



N.O.W. *it's your Turn*
P L A N N E R

EAU CLAIRE PHOTOGRAPHICS

YOU SAID, “YES!”

But what do you do **N.O.W.**?

First and foremost, congratulations on your engagement.

What began as a fairy tale you’ve envisioned for so long will soon be a reality.

While you’re flooded with excitement over your new engagement, the list of things to do, vendors to meet and events to plan can be overwhelming.

That’s where we come in.

Our team at **NEW ORLEANS Weddings MAGAZINE** created this planner to aide you with planning your dream wedding.

We broke down everything you need to know about preparing for your big day. From a wedding budget to keep you on track to a handy “To Do” list to keep yourself organized, the **N.O.W. PLANNER** will make sure everything is coordinated so you’ll have time to enjoy what really matters – your wedding day!

N.O.W. works with the best wedding professionals in New Orleans, Southeast Louisiana and beyond. From gorgeous gowns, fabulous flowers, phenomenal photographers and everything in between, let our talented **N.O.W.** vendors help your dream wedding become a reality. 🌸



STUDIO TRAN

N.O.W.

let's plan your wedding...

LEGAL DETAILS

Every wedding needs a license. The requirements are different in every state and parish and are subject to change. Contact officials before your big day to make sure your wedding goes off without any hitches!

REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE

- ◆ Both parties must go to the Parish Clerk's Office to obtain the license. If both parties are unable to appear, the application may be signed by one or both before a notary. Military exception: Individual appearing may present a copy of the other applicant's military ID.
- ◆ Must bring proper identification: a current driver's license, current state ID or passport.
- ◆ Both parties must provide Social Security numbers.
- ◆ Both parties must provide certified copies of a birth certificate or a certified birth card.
- ◆ If either party has been divorced, a certified copy of the final divorce decree is required. If widowed, a certified copy of the former spouse's death certificate is required.
- ◆ There is a 72 hour waiting period between issuing of the license and the ceremony.
- ◆ The license is valid for 30 days after issued.



BRIAN JARREAU PHOTOGRAPHY

AREA COURTHOUSES

You can obtain a marriage license at any courthouse in the state. Here are the courthouses in Southeast Louisiana:

ORLEANS PARISH (East Bank)
(504) 593-5100

Benson Tower 1450 Poydras, Suite 407
New Orleans, LA 70112 • \$27.50 Cash or Check
Hours: M-F, 8:15am-3:15pm (excluding state holidays)

ORLEANS PARISH (West Bank)
(504) 407-0436
225 Morgan St. Room 201 (Inside Algiers Court House)
New Orleans, LA 70114 • \$27.50 Cash Only
Hours: M-F, 9am-3pm (excluding state holidays)

JEFFERSON PARISH (East Bank)
(504) 736-6390
marriageinfo@jpcclerkofcourt.us
Joseph S. Yenni Building
1221 Elmwood Park Blvd., Room 603
Harahan, LA 70121 • \$29.40 Cash Only
Hours: M-F, 8:30am - 4pm (excluding legal holidays)

JEFFERSON PARISH (West Bank)
(504) 364-2922 or (504) 364-2923
Gretna Courthouse
200 Derbigny St., Third Floor
Gretna, LA 70053 • \$27.50 Cash Only
Hours: M-F, 8:30am - 4pm (excluding legal holidays)

PLAQUEMINES PARISH (West Bank)
(504) 297-5180
301 Main St., Suite 108
Belle Chasse, LA 70037 • \$30 Cash Only

ST. BERNARD PARISH
(504) 271-3434
1101 West St. Bernard Highway
Chalmette, LA 70043 • \$25 Cash or Check

ST. JOHN PARISH
(985)-497-3331
2393 Hwy 18 (River Road)
Edgard, LA 70049 • \$37.50 Cash or Money Order Only
Hours: M-F, 8:30am - 4pm (excluding legal holidays)

ST. TAMMANY PARISH
(985) 809-8745
701 N. Columbia St.
Grand Floor by elevator
Covington, La 70433 • \$25 - Cash Only

ST. CHARLES PARISH
(985) 783-6632
stcharlescoc@bellsouth.net
15045 River Road
Hahnville, LA 70057 • \$35 Cash, Check or Money Order
Hours: M-F, 8:30am - 4pm (excluding legal holidays)

WASHINGTON PARISH
(985) 839-7821
Courthouse Building Corner of Washington and Main
Franklinton, LA 70438 • \$30 Cash or Check

TANGIPAHOA PARISH
(985) 748-4146
110 N. Bay St.
Amite, LA 70422 • \$35 Cash, Check and Credit Cards

TERREBONNE PARISH
(985) 873-8376
310 Church St. Houma, LA 70360 • \$40 Cash Only

LAFORCHE PARISH
(985) 447-4841
303 West 3rd St. Thibodaux, LA 70301 • \$35 Cash Only

(Above information believed to be accurate at time of printing. Contact your parish officials prior to your visit to assure most up-to-date information.)

