



Photo credit: [ardentphotographyinc.com](http://ardentphotographyinc.com)

# Casper Country Club Wedding Planner

## TABLE OF CONTENTS

<b>4</b>	PLANNING TIMELINE CHECKLISTS
<b>8</b>	GETTING STARTED
<b>9</b>	THE BUDGET
<b>14</b>	THE GUEST LIST
<b>15</b>	CHOOSING THE DATE & VENUE
<b>16</b>	WHAT TO WEAR
<b>22</b>	THE WEDDING CEREMONY
<b>26</b>	CAPTURE THE MOMENT
<b>29</b>	STATIONARIES
<b>34</b>	FLOWERS
<b>37</b>	CAKES & SWEET TREATS
<b>38</b>	THE RECEPTION
<b>39</b>	ENTERTAINMENT
<b>40</b>	ENHANCEMENTS
<b>41</b>	ACCOMODATIONS
<b>42</b>	TRANSPORTATION
<b>43</b>	REHEARSAL DINNER
<b>44</b>	EMERGENCY KIT
<b>45</b>	HONEYMOONS
<b>47</b>	OBTAINING A MARRIAGE LICENSE
<b>50</b>	THE NAME GAME
<b>51</b>	REFERENCES

## Congratulations on your engagement!

My name is Jennifer Barrett, and I am the Wedding Specialist at Casper Country Club. We are known for our beautiful banquet room overlooking the picturesque golf course as well as our exceptional food and service. We offer seating for up to 200 guests and offer a stunning outdoor ceremony location. I work with every bride and groom to ensure their big day is everything they have dreamed of and more!

I have put this Wedding Planner together to help you plan your wedding without spending hours upon hours on websites searching for everything you need to know! I have helped plan well over 100 weddings in the past few years, so I chose articles I feel are the most informative and important information to start planning a wedding. I know from experience that wedding planning can be extremely overwhelming, but at the same time an exciting, fun and rewarding experience. Even if you do not choose Casper Country Club for your celebration, I hope this Wedding Planner makes your wedding planning a little less stressful for you!

Best Wishes,

Jennifer Barrett  
Wedding Specialist  
307-235-5777  
jennifer@caspercountryclub.com

# 12- Month Wedding Planning Checklist

## *9-12 Months before the Wedding*

- Announce your engagement  
*(Have an engagement party, schedule engagement photos, submit announcement to local newspaper)*
- Set an overall budget
- Set a wedding date
- Start a first draft of your guest list *(to determine ceremony and reception capacity)*
- Book ceremony location and Officiant
- Book reception location
- Start to shop for a wedding dress
- Hire your DJ or band
- Hire ceremony musicians
- Hire your photographer and videographer
- Hire a wedding planner if you wish

## *6-9 Months Before the Wedding*

- Send out Save The Date cards *(especially for out-of-town guests)*
- Choose color scheme and theme for the Wedding
- Order the wedding dress
- Choose and order bridesmaids dresses
- Choose a bakery and order your wedding cake
- Hire your Florist and choose decoration, bouquets, boutonnieres, corsages
- Book your Honeymoon
- Book wedding night hotel
- Reserve hotel rooms for out-of-town guests. Check for hotel shuttle service and have a range of prices for guests

#### *4-6 Months Before the Wedding*

- Schedule a food tasting
- Select and order wedding invitations
- Purchase wedding rings
- Decide on wedding dress accessories– headpiece, shoes, jewelry
- Get ideas for wedding hair and makeup and book stylists
- Arrange for any rental items
- Book limo service for wedding party
- Choose tuxedos for men in the wedding (*give the out of town groomsmen a deadline to send in their measurements*)
- Register at 2-3 stores for wedding gifts
- Give guest list to shower hostesses
- Confirm dates for bridal shower, bachelorette and bachelor parties
- Organize wedding day helpers– readers, guest book attendant, babysitters etc.

#### *2-4 Months Before the Wedding*

- Finalize guest list and send out invitations (*Have “RSVP by” date at least one month before wedding*)
- Finalize reception menu choices
- Select a location for rehearsal dinner
- Order wedding favors
- Purchase bridal party, parents and helpers’ gifts
- Purchase wedding accessories– garter, basket, ring pillow, guest book etc.
- Check gift registry– make sure there are always enough options left for guests to choose from
- Get passport if needed for the honeymoon

#### *1-2 Months Before the Wedding*

- Have first bridal gown fitting
- Finalize ceremony readings, song choices, etc.
- Meet with Officiant to finalize ceremony
- Write vows (*if applicable*)

- Compile a photo and video shot list
- Make sure all the tuxedos have been ordered

### *3-4 Weeks Before the Wedding*

- Apply for Marriage License
- Arrange name change documents
- Have trial run of hair and makeup
- Send out rehearsal dinner invitations
- Confirm hotel arrangements for out of town guests
- Finalize wedding day schedule and details with venue, vendors and attendants
- Compile a list of all wedding vendors with phone numbers for venue and other attendants on the wedding day

### *1-2 Weeks Before the Wedding*

- Call guests who have not responded to invitation
- Have final gown fitting
- Give venue final guest count
- Make final payments for all services that require payment
- Finalize seating arrangements for reception
- Prepare place cards
- Provide wedding party and out-of-town guests with itinerary and maps
- Pack for the wedding night and honeymoon
- Give someone at home emergency numbers of honeymoon locations, credit card numbers etc.
- Prepare emergency kit with needle, thread, safety pins, stain remover, tape, band aids, etc.
- Pick up wedding dress and put with accessories

### *Day Before the Wedding*

- Prepare a list of payment envelopes
- Hand out assignment lists and checklists to wedding day helpers

- Gather wedding dress, accessories and emergency kit
- Get a manicure and pedicure
- Confirm flight arrangements for honeymoon
- Rehearse ceremony with officiant and wedding party
- Have rehearsal dinner
- Try to get a good night's sleep!

### *The Wedding Day*

- Eat breakfast
- Have hair and makeup done
- Give Marriage License to Officiant
- Give wedding rings to your Maid of Honor and Best Man
- Eat lunch or a snack before the ceremony
- Relax, enjoy and don't sweat the small stuff- it's your wedding day!!!!

### *After the Wedding*

- Get your wedding gown cleaned and preserved
- Preserve your bouquet
- Write and send thank you notes
- Complete the name changing process
- Meet with photographer and videographer to finalize albums and videos
- Send an announcement and photo to newspapers

## Getting started

**STYLE:** is it a formal event or more casual? A daytime or evening wedding?

**VENUE:** a church wedding or a beach wedding? A classic ballroom or rustic barn?

**SIZE:** An intimate gathering with family or 300 friends?

**EXPENSES:** What does your budget allow?



Photo credit: Alexandria Trimble

## The Budget

This is probably the least fun part of planning, but it is essential to the planning process. You will need to sit down with both families early in the planning process, so you have clear expectations and can move forward with planning. Remember, no one should go into years of debt as a result of the wedding- be thankful and appreciate what family members are able to contribute!

### Prioritize

Keep in mind what is most important to you. You may splurge on getting that amazing photographer, but you are ok with cutting out the limo. At the same time, make sure you don't forget about your guests' experience. Don't spend half of your budget on a gown and leave your guests hungry! Also, give yourself a cushion. Many times, things cost more than you plan on- 10% is a good figure to include in your budget

### Ways to save

I always tell my brides and grooms that the biggest way to save is inviting fewer guests. If that isn't an option, consider a Friday or Sunday wedding. Room rental is less here at Casper Country Club, and many vendors like DJs offer discounts for those days. You can also consider an alternative meal time like brunch or lunch. You can also utilize talented friends and family members. Do you have a friend who plays the guitar? Ask them if they would play for the ceremony as their gift to you! Do you have a friend who can do graphic design? Have them design your invitations and get them printed locally.

