<b>Utilities/</b>		Invitations	_____
<b>Waste Management</b>		Tickets	_____
Water hookup	_____	Letterhead/Envelopes	_____
Restrooms/		Duplicating/Photocopies	_____
portable restrooms	_____	Logo	_____
Trash/dumpsters	_____	Program	_____
Receptacles	_____		
Disposal service	_____	<b>Misc. Printing/</b>	
Setup crew	_____	<b>Specialties</b>	
Cleanup crew	_____	Menus	_____
		Maps	_____
<b>Promotion/Advertising</b>		Sponsor signs	_____
Newspapers	_____	Special area	_____
Magazines	_____	VIP area	_____
Radio	_____	Name Tags/holders	_____
TV	_____	Place cards	_____
Show signs	_____	Awards, recognitions	_____
Street signs	_____	Engraving	_____
Directional signs	_____	Certificates	_____
Banners	_____	Prizes	_____
Printed photos	_____	Frames	_____
Promotional items	_____	Thank you cards	_____
Radio/			
TV/Video production	_____	<b>Transportation/Parking</b>	
		Limousine/Car rental	_____
<b>Security</b>		Valet Area	_____
Facility	_____	Shuttle	_____
Private	_____		
		<b>On-Site Transportation</b>	
<b>Insurance</b>		Truck/Van rental	_____
Gen. liability Insurance	_____	Carts/Hand trucks	_____
		Special vehicles	_____
<b>Design and Printing</b>			
Designer	_____	<b>Travel/Accommodations</b>	
Business cards	_____	VIP travel	_____
Brochures	_____	Limousine/Car rental	_____
Media kit	_____	Hotel	_____
Registration packets	_____	Staff travel	_____
Posters	_____	Limousine/	
Flyers	_____	Car rental	_____

Event Budget		
Vendor/Service	Budget Amount	Actual Amount
Invitations		
Thank-you notes		
Postage		
Programs		
Site rental		
Table décor		
Rentals (chairs, lighting, dishes, flatware, etc.)		
Linens		
Centerpieces		
Place settings		
Room décor		
Food/caterer		
Bar/beverages		
Knife		
Favors		
Napkins		
Napkins, etc.		
Music		
Entertainment		
Photography/videography		
Transportation (limousines, etc.)		
<b>Grand Total</b>		

<b>Wedding and Event Consultant Business</b>					
<b>CASH-FLOW WORKSHEET</b>					
	<b>Start-up</b>	<b>Months 1-3</b>	<b>Months 4-6</b>	<b>Months 7-9</b>	<b>Months 10-12</b>
<b>BEGINNING CASH</b>					
1. Personal					
2. Other					
3. Total cash in					
<b>Cash out/start-up</b>					
4. Equipment purchases					
5. Office-supply purchases					
6. License					
7. Other					
<b>Cash out/monthly</b>					
8. Rent (only if tax deductible)					
9. Transportation					
10. Insurance					
11. Advertising/Marketing					
12. Telephone					
13. Utilities					
14. Other					
15. Total cash out (add lines 4-14)					
16. Change in cash (line 3 minus line 15)					
17. Ending cash (line 3 plus line 16)					
Note: Ending cash for one period becomes the begging cash for the next period.					





**List of Area Vendors**

Sites:

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Caterers

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Bakeries

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Party stores for:

Decorations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rentals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Florists  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Musicians**

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**Attire stores**

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**Deejays**

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**Entertainment**

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Hotels

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Transportation services

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Other

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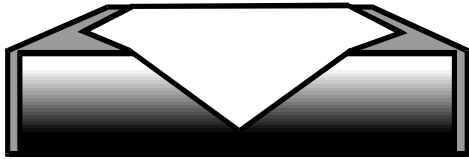
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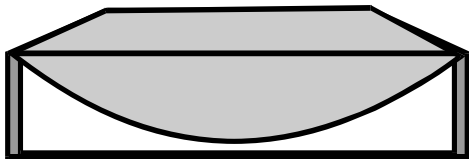
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## Table Linens



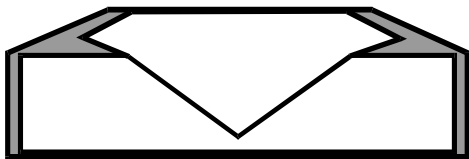
### Table Skirt with 72" Square Overlay

Match your theme or decor with fabrics of your choice.



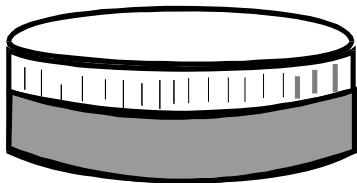
### Banquet Rectangle with 90" Round Overlay on 6' Table

For a custom look, use more formal fabrics such as moire, lame, or patterned linens.