To-Do BEFORE *I Do*

Do you feel as though you have a million things to do before you say, “I Do”? Not to worry. We’ve compiled a time line to help organize all your wedding events. Review the numerous wedding professionals at THENOWBRIDE.COM and let them help plan your perfect wedding. ✨

NINE TO FIFTEEN MONTHS PRIOR

- Announce engagement to family and friends and plan an engagement party
- Choose wedding date, preferably more than one in case your preferred venue and/or vendor is booked
- Select wedding attendants
- Establish budget early, with maximum amounts for each event/vendor/etc.
- Decide on the style, formality and guest-list size for the wedding
- Select wedding planner
- Reserve ceremony and reception location
- Secure wedding officiant
- Begin compiling guest list and mailing addresses
- Start the selection process for wedding professionals, including photographer/videographer, entertainment, ceremony music, caterer, transportation, florist and stationery
- Start the wedding gown and wedding attendants’ dress search
- Consult travel agent for honeymoon plans. If traveling abroad, you will need valid passports and up-to-date immunizations



SIX TO NINE MONTHS PRIOR

- Select gift registries
- Order wedding gown & accessories, including veil, shoes and undergarments (wear to fittings)
- Order menswear for groom and attendants
- Take engagement pictures
- Select and order bridesmaids dresses, schedule fittings, etc.
- Engagement party
- Finalize wedding professionals:

- | | |
|------------------|---------------------------|
| ✿ BAKER | ✿ PARTY RENTALS |
| ✿ CATERER | ✿ PHOTOGRAPHER |
| ✿ CEREMONY MUSIC | ✿ RECEPTION ENTERTAINMENT |
| ✿ FLORIST | ✿ STATIONERY |
| ✿ OTHER _____ | ✿ VIDEOGRAPHER |

FOUR TO SIX MONTHS PRIOR

- Finalize guest list and mail Save-the-Date announcement
- Reserve rehearsal dinner location and/or caterers
- Order wedding invitations and thank-you notes
- Hire calligrapher
- Create wedding website with directions, accommodations, local attractions and other wedding details
- Reserve accommodations for wedding night and out-of-town guests.
- Book honeymoon and finalize travel documentations, if necessary
- Order wedding cake, groom’s cake and any other confections
- Research all legal requirements – permits + licenses
- Purchase/rent any decor to be used during the ceremony and/or reception

TWO TO FOUR MONTHS PRIOR

- Purchase wedding bands and have engraved if desired
- Order favors and gifts. Purchase cake knives, toasting crystals and other accessories
- Mail out-of-town invitations
- Reserve wedding day beauty appointments for bride and attendants
- Select wedding readings
- Confirm menu selection and/or bar with caterer
- Book specialty services, including photo booth, ice sculptures, rentals, Second Line, etc.
- Continue writing thank you notes for previous bridal parties, couple showers, etc.

FOUR TO SIX WEEKS PRIOR

- Mail local invitations
- Take bridal portraits and have framed for reception display
- Begin addressing wedding announcements
- Pick up wedding rings
- Complete name-change documents
- Print ceremony programs
- Remember to update wedding website with any changes
- Review banking and insurance information and see what needs to be updated after you're married
- Fill out a Change-of-Address at post office, if necessary

TWO WEEKS PRIOR

- Confirm all appointments and finalize professional services:
 - ✦ BAKER
 - ✦ BEAUTY APPOINTMENTS
 - ✦ CATERER
 - ✦ CEREMONY MUSIC
 - ✦ ENTERTAINMENT
 - ✦ FLORIST
 - ✦ HONEYMOON RESERVATION
 - ✦ LODGING RESERVATIONS
 - ✦ PARTY RENTALS
 - ✦ PHOTOGRAPHER
 - ✦ RECEPTION ENTERTAINMENT
 - ✦ TRANSPORTATION
 - ✦ VIDEOGRAPHER
 - ✦ OTHER _____
- Arrange for pick-up of wedding gown, if you haven't done so already
- Plan seating arrangements, if necessary
- Pick up marriage license
- Plan honeymoon wardrobe, obtain travel tickets and confirm reservations
- Remember to update wedding website with any event changes

ONE WEEK BEFORE

- Schedule pick-up and return of groom's and groomsmen's attire, if rented
- Prepare final checks to wedding vendors, as well as donations to ceremony officiants and musicians, if necessary

THE DAY BEFORE

- Welcome family and friends from out-of-town
- Have honeymoon bags packed
- Gather all wedding day items
- Attend rehearsal dinner and give gifts to wedding party and family

WEDDING DAY

- Arrange to see hairstylist and make-up artist BEFORE your attendants
- Be dressed and ready about two hours before ceremony for photos

Relax... saying "I DO" is the easy part! ✦



THE BUCK \$ TOPS HERE

Before you say “I Do,” you need ask “How Much?” Traditionally, the bride’s family carries the majority of the financial responsibility. But with the cost of weddings growing as well as the average age of couples increasing, many couples are picking up some of the wedding expenses. Grooms’ families are also chipping in more than just the traditional rehearsal dinner and other small expenses. But no matter how the bill is divided, couples need to decide on a budget and stick with it. 🌟