See a sample budget on the next few pages...



Photo credit: ardentphotographyinc.com

Item	Projected Cost	Deposit Paid	Balance Due	Who Pays
<b>Rehearsal dinner (if hosted by bride and groom)</b>				
Site rental				
Equipment rental				
Invitations				
Food				
Decorations				
Flowers				
Party favors				
<b>Weekend wedding parties</b>				
<b>CEREMONY</b>				
Location fee				
Officiant's fee				
Donation to church (optional, amount varies)				
Organist				
Tip (amount varies)				
Other musicians				
Tip (amount varies)				
Program				
Aisle runner				
<b>BUSINESS AND LEGAL MATTERS</b>				
Marriage license				
Blood test (if applicable)				
<b>WEDDING JEWELRY</b>				
Engagement ring				
Bride's wedding band				
Groom's wedding band				
<b>BRIDE'S FORMAL WEAR</b>				
Wedding gown				
Alterations				
Undergarments (slip, bustier, hosiery, etc.)				
Headpiece				
Shoes				
Jewelry (excluding engagement and wedding rings)				
Purse (optional)				

Item	Projected Cost	Deposit Paid	Balance Due	Who Pays
Makeup artist				
Hairstylist				
Going-away outfit				
Going-away accessories				
Honeymoon clothes				
<b>GROOM'S FORMALWEAR</b>				
Tuxedo				
Shoes				
Going-away outfit				
Honeymoon clothes				
<b>GIFTS</b>				
Bride's attendants				
Groom's attendants				
Bride (optional)				
Groom (optional)				
<b>RECEPTION</b>				
Box or pouch for envelope gifts				
Champagne				
Decorations				
Dessert				
Entrées				
Equipment rental (chairs, tent, etc.)				
Guest book and pen				
Hors d'oeuvres				
Liquor				
Meals for hired help				
Nonalcoholic beverages				
Party favors				
Place cards				
Printed napkins				
Servers, bartenders				
Site rental				
Tip for caterer or banquet manager				
Tip for servers, bartenders				
Toasting glasses				

Item	Projected Cost	Deposit Paid	Balance Due	Who Pays
Wine				
Wine service for cocktail hour				
<b>PHOTOGRAPHY AND VIDEOGRAPHY</b>				
Album				
Engagement portrait				
Extra prints				
Mother's albums				
Photographer's fee				
Videographer's fee				
Videotape				
Wedding portrait				
Wedding prints				
Wedding proofs				
<b>RECEPTION MUSIC</b>				
Musicians for cocktail hour				
Tip (optional)				
Live Band				
Tip (optional)				
DJ				
Tip (optional)				
<b>FLOWERS AND DECORATIONS</b>				
Boutonnieres				
Bride's bouquet				
Bridesmaids' flowers				
Cake table				
Corsages				
Decorations for reception				
Decorations for wedding site				
Flowers for reception site				
Flowers for wedding site				
Head table				
Lighting for ceremony				
Lighting for reception				

Item	Projected Cost	Deposit Paid	Balance Due	Who Pays
Potted plants				
Table centerpieces				
<b>WEDDING INVITATIONS AND STATIONERY</b>				
Announcements				
Calligrapher				
Invitations				
Postage (for invitations and response cards)				
Save-the-Date cards				
Thank-you notes				
<b>WEDDING CAKE</b>				
Wedding cake				
Groom's cake				
Cake top and decorations				
Flowers for cake				
Cake serving set				
Cake boxes				
<b>WEDDING TRANSPORTATION</b>				
Limousines or rented cars				
Parking				
Tip for drivers				
<b>GUEST ACCOMMODATIONS</b>				
<b>GUEST TRANSPORTATION</b>				
<b>HONEYMOON</b>				
Accommodations				
Meals				
Spending money				
Transportation				
<b>ADDITIONAL EXPENSES (LIST BELOW)</b>				
<b>TOTAL OF ALL EXPENSES</b>				

# The Guest List

I highly recommend building your guest list in Excel.

Some columns to include:

- Guests for the bride or groom
- Salutation
- First name and last name
- Full mailing address
- Save the date mailed
- Invitation mailed
- RSVP & food selection
- Total number attending
- Wedding table number
- Thank you note sent

Start by you and your fiancé making a list of guests you would like to invite. Decide if you want single guests to bring a guest. Also consider if you are going to invite children or have an “adult reception.”

Next, ask parents from both sides make their list. Have them rank the priority of those guests

Combine all the lists together, eliminate the duplicates and see where you stand.

Inevitably there will be some tough decisions on people who are questionable invitees. (this also ranks as not a fun part of planning!). Remember, you are both gaining a whole new set of family and friends beyond your wedding day. Make the decisions that might be worth making to keep relationships harmonious.



Photo credit: ardentphotographyinc.com

## Choosing the Date and the Venue

First, determine if you will have the ceremony and reception in the same location or if you are looking for two different venues.

What are you looking for in a venue? Does the venue fit your vision?

Will the space accommodate all your guests?

What is included in the space?

What is the reservation and deposit process?

If you are using two locations, are you willing to let go of the ceremony location if the reception venue is not available or vice versa?



Photo credit: [ardentphotographyinc.com](http://ardentphotographyinc.com)

## What to wear

Some brides find the perfect dress in a matter of minutes while others search for months. Your wedding dress should be an extension of your personality and how you want to present yourself on your big day.

### Being prepared for your bridal appointment

Set an appointment. This is important, so you make sure you will get the consultant's full attention

Wear modest undergarments

Bring a strapless bra

Take a pair of shoes with you that is the heel height you will most likely wear with the dress

Style your hair and wear soft makeup.

Do your homework. Go to the appointment prepared with pictures of dresses that catch your eye. Also have an idea of what physical characteristics of your body you love and the ones you would prefer to distract attention from.

Set a budget maximum for the dress (don't forget to budget also for the accessories like the headpiece, jewelry, shoes, etc.)

Assemble a small support team who will go with you. **DO NOT** bring an entourage - twelve opinions are much more confusing and frustrating than two or three! Also, decide whose opinions mean the most to you.

### During the appointment

Arrive on time. It's important to allow yourself plenty of time for your schedule appointment so you are not rushed

Check your self-consciousness at the door. It is common for the consultant to accompany you into the dressing room to help you in and out of the dresses

Try not to judge the dress by how it looks on the hanger

Clearly state your budget. There's nothing worse than falling in love with a dress that is not in your budget!

Be honest with your consultant- let her know your true opinions of the dresses you try on

Take notes. Many salons will not allow you to snap pictures- so ask before you take them!

## Say “Yes” to the Dress

*If you need time to think-* Let your consultant know your plan- are you going to keep looking or sleep on it? Follow up and make another appointment to try on the top contenders.

*If you are ready to purchase-* Have your measurements taken. Pay the deposit. Take some pictures for reference and set up your follow up appointments.

*After your appointment-* begin searching for accessories and attend fittings.