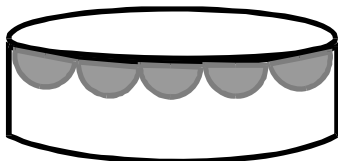
### Banquet Rectangle with 72" Square Overlay on 6' Table

Accent food or beverage presentations with your choice of color.



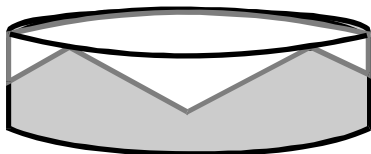
### 120" Round with 90" Overlay on 60" Round Table

Appropriate for any round table.



### 120" Round with 110"/120" Round Overlay on 60" Round Table

















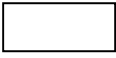
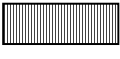
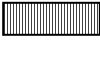
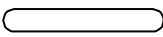
Use pins to secure design to top cloth.



### 120" Round with 72" Square Overlay on 60" Round Table

For seated functions or displays to add color or design for your event.

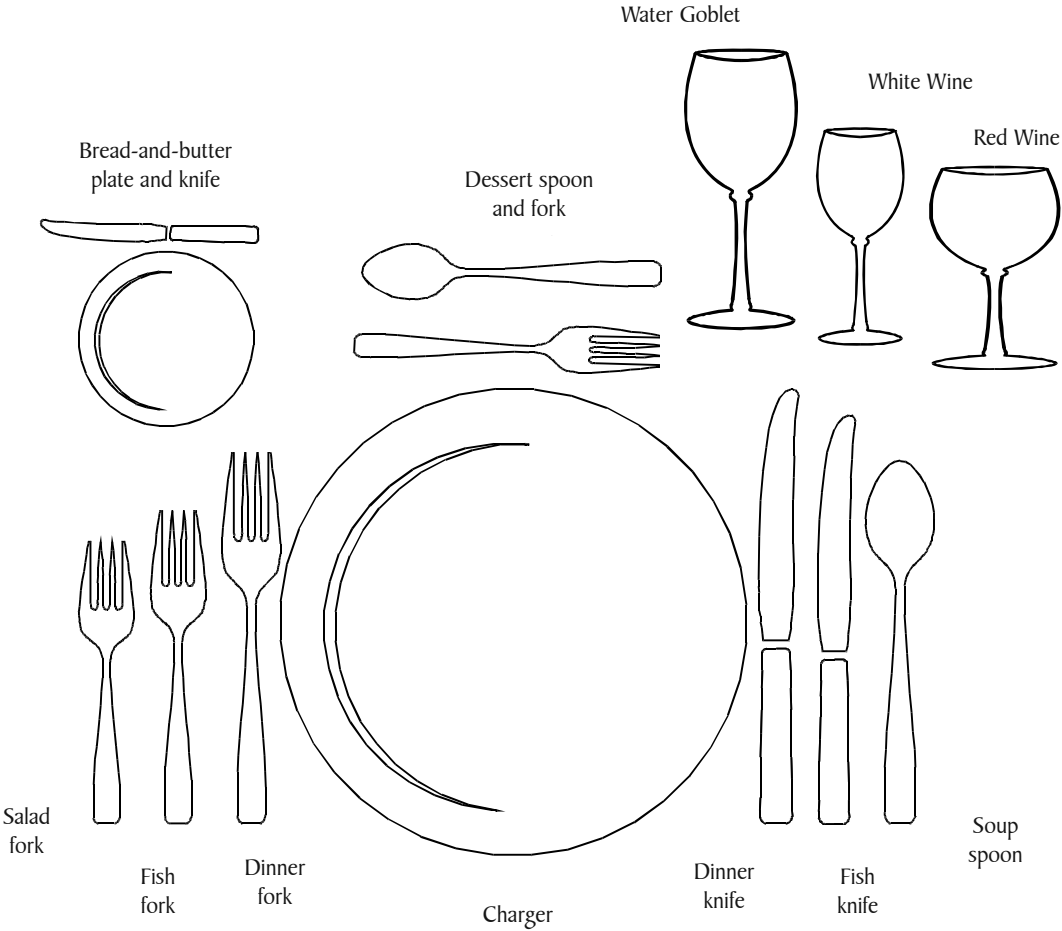
## Table Linens

Standard Table Sizes  Linen Chart	 72" Round	 60" Round	 54" Round	 48" Round	 36" Round	 8' Banquet	 6' Banquet	 8' Lecture	 6' Lecture
 132" Round	To floor								
 120" Round	24" drop	To Floor							
 110" Round	19" drop	25" Drop	To Floor			Decorative Top Cloth	Decorative Top Cloth		
 90" Round	9" drop	15" Drop	18" Drop	21" Drop	27" Drop	Decorative Top Cloth	Decorative Top Cloth	Decorative Top Cloth	Decorative Top Cloth
 72" Round	Decorative Top To Edge	Decorative Top 6" Drop	Decorative Top 9" Drop	Decorative Top 12" Drop	Decorative Top 18" Drop	Decorative Top Cloth	Decorative Top Cloth	Decorative Top Cloth	Decorative Top Cloth
 60" Square	Decorative Top Center Only	Decorative Top To Edge	Decorative Top 3" Drop	Decorative Top 6" Drop	Decorative Top 12" Drop	Decorative Top Cloth	Decorative Top Cloth	Decorative Top Cloth	Decorative Top Cloth
90" x 156" Rectangle Round Corners 						To Floor All Sides	To Floor All Sides	To Floor All Sides	To Floor All Sides
60" x 120" Rectangle Square Corners 						Front and Back 15" Drop	Front and Back 15" Drop	Front and Back 20" Drop	Front and Back 20" Drop
21' Table Skirt 	Full Table with 2' Overlap					Full Table All Sides			