TOTAL BUDGET \$ _____ .00

CEREMONY & RECEPTION

- BUDGET \$ _____
- \$ _____ Ceremony Location
 - \$ _____ Officiant’s Fee
 - \$ _____ Marriage License
 - \$ _____ Reception Venue
 - \$ _____ Caterer
 - \$ _____ Bar
 - \$ _____ Rentals
 - \$ _____ Cake
 - \$ _____ Transportation
 - \$ _____ Wedding Planner
 - \$ _____ **ESTIMATED COST**
 - \$ _____ **ACTUAL COST**

ATTIRE

- BUDGET \$ _____
- \$ _____ Wedding Gown
 - \$ _____ Headpiece/Veil
 - \$ _____ Shoes
 - \$ _____ Trousseau/Undergarments
 - \$ _____ Jewelry
 - \$ _____ Hair & Makeup
 - \$ _____ Groom’s Tuxedo/Suit
 - \$ _____ Groom’s Shoes
 - \$ _____ Wedding rings
 - \$ _____ Other
 - \$ _____ **ESTIMATED COST**
 - \$ _____ **ACTUAL COST**

FLOWERS + DECOR

- BUDGET \$ _____
- \$ _____ Ceremony Decor
 - \$ _____ Bridal Bouquet
 - \$ _____ Attendants’ Bouquets & Boutonnieres
 - \$ _____ Corsages & Boutonnieres for Family
 - \$ _____ Reception Centerpieces/Decor
 - \$ _____ Delivery Fees
 - \$ _____ Other
 - \$ _____ **ESTIMATED COST**
 - \$ _____ **ACTUAL COST**

PHOTOGRAPHY + VIDEO

- BUDGET \$ _____
- \$ _____ Photographer’s Fee
 - \$ _____ Videographer’s Fee
 - \$ _____ Engagement + Bridal Portrait Sessions
 - \$ _____ Wedding Album
 - \$ _____ Additional Album(s)
 - \$ _____ Additional Prints + Video Copies
 - \$ _____ **ESTIMATED COST**
 - \$ _____ **ACTUAL COST**

ENTERTAINMENT

- BUDGET \$ _____
- \$ _____ Ceremony Music
 - \$ _____ Reception Band/DJ
 - \$ _____ Second Line
 - \$ _____ Artists (Live Painters, Photo Booth, Etc)
 - \$ _____ **ESTIMATED COST**
 - \$ _____ **ACTUAL COST**

STATIONERY

- BUDGET \$ _____
- \$ _____ Save-the-Date
 - \$ _____ Invitation & Envelopes
 - \$ _____ Reply Cards & Envelopes
 - \$ _____ Programs
 - \$ _____ Seating Cards and/or Menu Cards
 - \$ _____ Thank-You Notes
 - \$ _____ Postage
 - \$ _____ Calligraphy
 - \$ _____ Announcements
 - \$ _____ Other
 - \$ _____ **ESTIMATED COST**
 - \$ _____ **ACTUAL COST**

DETAILS & GIFTS

- BUDGET \$ _____
- \$ _____ Attendants’ Gifts
 - \$ _____ Parents’ Gifts
 - \$ _____ Guest room Welcome Gifts
 - \$ _____ Favors
 - \$ _____ Toasting glasses/Cake Knives
 - \$ _____ Second Line Umbrellas
 - \$ _____ Guest Book
 - \$ _____ Other
 - \$ _____ **ESTIMATED COST**
 - \$ _____ **ACTUAL COST**

MY VENDORS

CEREMONY LOCATION

Venue Name _____
Address _____
Phone # _____
Email _____
Contact Name _____

RECEPTION LOCATION

Venue Name _____
Address _____
Phone # _____
Email _____
Contact Name _____

REHEARSAL DINNER LOCATION

Venue Name _____
Address _____
Phone # _____
Email _____
Contact Name _____

WEDDING PLANNER

Co. Name/Contact Person _____
Phone # _____
Email _____

DECOR RENTALS

Co. Name/Contact Person _____
Phone # _____
Email _____

PHOTOGRAPHER

Co. Name/Contact Person _____
Phone # _____
Email _____

VIDEOGRAPHER

Co. Name/Contact Person _____
Phone # _____
Email _____

STATIONIER

Co. Name/Contact Person _____
Phone # _____
Email _____

BAKERY

Co. Name/Contact Person _____
Phone # _____
Email _____

BRIDAL BOUTIQUE

Co. Name/Contact Person _____
Phone # _____
Email _____

TUXEDO RENTALS

Co. Name/Contact Person _____
Phone # _____
Email _____

HAIR + MAKEUP

Co. Name/Contact Person _____
Phone # _____
Email _____

CATERER

Co. Name/Contact Person _____
Phone # _____
Email _____

CEREMONY MUSICIANS

Co. Name/Contact Person _____
Phone # _____
Email _____

RECEPTION BAND/DJ

Co. Name/Contact Person _____
Phone # _____
Email _____

RECEPTION ENTERTAINMENT

Co. Name/Contact Person _____
Phone # _____
Email _____

SECOND LINE

Co. Name/Contact Person _____
Phone # _____
Email _____

TRANSPORTATION

Co. Name/Contact Person _____
Phone # _____
Email _____

OFFICIANT

Name _____
Phone # _____
Email _____

WEDDING PLANNER

A wedding planner will be your new best friend in the months leading up to your wedding day. Meet and interview some of NEW ORLEANS *Weddings* MAGAZINE's planners and choose the best fit for you. Discuss everything from design details down to the budget, and let them help make your dream wedding a reality. 🌟

WHAT TO ASK PROSPECTS

- May we see references and your portfolio?
- Tell us about previous weddings you've coordinated.
- Have you planned weddings similar to ours (size/traditions/venues/etc)?
- Do you base your fees on the total cost or by preset packages?
- How can you help my wedding day run smoothly and stay on budget?
- What are your terms of payment?
- What is your cancellation policy?