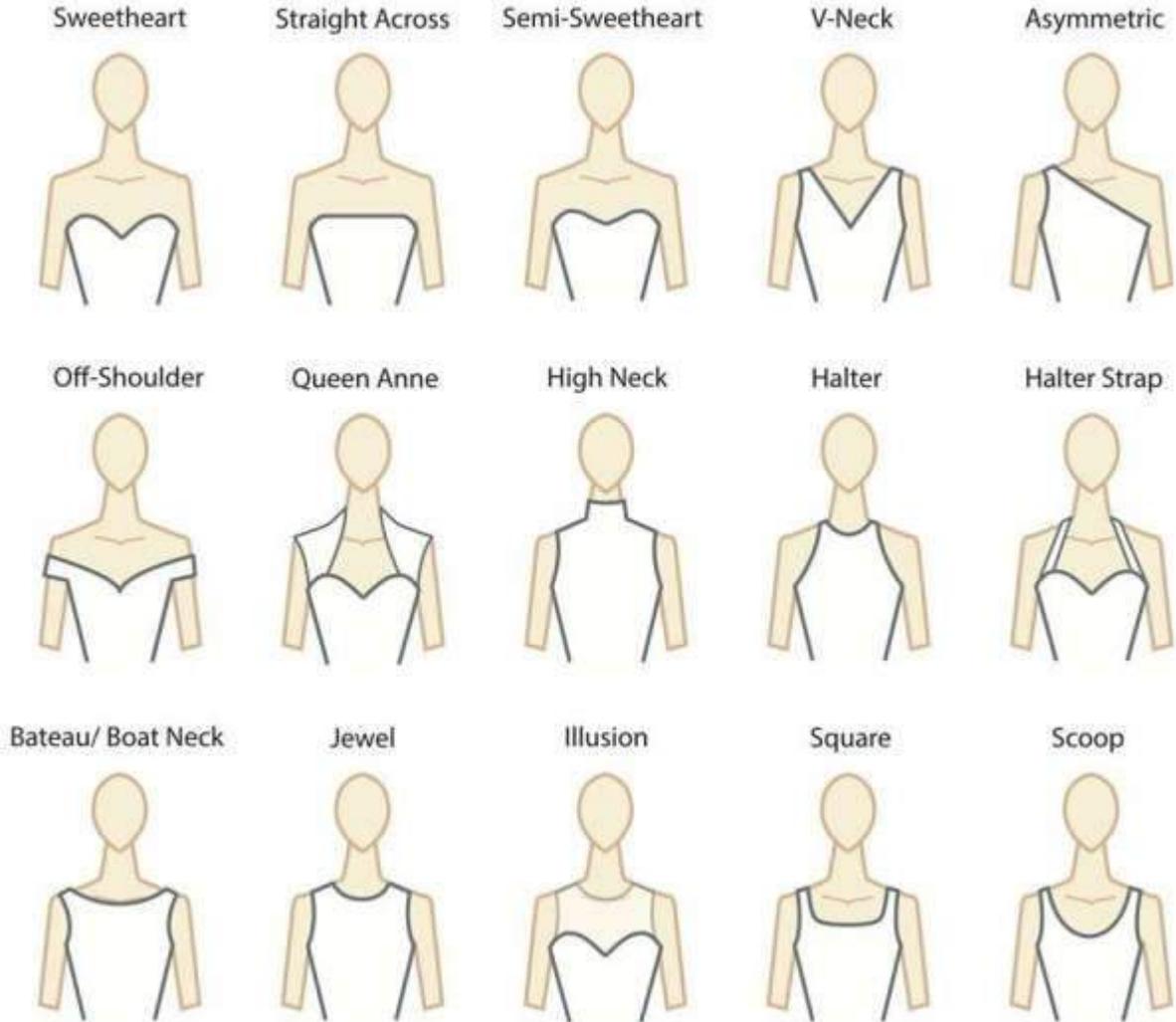
Photo credit: ardentphotographyinc.com

**Christina's Bridal ~ 2740 E 3rd St, Casper WY ~ Phone Number ~ 307-234-2251**

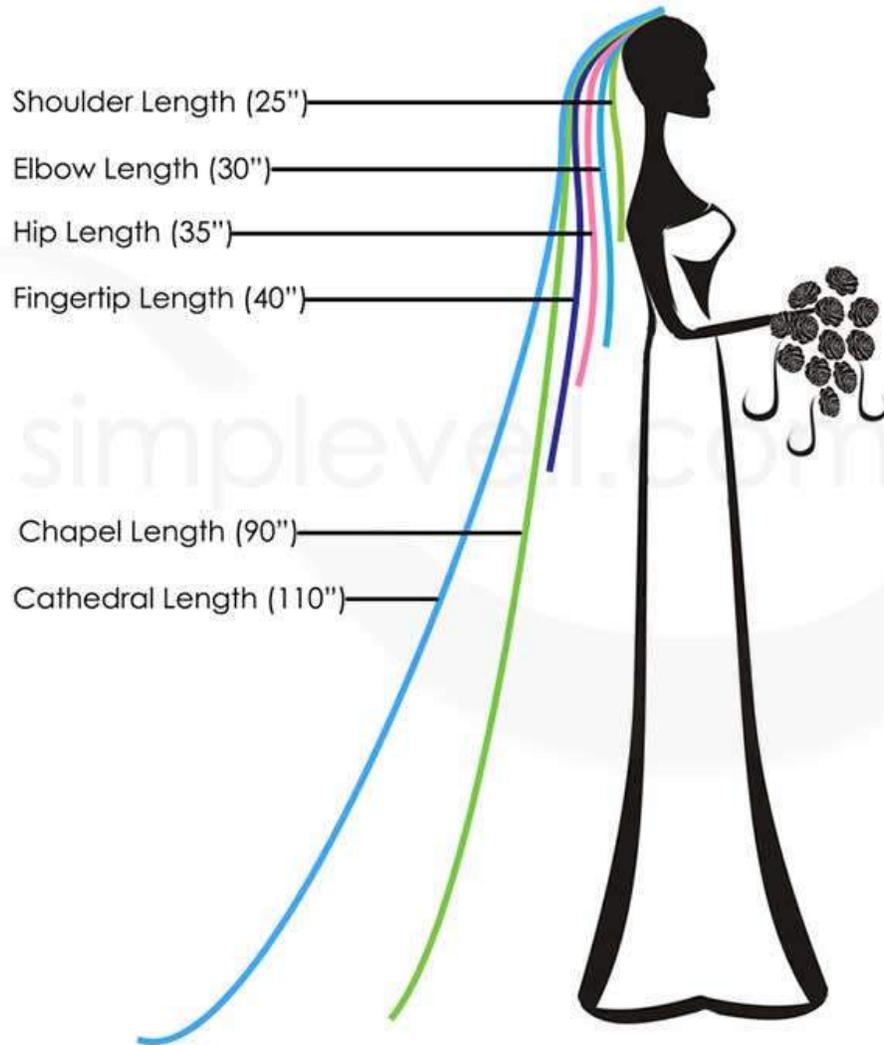
**Kim's Bridal ~ 627 CY Ave., Casper WY ~ Phone Number ~ 307-265-0047**

**Laneige ~ 201 E. 2nd St., Casper WY ~ Phone Number ~ 307-265-3112**

## Wedding Gown Necklines



## Veil Guide



© Rebecca Walker Designs | SimpleVeil.com

## Makeup and Hair

Homework time again! Search for photos of hairstyles and makeup you like.

Schedule a trial hair appointment and then a trial makeup appointment.

Discuss with your beauty vendors how much time it will take them to work on you and any of the other ladies on the bridal party (moms included!) and set the appointments for the wedding day.

**Rootz (Salon and Spa)~ 633 East A Street. Casper WY~ Phone Number~307-472-7668**

**Black Orchid Salon~ 1029 W Collins Dr. Casper WY~ Phone Number ~307-265-0047**

**Indulgence Salon~ 330 S. Walsh Dr. Casper WY~ Phone Number~ 307-265-3112**



Photo credit: [ardentphotographyinc.com](http://ardentphotographyinc.com)

## Bridesmaids

Do you prefer a more formal or informal style?

Do you have a lot of different body types to dress?

Do you want all your bridesmaids in the same dress or would you be ok with mixing styles, fabrics or colors?

