

St Mark's Wedding Timeline & Checklist

We're delighted that you've decided to hold your wedding at St. Mark's Episcopal Church in Durango! We've created this checklist to help you stay on top of the myriad details of planning a wedding and hope that you find it helpful, whether you have a year to plan, or only a few months.

First Things First

- Choose wedding date and time. You may want to consider the availability of parents and maid/matron of honor and best man when in the process of choosing your date.
- Make \$900 minimum deposit to St. Mark's to book the date and time. Your \$1,800 donation for a wedding at St. Mark's includes facility usage, honoraria for the priest, organist, event host and sexton. Use of the Parish Hall for a rehearsal dinner or reception incur separate fees.
- Choose reception location (if not at St. Mark's) and time; make deposit to book the space
- Choose and book location for rehearsal dinner
- Set wedding budget and decide how wedding will be financed
- Arrange for marriage counseling sessions with Father Cooley
- Interview and book photographer
- Interview and book videographer
- Interview and book florist
- Interview and book baker for cake(s)
- Choose reception format: buffet, sit-down dinner, etc.
- Interview and book caterer

Two

- Ensure homeowners or renter's insurance covers engagement and wedding rings, or buy additional jewelry insurance
- Determine a color scheme for the wedding and reception, if desired
- Decide on the number to be involved in the wedding party (ten attendants will fill the space)
- Choose and order wedding dress and veil
- Buy wedding shoes
- Buy undergarments for wedding attire (need prior to fittings)
- Begin looking at invitations
- Set honeymoon budget
- Announce engagement to friends and family
- Put engagement announcement in local paper
- Order passports for honeymoon plans outside the United States
- First meeting with priest
- Decide on type of music desired for reception, if any
- Interview and book band or DJ for reception
- Choose attendants and ask if they'll accept the position (maid or matron of honor, bridesmaids, groomsmen, ushers, ring bearer, flower girl). The space in St. Mark's sanctuary will accommodate up to five attendants on each side.
- Begin looking for bridesmaid dresses
- Pick out tuxes for groom, groomsmen, ushers and fathers
- Look for and reserve a block of rooms at nearby hotel for out-of-town guests
- Choose invitations
- Decide if programs and/or personalized napkins will be purchased and select them
- Make first draft of invitation list
- Get directions to church, from church to reception, and from church to rehearsal dinner
- Make a list of attractions and things to do in town to include with directions
- Plan honeymoon and book all lodging, transportation and event tickets
- Discuss if a bridal registry is desired and what items would be on it
- Choose china/crystal/flatware/cookware patterns for bridal registry, if desired

Three

- Make appointment for engagement portrait
- Make hair and nail appointment for engagement portrait
- Choose scripture readings (and poetry, if desired) for ceremony (*see Service Checklist for selections*)
- Choose readers for ceremony and ask if they'll accept the position
- Find out from reception hall if guests can throw birdseed, rice or bubbles. If the reception is at St. Mark's, use of birdseed or bubbles is approved.
- Decide how you want to exit from the reception (guests throwing birdseed or rice, blowing bubbles, or just a casual exit?)
- Buy or make favors to give guests, if desired
- Buy or make centerpieces for guest tables at reception
- Order bridesmaid dresses
- Hire limo driver or arrange other transportation to and from ceremony and reception
- Buy wedding attire accessories such as gloves, earrings, necklace, purse, shoes, cufflinks, etc.
- Pick out and order wedding rings
- Select reception decorations such as candles, flowers, balloons, arches, etc.
- Meet with florist to choose amount and type of flowers for ceremony and reception and any other accessories (e.g. pew bows, candelabras, etc). Please meet with your St. Mark's Event Host who will guide you through decorating options.
- Ask mothers if they want to wear a flower corsage or carry a single flower instead and inform florist
- Buy or make basket for flower girl
- Buy or make pillow for ring bearer
- Decide if a groom's cake is desired
- Meet with baker to choose flavor(s) and style of wedding cake(s)
- Make and print directions and map for ceremony and reception to include with all wedding invitations
- Make and print maps to rehearsal dinner to include with rehearsal dinner invitations and send to groom's mother (if his parents are hosting rehearsal dinner)
- Make second draft of invitation list
- Register gift preferences with one or more bridal registries at nearby and/or nationwide store
- Get measurements from groom, ushers, fathers and groomsmen for tuxedos