Interview 3 potentials in each vendor category before making your selection.

WHAT TO ASK YOURSELF

- Does this planner "get" my vision?
- Have they given me realistic options and advice?
- Do I feel comfortable with them? Do our personalities mesh?
- Do I like their overall style shown in their portfolio?
- Do they understand the religious and/or cultural traditions that are important to us?
- Am I comfortable with the cost of hiring them?
- What about this planner makes me think they're "the one"?

MY WEDDING PLANNER

Name of Planner _____
Address _____
Phone _____ Cell _____
Email _____
Website _____
Appointment Dates _____
Notes _____

TOTAL COST

BUDGET \$ _____

DEPOSIT _____ Due On _____ Paid _____

BALANCE _____ Due On _____ Paid _____

Estimated Cost _____ Actual Cost _____

THE FINE PRINT

Make the right first impression with your guests and wow them with STATIONERY that sets the tone and style of your big day. 🌸

WHAT TO ASK PROSPECTS

- May we see references, samples and your portfolio?
- What style of invitations do you recommend for our wedding?
- How long does it take to process orders?
- Does the invitation I'm interested in require additional postage?
- Can we get matching thank-you notes and stationery?
- How many invitations should I order based on my guest list?
- If I need to order additional invitations, what is the cost and how long will this take?
- What customizations are available?
- Can you recommend a calligrapher?
- What are the payment terms?

MY STATIONER

Company Name _____

Contact Name _____

Address _____

Phone _____

Email _____

Website _____

Important Dates _____

Notes _____

DON'T FORGET

- Envelopes should be addressed by hand
- Record RSVPs to your Master Guest List
- Record the dates of each mailing



STUDIO TRAN

TOTAL COST

BUDGET \$ _____

- Save-the-Dates \$ _____
- Invitations & Envelopes \$ _____
- Reply Cards & Envelopes \$ _____
- Programs \$ _____
- Seating Cards and/or Menu Cards \$ _____
- Thank-You Notes \$ _____
- Postage \$ _____
- Calligraphy \$ _____
- Announcements \$ _____
- Other \$ _____
- DEPOSIT \$ _____
- BALANCE \$ _____
- TOTAL \$ _____

THE BEAUTIFUL BRIDE

N.O.W. the fun begins – the search for the perfect wedding gown and styling your wedding day look. Be sure to choose a dress that looks and feels like it was made just for you. Be realistic about your budget and let your bridal boutique attendant know both the style and price range you're looking for. But remember, this is all about you. Don't let outside opinions get between you and your dream dress! Choose a hair style and makeup that make you feel amazing and complement your gown! ✨

WHAT TO ASK BRIDAL SHOPS

- Do you have any gowns in stock, or must they be ordered?
- Can you guarantee a delivery date? How far in advance do I need to place my order?
- How many fittings should I schedule?
- Do my attendants need to be here in person to order their dresses?
- When can you offer alterations and fittings? Can you make last-minute alterations?
- What is your return policy?
- What are your payment terms?

Name of Boutique _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

MY GOWN DETAILS

Designer _____ Size _____

Style _____ Color _____

Veil/Headpiece Style + Color _____

Foundation Wear Style + Size _____

Shoe Style + Size _____

Accessories _____

APPOINTMENT DATES

Order Date _____ Fittings _____

Final Fitting _____ Pick-Up _____

Notes _____

WHAT TO ASK HAIR + MAKEUP ARTISTS

- Can I see your portfolio? How long have you been doing hair and/or makeup professionally? Are you licensed?
- Do you offer both hair + makeup services?
- Can you provide services for everyone in my bridal party? What are the fees? Are there any minimums?
- What time will you need to start on the wedding day?
- Do you offer on-site applications or in salon only?
- Are there any travel fees?
- How much is a trial run? When is this scheduled?
- What are your payment terms?
- What is your cancellation policy?