Are you planning to use fashion to distinguish your maid of honor?

What will the weather be like?

Ask your bridesmaids how much she would feel comfortable spending on the dress.

Start out shopping with just your maid of honor. Narrow down the choices, then set an appointment for the entire group.

Look for dresses that compliment your gown so the whole bridal party is cohesive.

Leave plenty of time for ordering (bridesmaid dresses like bridal gowns can take months to come in).

Plan to be flexible and accommodating for ladies who know they will be expecting!



Photo credit: [ardentphoto.com](http://ardentphoto.com)

## Groom and Groomsmen

There are many options that extend beyond the black and white tuxedo!

Does a tuxedo or suit fit your groom's personality better?

Will the groom be styled differently than the groomsmen?

Are you planning on buying or renting formalwear?

How much do you want the groomsmen to spend?

What is the store require for deposit and final payment?

Ask the store if the guys need to be measured in person or if they will be able to send measurements to the store.

You may want to consider renting a backup shirt for warm weather weddings- tuxes and suits are warm!  
You will want the groom and attendants to feel as comfortable as possible in the spotlight!



Photo credit: [ardentphotographyinc.com](http://ardentphotographyinc.com)

# The Wedding Ceremony

## Types of ceremonies

Religious ceremony in a house of worship

Questions to ask:

- How long to ceremonies typically last?
- Will there be a sermon or speech?
- Are you able to write your own vows?
- Can you select reading?
- Do you need to attend any prenuptial counseling?
- Do you need to adhere to policies about the way you dress?
- When will you have the wedding rehearsal?
- Are there musicians who you need to book through the church, or can you bring them in from outside?
- What are the rules for photographers and videographers on the day of the wedding?
- Who will take care of filling out and mailing back your marriage license following the ceremony?

## Civil Ceremony

A civil ceremony is a nonreligious ceremony typically performed by a judge or justice of the peace or a friend who has been approved and registered to perform a ceremony. The length, formality and style are dependent on the couple

## Interfaith ceremony

It is very common that a couple have different religious backgrounds. In some cases, a church will allow two officiates, one to represent each religion, to preside over the ceremony. It is also an option to have two separate ceremonies to honor the traditions of each religion. If this is the case, only one of the ceremonies will be represented on the official marriage license.

## Ceremony Components

### Music

You may want to hire a pianist, organist, soloist or instrumentalist to enhance the ceremony. Music is most commonly used during these parts of the ceremony:

Prelude (seating of the guests)

Seating of the family

Procession of the Bridal Party

Bridal Procession

Interlude (typically during a unity candle)

Recessional

### Popular ceremony selections:

- Adagio- Mendlesshon
- Air on the G String- Bach
- Bridal Chorus- Wagner
- Cannon in D- Pachelbel
- Hallelujah Chorus- Handel
- Hornpipe- Handel
- Ode to Joy- Beethoven
- Spring- Brackett
- Trumpet Voluntary- Clarke
- Wedding March- Mozart
- Water Music- Handel



Photo Credit: Ashleigh Brown

## The readings

If you have a friend or family member you want to include in the ceremony, asking them to read a selection or poetry, scripture or inspiring words may be a wonderful way to acknowledge that person's importance.

## The Vows

The wedding vows are what this is all about! It is important to give them a lot of thought. You can either exchange traditional vows, where your officiant has you repeat the words in phrases after them or write your own vows. If you choose to write your own vows, you can either write these together, or keep them as a surprise for your future spouse at the ceremony. It is important to be mindful of the length of your vows and to convey the kind of commitment you intend to make to your partner.

## The Receiving Line

Etiquette suggests that you take time to greet each guest at your wedding. The receiving line is the most common way to do this. Keep in mind that you will need to account for this in the timeline of the wedding day as they can take quite a bit of time to complete. A receiving line happens after the ceremony usually in the back of the church or by the exit of the ceremony space. Typically, the parents of the bride and groom will join the newlyweds and the wedding party in the receiving line.

Another way to greet the guests is by having the bride and groom go back up the aisle immediately after the ceremony is over and dismiss the guests by row. This is also something that will take time and you need to account for on the wedding day.

## The Wedding Program- What to Include

The basics- your names, ceremony location and the date

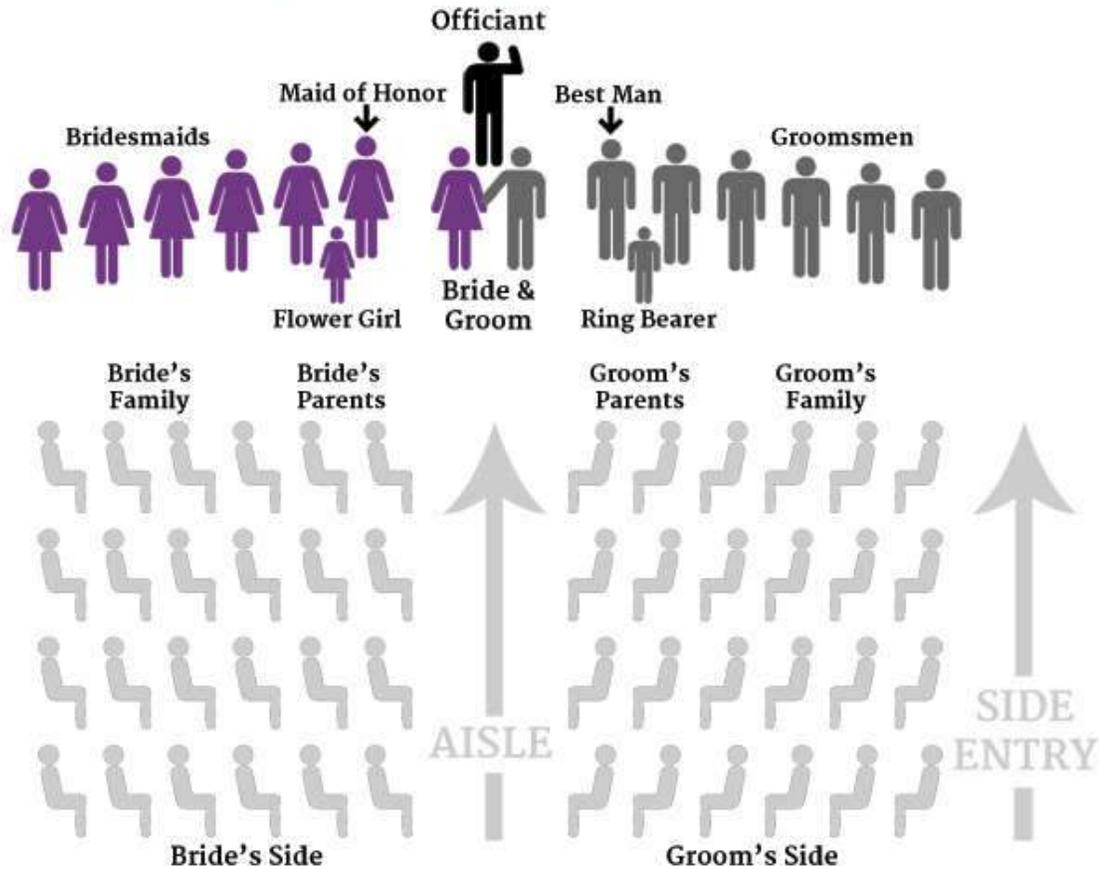
Consider including a note from you and your partner thanking your guests for being with you on your big day

List the names of your attendants, readers, musicians, greeters, ushers and any other participants,

Include the music selections and readings, noting where verbal responses from guests are requested.

At the end of the program it is nice to include your new home address.