17' Table Skirt 		Full Table with 1' overlap	Full Table with 2' overlap	Full Table with 4' overlap		Three Sides	Full Table All Sides	Three Sides	Full Table All Sides 2' Overlap
10' x 8' Table Runner 	Decorative Strip	Decorative Strip	Decorative Strip	Decorative Strip	Decorative Strip	Decorative Strip	Decorative Strip	Decorative Strip	Decorative Strip

Standard table height is 30". All drop measurements are from table edge down. Adjustments must be made for special tables, such as crescent or serpentine. Consult your rental center for equipment and accessories for your event.

# How to Set a Table

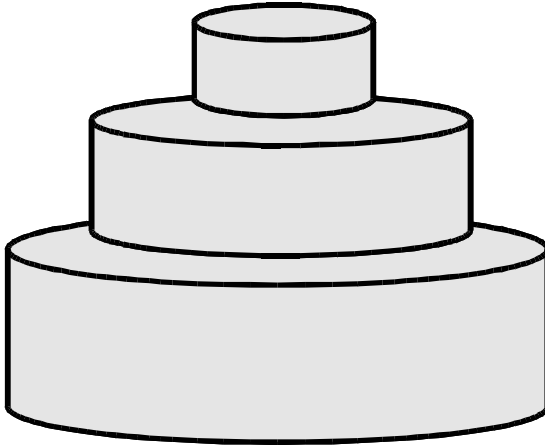
When you're chatting with your caterer or reasoning with the party-rental people, you need to know how to talk table settings. Here are all the pieces you could possibly need, what they're called and where they're supposed to go.





## How to Cut a Cake

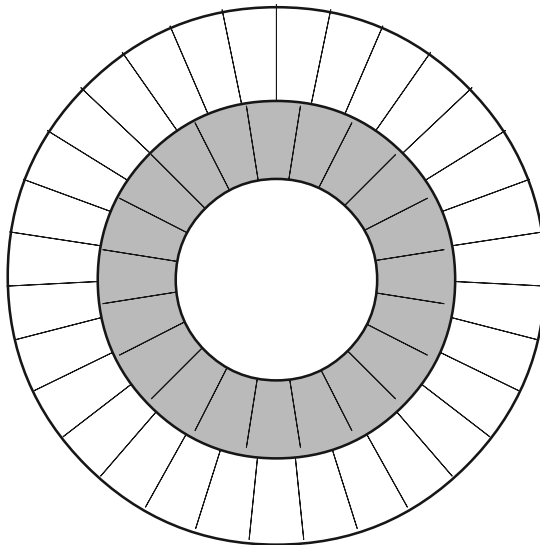
### Side View



From time to time, you may be called upon to supervise (or even cut) a wedding cake. Here's how:

1. Remove tiers beginning at the top.
2. Save top tier for first anniversary.

### Top View



3. Beginning with the bottom tier, make a circular cut, approximately 4" from the cake's edge.
4. Cut this outer "wheel" in pieces and serve.
5. Repeat steps 3 and 4, working your way in towards the center. Cut other tiers as needed. Keep a pitcher of warm water handy to clean the knife.

## **Business Start-up Checklist**

- Finish your U.S. Career Institute™ training course
- Prepare your business plan
- Volunteer to plan a wedding or event
- Intern or shadow an experienced consultant
- Create a portfolio
- Choose your business name
- Decide whether to trademark it
- Check into zoning requirements
- Decide how and where to advertise
- Make a flier or other promotional material
- Create or buy a direct mail list
- Choose what type of business you'll be
- Determine your fees
- Create a basic contract
- Create a record keeping system
- Decide on a bookkeeping system
- Get your home office ready
- Tell everyone about your new business!