Name of Company _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

Appointments _____

Notes _____

BRIDE'S LOOK TOTAL COST

BUDGET \$ _____

GOWN: Order Number _____ \$ _____

VEIL/HEADPIECE: Order Number _____ \$ _____

FOUNDATION WEAR: Order Number _____ \$ _____

SHOES: Order Number _____ \$ _____

ACCESSORIES: Order Number _____ \$ _____

ATTIRE DEPOSIT: Due On _____ \$ _____

ATTIRE BALANCE: Due On _____ \$ _____

HAIR + MAKEUP DEPOSIT: Due On _____ \$ _____

HAIR + MAKEUP BALANCE: Due On _____ \$ _____

TOTAL \$ _____

ALWAYS A BRIDESMAID

Traditionally, attendants pay for their own attire, but the shopping is usually done in a group with the Bride taking the lead on style, shape and color. It's important to choose styles and hues that flatter each attendant. And don't forget to coordinate shoes and accessories. 🌸

ATTIRE

Name of Boutique _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

APPOINTMENT DATES

Order Date _____ Fittings _____

Final Fitting _____ Pick-Up _____

Notes _____

MAID OF HONOR _____

Designer, Style+ Color _____

Accessories _____

Shoes _____

Fitting _____ Pick-Up _____

BRIDESMAIDS _____

Designer, Style+ Color _____

Accessories _____

Shoes _____

Fitting _____ Pick-Up _____

FLOWER GIRL(S) _____

Designer, Style+ Color _____

Accessories _____

Shoes _____

Fitting _____ Pick-Up _____

WELL-GROOMED

The task for selecting the groom's attire is his decision. Whether purchased or rented, his attire should complement the time and feel of your wedding as well as your gown and bridal party's attire! ✨

WHAT TO ASK

- What type of attire do you suggest based on the time, date, location and formality of our event?
- Do you have the attire that we want in stock or does it need to be ordered?
- Are shoes and accessories included in the price?
- How far in advance do we need to make reservations?
- Do the members of the groom's party need to be fitted in person? Do you offer fittings, pressings and last minute alterations?
- When does the attire need to be returned?
- What is your damage policy?
- What are your payment terms?
- What is your cancellation policy?

TOTAL COST

BUDGET \$ _____

MAIN ENSEMBLE: \$ _____

ACCESSORIES: \$ _____

DEPOSIT: Due On _____ \$ _____

BALANCE: Due On _____ \$ _____

TOTAL \$ _____

GROOM'S ATTIRE

Name of Company _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

Order Date _____ Fitting _____

Pick-Up _____ Return _____

BASIC MEASUREMENTS

Coat Size _____ S R L XL

Pants (waist) _____ (outseam) _____

Shirt (neck) _____ (sleeve length) _____

Shoe Size _____

Height + Weight _____

STYLE + COLORS

ALL THE GROOM'S MEN

The Groom's attendants' attire should provide a pleasing addition to the bridal party. Their suits or tuxedos can be purchased or rented along with the Groom's ensemble. The cost of the suit is usually the responsibility of each attendant. 🌟

Name of Company _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

Order Date _____ Fitting _____

Pick-Up _____ Return _____

Notes _____

STYLE + COLORS

ATTIRE

BEST MAN _____

Style + Color _____

Accessories _____

Shoes _____

Fitting _____ Pick-Up _____

GROOMSMEN _____

Style + Color _____

Accessories _____

Shoes _____

Fitting _____ Pick-Up _____

USHERS _____

Style + Color _____

Accessories _____

Shoes _____

Fitting _____ Pick-Up _____

RING BEARER(S) _____

Style + Color _____

Accessories _____

Shoes _____

Fitting _____ Pick-Up _____



IMAGES BY ROBERT T

BON APPÉTIT

If there is no on-site caterer at your reception location, the catering professionals in **NEW ORLEANS** *Weddings* **MAGAZINE** are among the very best in the business. Do your research, accept recommendations and be sure to taste-test! A full-service caterer provides linen services, waiters and table service. Choose one who will listen to your ideas and help plan a menu for a delightful, memorable event. 🌸

Name of Company _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

Appointment Dates _____

Notes _____

MENU

Hors d'oeuvres _____

Salads, Soups _____

Main Entrées _____

Sides _____

Carving Station _____

Specialty Station _____

Dessert _____

Other _____

Other _____

Open Bar: Yes () No ()

Cash Bar: Yes () No ()

Signature Cocktail(s) _____

Liquor(s) served _____

Wine(s) served _____

Beer(s) served _____

Other _____

WHAT TO ASK PROSPECTS

- May we see a menu and package samples?
- Will you be at the reception? Who will be assisting? How will your staff be dressed?
- How many servers do we need for a seated/buffet reception? What is the estimated cost per person for each? What does that include?
- How much floor space do you need for preparation, serving and bar service?
- Are you licensed/insured for bar service?
- What is the bar fee? What does that include? How many bars and bartenders can you provide?
- What amount of liquor do you recommend based on our guest list?
- Will we be charged for unopened bottles/can it be returned?
- What bar supplies do you provide?
- Can you provide cash/open bar services?
- What time will the bars close?
- When will we need to finalize our menu?
- When do you need a final guest count?
- Can you provide special dietary food?
- What are the taxes and gratuities? Are there any additional fees?
- How much set up time do you need? Are you full-service?
- How is the food presented? Do you provide any decor for buffet tables?
- Are we able to do a tasting? If yes, when?
- What are the payment terms?
- What is the cancellation policy?