## Wedding Ceremony Rehearsal Guide



### ENTRANCE ORDER (PROCESSIONAL)

1. Grandparents of the Groom
2. Grandparents of the Bride
3. Officiant, Groom, Best Man, and Groomsmen  
(from side entry if desired)
4. Parents of the Groom
5. Mother of the Bride
6. Bridesmaids
7. Maid of Honor
8. Flower Girl and Ring Bearer
9. Bride / Father of the Bride

### EXIT ORDER (RECESSIONAL)

1. Bride and Groom
2. Maid of Honor and Best Man
3. Bridesmaids and Groomsmen  
(in pairs when exiting)
4. Flower Girl and Ring Bearer
5. Parents of the Bride
6. Parents of the Groom
7. Grandparents of the Bride
8. Grandparents of the Groom
9. Officiant
10. Wedding Guests

NOTE: Please excuse the lack of gender-neutral terminology in this diagram. For common variations of this order, including ideas for our LGBT couples, please see the "Variations" section of the guide at <http://ceremonyofficiants.com/resources>.

## Capture the Memories

Photos and videos are such an important part of your big day. Besides amazing memories, these are your keepsakes for the rest of your lives! With so many styles, it is important to look through the work of these vendors, so you can choose the one that matches your unique style.

You will want to make sure you and your photographer are on the same page and that you are clearly communicating your expectations. It is also important that you listened to the photographer's advice to you. An engagement session is a great way to get to know your photographer and to practice taking pictures before the wedding day.

As you build your wedding day timeline, keep photography in mind. It is helpful to work backward through the day to determine what the photographer's arrival and departure time should be. Also discuss any key moments during the day the photographer will be responsible for directing such as the first look, or family photos. Discuss how long these will take and where they will take place.

Remember to discuss logistical details with your photographer such as how he or she will get around if your ceremony and reception are in different places. Consider inviting the photographer in the car ride with you for some bonus photos of the newly married couple.

Also, please remember to include your photographer in the caterers count for food. They are with you the entire day and need to eat! Do not schedule any toasts or events that take place during dinner while your photographer will be eating.



Photo credit: [ardentphotographyinc.com](http://ardentphotographyinc.com)

## The First Look

This is a popular trend in weddings where the bride and groom want to share an intimate moment together to see each other for the first time on the wedding day.

### *Pros:*

- The two of you can enjoy some privacy seeing each other for the first time and sharing those feelings together.
- Your photographer will be able to capture many pictures of you together and won't have to steal you away during other times after the ceremony to get pictures of the two of you.
- Most couples feel more relaxed and less nervous after seeing each other.

### *Cons:*

- It goes against tradition.
- If you have been waiting your whole life for your husband to be to see you for the first time when you are walking down the aisle, this might not be the right option for you.



Photo credit: [ardentphotographyinc.com](http://ardentphotographyinc.com)

## Wedding Photography Shot List

### Getting ready

- Wedding dress hanging on a hook or draped over bed
- Bride's garter, veil and shoes
- Bride and bridesmaids' bouquets
- Bride's jewellery
- Bride applying makeup – looking in a mirror
- Bridesmaids zipping or lacing up wedding dress
- Mother helping bride with necklace or dress
- Putting on the veil
- Bride with bridesmaids and mother
- Bride with mother and father (and grandparents)
- Groom tying his tie
- Father pinning boutonniere on the groom
- Groom with groomsmen and father
- Groom with mother and father (and grandparents)
- Groom horsing around with groomsmen
- Leaving for the ceremony

### Ceremony

- Guests walking into the ceremony
- Parents and grandparents being seated
- Bride and father in wedding car
- Bride exiting the wedding car
- Groom waiting nervously at altar
- Flower girl(s) sprinkling flowers down the aisle
- Bridesmaids walking down the aisle
- Bride and father entering and walking down the aisle
- Father giving away bride
- Bride and groom holding hands
- Friends and family performing readings
- Bride and groom saying their vows
- Bride and groom exchanging rings
- Bride and groom sharing their first kiss
- Bride and groom walking up the aisle
- Wedding party and parents walking up the aisle
- Bride and groom being congratulated outside the church
- Church shot inside and outside, with and without guests
- Bride and groom leaving church
- Bride and groom inside the wedding car
- Reception venue outside shot

- Shot of each table full of guests
- Room shots at ceremony
- The first kiss as husband and wife
- Signing of the register of marriage certificate

### Reception

- Room shots at reception
- Close-up of seating-card display
- Close up of place settings, centerpieces and flowers
- The head table
- The bridal party entering the reception
- The wedding cake
- Bride and groom cutting the cake
- People giving speeches/toasts
- Best man and maid of honor toast/speeches
- The M.C.
- Bouquet toss
- Bride and groom's first dance
- Parents of bride dancing
- Parents of groom dancing
- Misc. guests dancing
- Bride and groom "just married" – driving away

### Formal photos

- Bride and groom with the wedding party
- Bride and groom with bride's parents
- Bride and groom with groom's parents
- Bride and groom with all parents and siblings
- Bride and groom with their extended families
- Bride and groom with specific groups of friends
- All the guests together
- Bride and her bridesmaids together
- Groom and his groomsmen together
- Bride and maid of honour together
- Bride alone, full-length portrait of dress
- Bride and groom hand and ring shot
- Groom and best man together
- Bride and groom with flower girl and ring bearer
- Bridal party posing with the wedding car
- Whole bridal party together

# Stationary

## Save The Dates

Mail these announcements out at least six months prior to the wedding date. The information you will include on your save-the-date announcement is: bride and groom's first and last name; the wedding date, city and state where the wedding will be, wedding website address, a note with "invitation to follow" so your guests know to look for it in the mail.

## Invitations

Back in the day, invitations followed a standard wording pattern (see I). Nowadays blended families, single parent households, and couples themselves are sponsoring weddings. Hopefully, these samples will help with your planning. In addition, remember the following:

- Choose an invitation that reflects the tone of your event – formal, casual, trendy, traditional.
- Order your invitations four to five months before the wedding date.
- Order at least 25 extra invitations.
- Mail invitations eight to ten weeks prior to the wedding date.
- Request RSVP cards to be returned no later than four weeks before the wedding date
- Have your post office weigh a finished invitation so you can be sure you have the correct postage applied.

### I. Just the bride's parents.

Mr. And Mrs. (Bride's Parents Name)  
request the pleasure of your company at  
the marriage of their daughter

Blushing Bride  
To  
Grand Ex Groom

Saturday the fifth of December  
two thousand nineteen  
at seven o'clock in the evening

Casper Country Club  
4149 Country Club Road  
Casper, WY 82609

II.

Both sets of parents.

Together with their parents  
 Blush Ing Bride  
 To  
 GrandEr Groom

request the honor of your presence  
 at their marriage on  
 Saturday the fifth of December  
 two thousand nineteen  
 at seven o'clock in the evening

Casper Country Club  
 4149 Country Club Road  
 Casper, WY 82609

Mr. & Mrs. (Bride's Parents Name)  
 And  
 Mr. & Mrs. (Groom's Parents Name)  
 request the pleasure of your company  
 at the marriage of their children

Blush Ing Bride  
 To  
 GrandEr Groom

on Saturday the fifth of December  
 two thousand nineteen  
 at seven o'clock in the evening

Casper Country Club  
 4149 Country Club Road  
 Casper, WY 82609

III.