TOTAL COST

BUDGET \$ _____

DEPOSIT: Due On _____ \$ _____

BALANCE: Due On _____ \$ _____

TOTAL \$ _____

PHOTO: IMAGES BY ROBERT T

LET THEM EAT CAKE

No matter how big, stylish or expensive your wedding is, it won't be complete without a wedding cake. Choosing your pastry chef is an important task that requires some hard work: taste testing! Don't forget to order a groom's cake and/or additional sheet cakes for a larger reception. 🌸

WHAT TO ASK PROSPECTS

- May we see your portfolio and hear about your culinary background? Do you offer tastings?
- How soon should we order our cake? Are delivery and set-up included? If so, how far in advance before the reception will the cake be delivered?
- Can you create a custom wedding and/or groom's cake from a photograph, fabric swatch, flower, etc.?
- Can you make extra sheet cakes, if necessary?
- Do you provide cutting instructions for servers?
- Do you supply a container to freeze the top layer? Boxes for left-over cake?
- Is there a charge for supports or bases? If so, may we return them and be refunded?
- What are your payment terms?

Name of Company _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

Appointment Dates _____

WEDDING CAKE

Description/Flavors _____

Number of Servings _____

GROOM'S CAKE

Description/Flavors _____

Number of Servings _____

Notes _____

TOTAL COST

BUDGET \$ _____

DEPOSIT: Due On _____ \$ _____

BALANCE: Due On _____ \$ _____

TOTAL \$ _____

FLOWERS + DECOR

Flowers and other decor set the tone for your wedding. Your decor should reflect the season, your personal style, as well as your budget. Before contacting a florist or decor rental company, organize ideas, color palettes and pictures of what you envision for your wedding and let our NEW ORLEANS *Weddings* MAGAZINE vendors help create your vision! 🌸

WHAT TO ASK FLORAL PROSPECTS

- May we see pictures from past weddings you've done?
- Are any of our flower choices restricted by season?
- Do you suggest any particular flowers based on the time of year and/or location?
- Will you be present to set up on the wedding day? Will someone assist you?
- Do you provide decorations and equipment, like arches, trellises, candles, etc?
- How fresh will the flowers be on the wedding day?
- What are your delivery/setup/breakdown fees?
- What are your payment terms?
- What is your policy for cancellation?

Name of Company _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

Appointment Dates _____

Notes _____

WHAT TO ASK DECOR PROSPECTS

- May we see pictures from past weddings you've done?
- What are your delivery/setup/breakdown fees?
- What rental items do you suggest to help us create our vision while staying within budget?
- Will you be present to oversee set up on the wedding day?
- Are you insured? What are your policies for damages?
- How early do you need to arrive for setup?
- When should we expect to receive a quote and decor plan?
- What are your payment terms?
- What is your policy for cancellation?

Name of Company _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

Appointment Dates _____

Notes _____

TOTAL COST

BUDGET \$ _____

FLORAL DEPOSIT _____ Due On _____ Paid _____

FLORAL BALANCE _____ Due On _____ Paid _____

DECOR DEPOSIT _____ Due On _____ Paid _____

DECOR BALANCE _____ Due On _____ Paid _____

MEMORIES CAPTURED

Capture those once-in-a-lifetime memories with professional photography and video! Make sure your photographer and videographer will catch all the important aspects of your wedding. You need to decide on this service as soon as possible in the planning phase to be sure you get the best available. 🌟

WHAT TO ASK PROSPECTS

- May we see your references, portfolio and past wedding samples?
- Will you be the one photographing/videoing my wedding?
- What style do you specialize in (candid, portraits, etc.)?
- Have you ever worked in our wedding venue before?
- Will someone assist you on the wedding day?
- Are you familiar with the lighting and layout at our venue(s)?
- What are your packages and what do they include (number and size of photos, albums, additional costs)?
- For videographer, what is the price for additional copies? Do we need to provide a song list to be played along with the video?
- Do you offer overtime? What is the rate?
- Can we purchase the negatives/digital files? If not, how long do you keep them on file?
- What are your payment terms? Are there any additional charges we should know about?
- What is your cancellation policy?

Photography Company _____
 Main Contact _____
 Address _____
 Phone _____
 Email _____
 Website _____
 Appointment Dates _____
 Notes _____



BRIAN JARREAU PHOTOGRAPHY

TOTAL COST

BUDGET \$ _____

PHOTOGRAPHER:	_____	\$	_____
DEPOSIT:	Due On _____	\$	_____
BALANCE:	Due On _____	\$	_____
VIDEOGRAPHER:	_____	\$	_____
DEPOSIT:	Due On _____	\$	_____
BALANCE:	Due On _____	\$	_____
TOTAL		\$	_____

Video Company _____
 Main Contact _____
 Address _____
 Phone _____
 Email _____
 Website _____
 Appointment Dates _____
 Notes _____

REHEARSAL DINNER

The Rehearsal normally takes place the day before the wedding. The Rehearsal Dinner is the time to reflect and enjoy the company of close friends and family before tomorrow's big event. It's a wonderful time to present gifts to family members and the wedding party and thank them for supporting you during all of your wedding festivities. Restaurants, hotels and other establishments in NEW ORLEANS *Weddings* MAGAZINE are some of the most beautiful in the country. Visit some of our amazing vendors and sample what they have to offer! 🌸

REHEARSAL

Date _____
 Location _____
 Time _____ to _____
 Confirmed with location coordinator _____
 On _____
 Confirmed with officiant _____
 On _____

REHEARSAL DINNER

Location _____
 Main Contact _____
 Phone _____ Website _____
 Appointment date(s) _____
 Cocktail hour time _____ to _____
 Dinner begin at _____ and ends at _____
 Notes _____

MENU

COCKTAILS/BAR: _____
 APPETIZERS: _____
 SALAD + SOUP: _____
 ENTRÉES: _____
 DESSERTS: _____



IMAGES BY ROBERT T

TOTAL COST

BUDGET \$ _____

COST PER HEAD \$ _____ Total \$ _____

BAR (if applicable) \$ _____

DEPOSIT: Due On _____ \$ _____

BALANCE: Due On _____ \$ _____

TOTAL \$ _____

THE CEREMONY

This is the day the two of you have been waiting for – today is the reason for all of your hard work. After you walk down the aisle as a married couple, you'll know that all of your planning was worth it! 🌟

WHAT TO ASK PROSPECTS

- Is the facility open to non-members (e.g., Church, Synagogue, etc.)
- Are there any restrictions on the day or time of the event?
- Are there any restrictions for lighting, cameras, audio/video equipment?
- How far in advance should we reserve this site?
- Is there a mandatory dress code and/or attendant number?
- Do you have musicians available? Will we be permitted to use outside musicians?
- Are we permitted to decorate the site?
- Are there rest/dressing rooms?
- Is the site handicap accessible?
- What are the payment terms?
- What is the cancellation policy?

OUR CEREMONY LOCATION

Name _____
Main Contact _____
Address _____
Phone _____
Email _____
Appointment date(s) _____

TOTAL COST

BUDGET \$ _____

CEREMONY SITE DEPOSIT: Due On _____ \$ _____

CEREMONY SITE BALANCE: Due On _____ \$ _____

OFFICIANT DEPOSIT: Due On _____ \$ _____

OFFICIANT BALANCE: Due On _____ \$ _____

MUSICIANS DEPOSIT: Due On _____ \$ _____

MUSICIANS BALANCE: Due On _____ \$ _____

TOTAL \$ _____

OFFICIANT

Name _____

Address _____

Phone _____

Email _____

Appointment date(s) _____

- Will you perform the ceremony at a non-religious site, such as hotel ballroom, etc.?
- Is there a standard format? Can we write our own vows and select the music?
- If we have been divorced, or if we are not of the same faith, will you officiate?
- Will you file the marriage license after the wedding?
- What are the payment terms?
- What is the cancellation policy?

MUSICIANS

Name _____

Address _____

Phone _____

Email _____

Appointment date(s) _____

SONG CHOICES

Processional _____

Recessional _____

Presentation of Gifts/Religious _____

- May we see references and a demo cd/video?
- Are you performing locally any time soon? May we attend the performance?
- Can we see a song list? Can you perform particular songs we might want that are not on the list?
- What instruments/vocalists are available?
- Are you able to perform in outdoor venues if needed?
- How far in advance must we book?
- What are the payment terms?
- What is the cancellation policy?

THE RECEPTION

This will be one of the most elaborate parties you will ever host. It is also the ideal time to thank your family members, friends and guests for being there with you throughout the exciting festivities. Before making your final choice, ask yourself if this location fits your wedding style. Is it within your established budget? If not, are you willing to compromise your budget to secure the location? 🌟

WHAT TO ASK PROSPECTS

- Is this location easily reached from our ceremony venue?
- Is there an outdoor reception area available?
- Is this location handicap accessible? Is parking available?
- Will there be any changes to the location between now and the reception?
- What are the menus/prices/packages available?
- What are your payment terms?
- What is your cancellation policy?

Name of Venue _____
Main Contact _____
Address _____
Phone _____
Email _____
Website _____
Appointment date(s) _____
Hours of Operation _____
Dates available _____

WHAT TO ASK THE LOCATION'S COORDINATOR/MANAGER

- May we see references and photographs of other receptions held here?
- May we tour the area? Are there any specific restrictions?
- How far in advance must reservations be made? When do you need the final guest count?
- What area/rooms are available? How early can we set up? How late can we stay?
- Is there a dressing room our wedding party will have access to?
- Are there enough electrical outlets for our entertainers? Do you provide any type of sound system? Are there any lighting or sound restrictions?
- How large is the dance floor? Can you provide a stage or raised platform?
- Do you provide tables, chairs, linens and/or table settings?
- Do you have a caterer on site? Bar service? Are we required to use the on-site caterer or is an off-site caterer permitted? Will they have access to your kitchen?
- Who will be the main contact for our baker, florist, caterer, decorator, etc.?
- Will you provide the serving staff? How many and in what capacity?

- Can you provide parking valets, coat check and/or door attendants?
- What is the maximum capacity, both seated and standing?
- Do you have any other events scheduled on the day of the wedding?
- Are you insured for liability? Will you provide security, including the parking lot?
- What is your rental fee? For how long? Does that include service, catering and/or clean-up?
- What are your payment terms?
- What is your cancellation policy?