IV. Parents and stepparents

The parents of  
 Blush Ing Bride and GrandEr Groom

request the honor of your presence  
 at the marriage of their children on  
 Saturday the fifth of December  
 two thousand nineteen  
 at seven o'clock in the evening

Casper Country Club  
 4149 Country Club Road  
 Casper, WY 82609

Mr. & Mrs. (Brides Name)  
 Mr. & Mrs. (Groom's Mother and Stepfathers Name)  
 Mr. & Mrs. (Groom's Mother and Stepfathers Name)

V. Single parent who raised the bride or remarried parent.

Mr. (Bride's Father Name)  
(or Mr. & Mrs Brides Father's Name)  
request the pleasure of your company  
at the marriage of his daughter

Blush Ing Bride  
To  
GrandEr Groom

on Saturday the fifth of December  
two thousand nineteen  
at seven o'clock in the evening

Casper Country Club  
4149 Country Club Road  
Casper, WY 82609

VI. Divorced parents on friendly terms.

Ms. or Mrs. (Bride's Mother's Name)  
and  
Mr. (Bride's Father Name)  
request the pleasure of your company  
at the marriage of their daughter

Blush Ing Bride  
To  
GrandEr Groom

on Saturday the fifth of December  
two thousand nineteen  
at seven o'clock in the evening

Casper Country Club  
4149 Country Club Road  
Casper, WY 82609

VII. Couple hosting their own wedding.

Because you have shared in our lives  
by your friendship and love  
we invite you to share  
in the joy of our marriage  
on Saturday the fifth of December  
two thousand nineteen  
at seven o'clock in the evening

Casper Country Club  
4149 Country Club Road  
Casper, WY 82609

Blush Ing Bride  
Grand Er Groom

Blush Ing Bride  
and  
GrandEr Groom

Invite you to join them  
as they begin their new life together on  
Saturday the fifth of December  
two thousand nineteen  
at seven o'clock in the evening

Casper Country Club  
4149 Country Club Road  
Casper, WY 82609

## Thank You Notes

It is polite to send a written expression of your gratitude within two weeks of receiving a gift or attending an event.

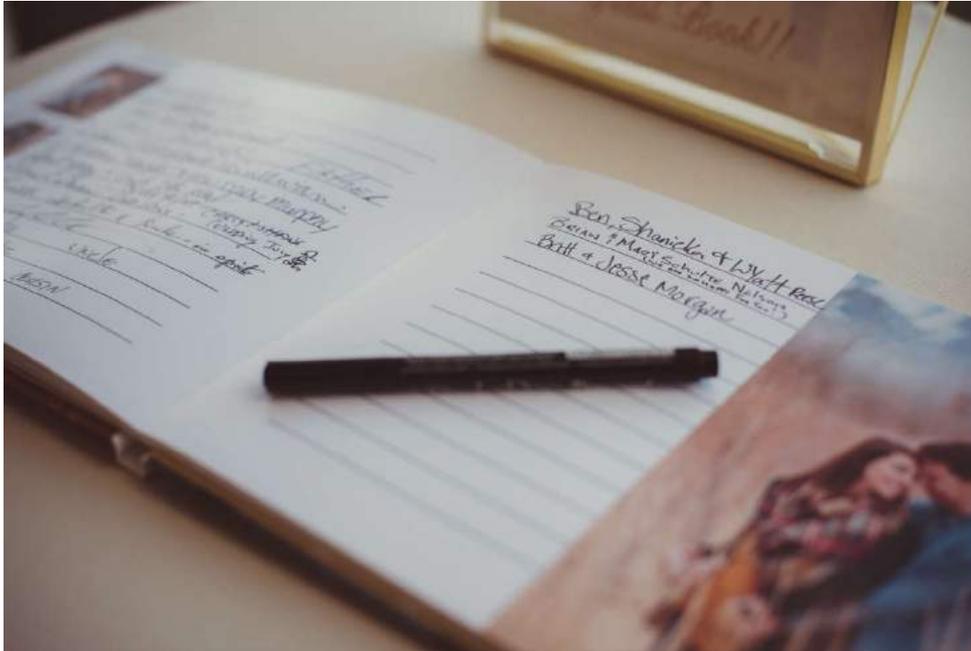


Photo credit: ardentphotographyinc.com



Photo credit: ardentphotographyinc.com

## Flowers

**Personal flowers:** bride's bouquet, bridesmaid's bouquets, groom's boutonnieres, groomsmen's boutonnieres, parents', grandparents' and godparents' flowers (such as corsages and nosegays); children's flowers and pieces for ushers, readers or any other special participants you want to honor

**Ceremony Flowers:** altar arrangements, aisle markers and arrangements; arch or pergola decorations, arrangement for entrances, doors and any other areas that need to be decorated

**Reception Flowers:** cocktail hour, escort card display, dinner table centerpieces, favor tables, food/dessert stations, and bar. (have a friend or family member transport the flowers from the ceremony site to the reception site to double use some of the arrangements)

### Cost cutting Considerations

- Select flowers that are in season
- Simple arrangements
- Use one large impact piece
- Consider using non-blooming pieces (potted herbs, topiaries, fruit, etc)
- Pick your own blooms
- Be mindful of holidays (flowers may be more expensive if your wedding date is close to Valentine's, Mother's Day, Christmas or other holidays)

### Personalizing your Bridal Bouquet

The bouquet is a perfect place to incorporate "something borrowed" or something meaningful from your loved ones. You may want to hold the bouquet with a special handkerchief or wrap the stems with a piece of fabric from your mother's wedding gown. Display a photo in a locket securely pinned to the stems of the flowers in your bouquet. You may want to add sentimental meaning to your day by carrying the same type of flower your mother or grandmother carried on their wedding day.

**Nate's Flowers and Gifts~ 1042 East 2<sup>nd</sup> St. Casper WY~ 307-266-2300**

**Keefe's Flowers~ 1745 CY Ave. Casper WY~ 307-215-1015**

## ARE YOUR WEDDING FLOWERS IN SEASON?

	SEASON	COLORS	TID B ITS
<b>CALLA LILY</b>	Spring, Winter	light green, orange, pink, red, white, yellow	simple lines; can be expensive
<b>DAFFODIL</b>	Spring, Winter	orange, white, yellow	leaky stems, cut short for arrangements; inexpensive
<b>DAHLIA</b>	Fall, Summer	orange, pink, purple, red, white, yellow	full and fluffy; best bloom in late summer/early fall
<b>GARDENIA</b>	Summer	white	full; scented; finger oils can damage flower over time; expensive
<b>GERBERA DAISY</b>	Year-round	almost any color	"fun" flower; inexpensive
<b>HYACINTH</b>	Spring, Winter	blue, pink, purple, white	very strong scent; unique shape
<b>HYDRANGEA</b>	Fall, Summer	blue, green, pink, purple, white	bloom is full; great for round arrangements; dries beautifully
<b>LILY</b>	Spring, Summer	orange, pink, white, yellow	people either like or dislike this scent; long life span
<b>LILY OF THE VALLEY</b>	Spring	pink, white	expensive out of season; traditional marriage flower; sweet smell
<b>ORCHID</b>	Year-round	green, orange, pink, purple, red, white, yellow	long-lasting, yet pricey
<b>PEONY</b>	Spring	blush, coral, cream, pink, white	lush, full, rounded bloom; symbol of a happy, good-fortuned marriage
<b>POPPY</b>	Summer	orange, pink, red, white, yellow	vibrant colors; wirey stems great for arrangements
<b>RANUNCULUS</b>	Spring, Winter	orange, pink, red, white, yellow	full blooms; reasonably priced; great for a peony alternative
<b>ROSE</b>	Year-round	orange, pink, purple, red, white, yellow	classic; garden roses are a great peony alternative
<b>STEPHANOTIS</b>	Year-round	white	small; star-shaped dainty flower
<b>TULIP</b>	Spring, Winter	orange, pink, purple, red, white, yellow	board leaves; long-lasting



Photo credit: [ardentphoto&rap.huinc.com](http://ardentphoto&rap.huinc.com)

# bouquet glossary

Familiarize yourself with a few of the most common floral terms. The conventional arrangements for the bride, bridesmaids, and flower girl include the following.

## *bouquet shape glossary*



### **NOSEGAY**

A compact, cluster of flowers, wrapped tight and cut to one uniform length.



### **POMPANDER**

A flower covered ball shape tied with a ribbon (great for flower girls).



### **POSY**

One of the more popular options, it's a small, round bouquet tied with ribbon.



### **HAND-TIED**

A classic choice, it's simply a dense bunch of flowers loosely tied together.



### **COMPOSITE**

Made up of different petals or buds wired together on a single stem.



### **CASCADE**

A waterfall-like "spill" of blooms either anchored in a holder or hand-tied.



### **PAGEANT**

Similar in to the cascade, but slightly more compact and pulled-together.



### **ROUND**

The more buttoned-up version of the hand-tied bouquet, tied with ribbon.

## FLORAL COLOR GUIDE

### *best blooms by color*

#### **RED**

Roses, ranunculus, snapdragons, gerbera, tulips, zinnias, mums, dahlias, gladiolus, orchids, carnations

#### **GREEN**

Mums, anthurium, berzillia, hydrangeas, orchids, lady's mantle

#### **PINK**

Gerbera, hydrangeas, roses, ranunculus, peonies, orchids, cockscomb, mums, magnolias, stock, carnations, lisianthus

#### **BLUE**

Hydrangeas, delphiniums, cornflowers, irises

#### **ORANGE**

Roses, orchids, calla lilies, dahlias, tulips, protea, anemones, ranunculus, lilies

#### **PURPLE**

Orchids, hydrangeas, dahlias, ranunculus, mums, scabiosa, lisianthus, stock, irises

#### **YELLOW**

Mums, orchids, roses, calla lilies, ranunculus, tulips, sunflowers, gerbera, daffodils, lilies

#### **WHITE**

Calla lilies, Stars of Bethlehem, peonies, roses, tulips, daisies, carnations, stock, lilies

## Cakes & Sweet Treats

Let them eat cake! A wedding is the perfect time to indulge- treat your guests to sweets from our favorite bakeries.

Questions to ask potential bakers:

- What is the name and number of the baker?
- Does the baker provide a tasting?
- What is the price per slice?
- What is the delivery fee?
- Do they require a deposit?
- Do they have alternatives to a wedding cake?
- What is the cancellation policy?

Frosted Tops  
225 S. David Street Suite 2  
Casper WY 82601  
307-333-5195

Cynthia's Truffle Trees  
(949) 246-4583



Photo credit: Alexandria Trimble

Cakesbyash



Photo credit: ardentphotographyinc.com

# The Reception

## Types of Dinner Receptions Casper Country Club Offers:

### Buffet Style

Buffets provide a nice way to please different palettes because guests can choose from a variety of food selections presented all together. In addition, buffet receptions can be a bit more budget friendly

### Plated Style

For this style dinner, members of the kitchen staff compose the individual plates for each course and members of the wait staff serve the plates individually to each guest. The price per guest of a plated dinner depends on the number of entrees you decide to offer. For this option, you must have your guests indicate on their RSVP cards which type of predetermined entrée they would like to have. You will need to let management know how many of each choice you will require, as well as placing guests in a seating chart and providing each guest a place card which represents which type of entrée, they have chosen so the wait staff can properly serve your guests the correct meal.

### Thank You Favors

Some ideas to consider for favors:

- A boxed chocolate, gourmet candy or special local treat.
- Homemade preserves or cookies.
- Flip flops to wear for dancing.
- Cookies, doughnuts, hot cocoa mix packaged to go.

In lieu of spending money on favors, consider donating in honor of your guests to a charity that is important to you and your groom.



Photo credit: Alexandria Trimble

## Entertainment

A musician, DJ or a Band set the tone of your ceremony and reception. It is important to meet with these vendors and let them know what kind of event you would like to have~ as they are the Emcee for your big day

Ask these questions of a DJ you are considering:

- Can you have a full list of songs he has? Will the DJ work with you on playlists?
- Can he provide you with a sample song list from a previous wedding, so you can see what types of songs he plays and the order?
- Will he let you give them music they might not have that you want to be played?
- What does he wear when he performs?
- Is his equipment compact or more elaborate?
- Can you get several past wedding client references to contact?

Consider and discuss with your band or DJ how you want them to handle any song requests made by guests during your reception. Often couples decide they want to retain control over the music selections and do not allow the band or DJ to play requested songs they have not approved. The same consideration should be made for any impromptu speaking requests made by guests~ it's not a good idea to turn the microphone over to someone who might cause embarrassment or create an uncomfortable situation.

- **Rocky Mountain Sound and Light**  
2220 Valcaro Road. Casper WY  
307-266-6923
- **Dynamic Sound and Light**  
6150 State HWY 220. Casper WY  
970-324-9403
- **Reception Connection (Machelle Holloway)**  
PO Box 1541. Casper WY  
307-259-2501



Photo credit: ardentphotographyinc.com

## Lighting

Lighting affects the ambience and mood of the room. Up lighting is a great way to incorporate your wedding colors by washing the walls with color. Many vendors also have lighting packages that can change colors throughout the night or with the beat of the music.

**Rocky Mountain Sound and Light**

**307-266-6923**

**Dynamic Sound and Light**

**970-324-9403**

**Reception Connection**

**(Machelle Holloway)**

**307-259-2501**



# Accommodations

Tips on reserving blocks of rooms:

- Contact the hotel's group sales department to ask about and arrange reserving blocks of rooms.
- Most hotels offer a discounted room rate if you reserve a block of 10 or more rooms.
- Reservation policies may vary, but most hotels offer to hold a specific number of rooms that your guests can individually call to reserve. Your contract with the hotel will probably include a deadline several weeks before the reservation date when the discounted rate will expire, and any unbooked rooms will be released.
- The hotel will provide you with a code name (for example "The Smith-Jones wedding"). Your guests will need to refer to this code when they call to reserve their rooms at the negotiated special rate.
- Be sure to give specific details about the hotel where you have reserved a block of rooms on your wedding website and a wedding invitation insert. Include the special room rate, the deadline for reserving rooms and the event code name.
- Consider arranging blocks of rooms at two or more venues at different price point levels to give guests cost options.

Welcome gifts are a nice way to welcome out of town guests. Ask the hotel if they would place gift bags in the rooms of your guests that can include a personal note from you as well as a detailed schedule of events and directions, water bottles, snacks (bonus points for regional specialties or something that you and your groom really like!), and even sunscreen or other appropriate sundries.

For a full list of local accommodations:

**Casper Area Chamber of Commerce**

**500 N. Center St. Casper WY**

**307-234-5311**

<https://casperwyoming.org/>

## Transportation

To ensure that your wedding day flows as smoothly as possible and everyone arrives on time to the venues, consider arranging transportation.

**Casper Executive Car and Limo**

**PO Box 147, Mills WY**

**307-251-2128**



## Rehearsal Dinner

The wedding party typically does a run through of the ceremony the day before the wedding. This helps everyone to know their part and feel prepared on the big day. Following the rehearsal, there is a rehearsal dinner. The event can be as small as the bride, groom, wedding party and immediate family, or as large as including the out of town guests. The groom's family traditionally hosts this event.

Ask about hosting your Rehearsal Dinner at Casper Country Club!



Photo Credit: Mary McPherson

## Wedding Day Emergency Kit

Weddings are full of surprises, most of them pleasant however the strangest things have a way of happening when you are least prepared. Pack these items in a carry-on bag labeled wedding emergency and keep it handy on the big day!