TOTAL COST

BUDGET \$ _____

DEPOSIT: Due On _____ \$ _____

BALANCE: Due On _____ \$ _____

TOTAL \$ _____

ENTERTAINMENT

Whether you're "a little bit country" or he's "a little bit rock 'n' roll," the entertainment needs to be accommodating to please you, your family and guests. New Orleans musicians can provide that versatility from classical-music ensembles to funk bands. You might also choose to have additional entertainment, such as a photo booth or live event painter at your wedding! Choose your entertainment with as much care as you would do with other items in your wedding. 🌸

WHAT TO ASK BAND/DJ PROSPECTS

- May we see references and a demo cd/video?
- Are you performing locally any time soon? May we attend the performance?
- Can we see a song list? Can you perform particular songs we want that are not on the list?
- How will you be dressed?
- Do you provide lighting/special effects?
- How far in advance must we book?
- Will you be the master of ceremonies at the reception?
- How many breaks do you take and for how long? Do you require a break room and/or food to be provided?
- How many sets do you play and how long is each set?
- Do you charge a total rate or by the hour?
- When do you start overtime rates? How much?
- What are the payment terms?
- What is the cancellation policy?

Name _____
Main Contact _____
Address _____
Phone _____
Email _____
Website _____
Appointment Date(s) _____
Set Time _____
Break Time _____
Hourly/Flat Rate _____
Overtime/Tips _____
Notes _____

SPECIAL SONGS

First Dance _____
Parents' Dance _____
Bridal Party Dance First Dance _____
Special Requests _____

PHOTO: IMAGES BY ROBERT T

WHAT TO ASK OTHER PROSPECTS

- What is included with your service?
- How many hours are included?
- How much space do you require for setup? When will you arrive to set up?
- How will you be dressed?
- How far in advance must we book?
- Do you charge a total rate or by the hour?
- When do you start overtime rates? How much?
- What are the payment terms?
- What is the cancellation policy?

Name _____
Main Contact _____
Address _____
Phone _____
Email _____
Website _____
Appointment Date(s) _____
Notes _____

TOTAL COST

BUDGET \$ _____

BAND/DJ DEPOSIT: Due On _____ \$ _____

BAND/DJ BALANCE: Due On _____ \$ _____

ADD'L ENTERTAINMENT DEPOSIT: Due On _____ \$ _____

ADD'L ENTERTAINMENT BALANCE : Due On _____ \$ _____

TOTAL \$ _____

TRANSPORTATION

Many of your out-of-town guests will need transportation for all of the wedding events. New Orleans has a variety of luxurious limousine services. Be sure to sign a contract and establish a complete schedule of pick-up and drops-off times and locations. 🌸

WHAT TO ASK PROSPECTS

- May we see references and showroom/portfolio of vehicles offered?
- What types of vehicles do you offer?
- What special features do the vehicles come with?
- What are the prices and what does that include?
- What is your city-license number?
- What does your insurance cover?
- What is the minimum rental time? Do you charge for overtime? When does that begin and how much?
- Do you offer special wedding rates and/or packages?
- How far in advance should we reserve your services?
- Can you guarantee certain vehicles for the wedding day?
- Are food and beverages allowed in the vehicles?
- How will the driver(s) be dressed?
- What are your payment terms?
- What is your cancellation policy?

Name of Company _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

Appointment Date(s) _____

Hours of Operation _____

Notes _____

TRANSPORTATION CHOSEN

Bride _____ \$ _____

Bridal Party _____ \$ _____

Groom and Groom's attendants _____ \$ _____

Parents _____ \$ _____

Newlyweds to reception _____ \$ _____

Newlyweds' exit vehicle _____ \$ _____

Other _____ \$ _____

TOTAL \$ _____

TOTAL COST

BUDGET \$ _____

DEPOSIT: Due On _____ \$ _____

BALANCE: Due On _____ \$ _____

TOTAL \$ _____

Honeymoon

Don't wait until the last minute to decide where, when and how long your honeymoon will be. If you don't have a "dream" location in mind, consult a travel agency to help plan your romantic excursion. ✨

WHAT TO ASK PROSPECTS

- How long have you been in business?
- What special packages and rates can you offer for our honeymoon?
- Do you have a Honeymoon Registry?
- How far in advance must we make reservations and arrangements?
- Do you offer cruises, air travel, car rental and other types of reservations as well?
- What paper work will we need for specific travel plans?
- Do you notify the manager of the hotel that we are newly weds?
- Do you offer traveler's insurance?
- What are your payment terms?
- What is your cancellation policy?

Name of Company _____

Main Contact _____

Address _____

Phone _____

Email _____

Website _____

Appointment Date _____

Hours of Operation _____

Notes _____

HONEYMOON ITINERARY

Hotel _____ Confirmation Number _____

Address _____ Phone _____

Email _____ Website _____

Check-In Date/Time _____

Check-Out Date/Time _____

Transportation _____

Other _____

TOTAL COST

BUDGET \$ _____

DEPOSIT: Due On _____ \$ _____

BALANCE: Due On _____ \$ _____

TOTAL \$ _____



Names on travel reservations must match what is on your government issued ID