- Non-allergic makeup remover
- Makeup, eye shadow, mascara
- Hair products: gel, hair spray, combs, bobby pins
- Tampons, Aleve
- Facial tissue
- Cold/allergy tablets
- Travel size sewing kit including safety pins
- Pantyhose, dark socks
- Nail polish/remover, nail file
- Earring backs
- Toothpaste/brush, mouthwash, breath mints
- Cotton balls
- Antacid tablets
- Deodorant
- Instant glue, mini stapler
- Extra car keys



Photo credit: [ardentphotographyinc.com](http://ardentphotographyinc.com)

# Gift Registries

Plan to register at more than one store and for a variety of items with a range of prices so people will have choices of gifts. Start registering before your bridal shower and have the process complete no later than six months before your wedding.

## Sample Registry Checklist:

### Formal Dinnerware

- 8-12 Place Settings
- Accent Plates
- Pasta/Soup Bowls
- Creamer
- Sugar Bowl
- Gravy Boat & Stand
- Salt/Pepper
- Large Vegetable Bowls
- Serving Bowls
- Covered Casseroles
- Medium Platters
- Large Platters

### Silver

- 8-12 Place Settings
- Extra Teaspoons
- Extra Salad Forks
- Cold Meat Server
- Serving Spoons
- Pierced Tablespoons
- Soup Spoons
- Sugar Spoon
- Butter Knife

### Everyday Flatware

- 8-12 Place Settings
- Serving Set
- Hostess Set
- Entertainment Set

### Cookware

- Sauce Pans
- Saute Pans
- Stockpot/Dutch Oven
- Tea Kettle
- Steamer/Double Boiler
- Wok/Stir Fry Pan
- Lasagna/Au Gratin Pan
- Casserole Dishes
- Roaster
- Grill/Griddle
- Omelette Pan

### Tools For The Kitchen

- Measuring Cups & Spoons
- Mixing Bowls
- Cooking & Serving Utensils
- Dishtowels
- Hot Pads
- Canisters

### Luggage

- Upright Suitcases
- Garment Bags
- Duffle Bags
- Tote Bags

### Formal Crystal

- same quantities as your china:*
- Water Goblets
  - Wine Glasses (Red and White)
  - Champagne Flutes
  - Iced Beverage Glasses
  - Martini Glasses

### Everyday Dinnerware

- 8-12 Place Settings
- Cereal Bowls
- Creamer
- Sugar Bowl
- Gravy Boat & Stand
- Salt/Pepper
- Vegetable Bowls
- Serving Bowls
- Covered Casseroles
- Platters

### Table Linens

- same quantities as your china:*
- Placemats
  - Napkins
  - Napkin Rings
- plus:*
- 2 tablecloths

### Bakeware

- Casserole Dishes
- Roasting Pans
- Cookie Sheets
- Muffin Pans
- Cake & Pie Pans
- Pizza Pans
- Lasagna/Baking Pans
- Bread Pans

### Bedding

- 6 of each:*
- Pillow Cases
  - Pillow Shams
  - Flat Sheets
  - Fitted Sheets
- plus:*
- Comforters
  - Bedskirts
  - Blankets
  - Pillows
  - Mattress Pads

### Home Accessories

- Frames & Vases
- Serving Trays & Bowls

### Barware

- same quantities as your china:*
- High Ball Glasses
  - Double Old Fashioned Glasses
  - Brandy Glasses
  - Pilsner Glasses

### Everyday

#### Crystal & Glassware

- same quantities as your china:*
- Tall Beverage Glasses
  - Double Old Fashioned Glasses
  - Goblets
  - Wine Glasses
  - Flutes
  - Martini Glasses

### Appliances

- Mixer
- Skillet/Griddle
- Waffle Iron
- Bread Maker
- Rice Cooker/Vegetable Steamer
- Toaster/Toaster Oven
- Food Processor
- Blender
- Juicer
- Coffee & Tea Makers

### Cutlery

- Paring Knife
- Chef Knife
- Bread Knife
- Carving Knife
- Cleaver
- Slicing Knife
- Steak Knife

### Bath

- 6 of each:*
- Bath Sheets
  - Bath Towels
  - Hand Towels
  - Washcloths
- plus:*
- Bath Rugs
  - Shower Curtains
  - Shower Curtain Rings
  - Shower Curtain Liners

# The Honeymoon

This is the time for the two of you to relax and unwind~ whether it's a dream vacation or a local mini-moon.

- Determine your budget
- Brainstorm the type of vacation the two of you would enjoy together
- Think about how long you are willing to spend traveling to that destination
- Decide when you want to travel~ leave immediately after the reception, wait a few days or a few months?
- Consider using a travel agent
- Plan far ahead to get the best deals

## Packing

- Pack your suitcases before the wedding day
- Keep a change of clothes and valuables in a carry-on bag
- Consider dividing your belongings into two suitcases~ if something happens to one of them, both of you will still have something to wear



# Obtaining a Marriage License

## Issuance & Expiration

The County Clerk issues Wyoming marriage licenses, which can be used anywhere in the state. These licenses expire one year from the date issued. To obtain a certified copy of a marriage license, visit the Wyoming Department of Health.

<https://health.wyo.gov/admin/vitalstatistics/>

## Requirements

### Applicants:

- Must be at least 18 years old
- Ages 16 to 18 years old must have written parental consent
- Both Parents must give consent or custodial parent/guardian must be verified by proper documentation i.e.: court order, divorce decree, etc.
- Must provide the following information for the bride and groom:
  - Date and place of birth
  - Residence address
  - Social Security number
  - Parents' (mother and father) places of birth
  - Mother's maiden name
  - Photo ID (Driver's License, Passport, etc.)
  - If divorced- date and state divorce was granted
  - If widowed – spouses date of death
  - If born in a foreign country- state in foreign country that you were born in

Only the bride and groom need to apply for the license. No Blood test or other medical information is required.

### Fees

- Marriage license, required fee (cash and debit cards only, fees will apply for card transactions- NO CHECKS)
- Certified copy of marriage license, required fee

### Additional Information:

For more information, please call 307-235-9206

## The Name Game

If there is not enough for the bride to do, she needs to think about her last name, whether to use her husband's last name, maiden name, or combination of both. Some women don't give a second thought to changing their name while others for various reasons (usually professional) prefer to keep their maiden name. If you change your name legally, you should complete the paperwork immediately after your return from your honeymoon. The following are some places you need to change your name:

- Auto registration
- Bank accounts/stock/retirement accounts
- Home, life, auto insurance
- Credit cards/credit agency
- Deeds/property titles
- Doctor/dentist
- Driver's license/voter registration
- Employer payroll/human resources
- IRS/social security
- Magazines
- Passport
- Post office
- Alumni associations



Photo credit: [ardentphotographyinc.com](http://ardentphotographyinc.com)

## Newspaper announcements

If you want to announce your wedding in the local newspaper, keep in mind:

- Ask whether there is a form for you to fill out.
- Type or print your information neatly.
- Be sure to give information such as your wedding date, wedding location, the bride's maiden name, your parents' names and where they live, and where you will live when you are married.
- If the announcement can be lengthy you might include the names of your bridesmaids and their cities of residence.
- Include your honeymoon destination.
- Add information such as where you each grew up, where you went to school, and place of employment or business.
- Be sure to include your contact information.
- Ask the paper what kind of photograph they prefer and be sure to write your name and address on the back.

Thank You to:

The Schulte Family

The Rothenhoefer Family

The Landon Family

Cakesbyash 262-5051

Ardent Photography

Ashleigh Brown

Alexandria Trimble