Four

- Confirm hair and nail appointments for bridal party
- First wedding gown fitting
- Sign up to donate ceremony flowers for St. Mark's Sunday services, if desired
- Buy or make birdseed roses, birdseed packets, bubbles, etc.
- Meet with St. Mark's Minister of Music Scott Hagler to select processional and recessional music (hear the selections online at www.YourDurangoWedding.com/Music or request a CD in the office) and decide on any additional music in the service (trumpet, soloists, etc.)
- Buy disposable cameras for reception only, if desired (flash photography is not permitted during the ceremony)
- Determine wedding ring inscriptions, if any
- Choose reception food
- Design program layout (or have a printer or St. Mark's do it)
- Determine reception layout (i.e. how many tables, chairs, etc.)
- Determine seating arrangement at reception (if it's a sit-down dinner)
- Determine seating arrangement at rehearsal dinner with groom's mother, if desired
- Determine who will put suitcases in limo/transportation car at reception
- Determine with the priest how attendants will process and stand at ceremony
- Choose reception music (first dance, father/daughter dance, mother/son dance, etc.) Ensure musicians or DJ has equipment and music needed to play your chosen reception music
- Find out if smoking is allowed at reception hall and how to prevent it, if desired
- Make rough draft of Wedding Day Schedule (available at <http://www.YourDurangoWedding.com/Checklists.html>)

- Make sure flower girl's dress is purchased
- Make sure the mother's dresses are purchased and are complementary
- Determine length of bridesmaid dresses
- Determine hose color and shoes for bridesmaids
- Purchase gifts for bridesmaids, groomsmen, parents, fiancé, personal attendant, guest book attendant, ushers, etc.
- Schedule bride's hair appointment
- Schedule nail appointment
- Finalize invitation list and get addresses
- Ask groom's mother if she wants rehearsal dinner invitations and/or place cards that match invitations
- Order invitations
- Order programs
- Order monogrammed napkins for reception, if desired
- Reserve rental items: candelabra, linens, canopy, tables/chairs, etc.
- Set date with fiancé to get marriage license (less than 30 days from wedding). If you do not live in La Plata county you will need to allow time to acquire your marriage license from the La Plata County Clerk and Recorder at the county courthouse. Visit <http://co.laplata.co.us/clerk/marriagelicense.htm> for details you'll need in order to get your marriage license. Neither blood tests nor physicals are required for marriage licenses in La Plata County
- Inquire about immunizations you will need for the honeymoon
- Address and mail wedding invitations

Two Months in Advance

- Schedule groom's hair appointment
- Book rooms for out-of-town attendants at hotel
- Go over rough draft of duties with all involved in wedding
- Choose one person to whom the groom and groomsmen can return their tuxes, and have that person return the tuxes to the rental shop
- Determine order/timing of events at reception (cake-cutting, garter toss, etc.)
- Second wedding gown fitting
- Decide on and buy outfit for rehearsal and rehearsal dinner
- Determine the “something borrowed, ...blue, ...old, and ...new” to wear on wedding day
- Get wedding rings inscribed
- Get final order of processional and recessional music and titles of any solos from organist
- Hire babysitter to watch any children during wedding ceremony if desired
- Inform all people who need to be at rehearsal (remind them to be prompt)
- Buy guest book and pen
- Schedule final meeting with minister/officiant
- Determine where bride, groom and attendants will get dressed (at home, hotel or church?). St. Mark's has dedicated rooms for men and women in the lower level of the Parish Hall with full-length mirrors.
- Buy or make throw and keepsake garters
- Buy wrapping paper for attendant, etc. gifts
- Finalize Wedding Day Schedule
- Buy stamps for invitations, response cards, and to get started on thank-you notes
- Ensure formal-wear shop has all tuxedo measurements
- Give addresses of rehearsal guests to groom's mother if she is mailing rehearsal invites

One Month to Go!

- Order flower arrangements for rehearsal dinner tables, if desired
- Ask reception caterers to make a basket of food for you to take to your hotel after reception
- Determine who will be in the limo (i.e. just newlyweds attendants, parents?)
- Determine when items needed at reception (toasting glasses, etc.) will be taken there
- Show final program to minister and organist to check for accuracy
- Print programs yourself or order from printer or St. Mark's
- Box and wrap all gifts for attendants, etc.
- Decide if gown will be preserved and where
- Decide if bouquet will be preserved and make arrangements
- Ensure groom's mom has addressed/mailed rehearsal dinner invitations if his parents are hosting it
- Pick up wedding rings
- Confirm honeymoon reservations
- Check registries to make sure shower gifts and/or early wedding gifts have been marked off as purchased
- Record gifts as you receive them and send thank-you notes
- Open joint checking and savings accounts
- Change beneficiary to fiancé for will and life insurance policy
- Inform car/home/renter's insurance of marriage (discounted rates may apply)
- Submit wedding announcement to local newspaper for publishing day or weekend of wedding

Two Weeks Left

- Final meeting with florist
- Final meeting with reception hall/caterer; provide names of florist, musicians or DJ, and baker (just in case!)
- Final meeting with videographer
- Final meeting with photographer – tell him or her about any specific pictures you want, choose album style and color
- Final conversation with band – overview of times and special songs, provide directions and/or map to location
- Mail directions to limo driver and confirm times
- Meet with rehearsal dinner caterers or restaurant for final details
- Print rehearsal dinner maps (extras in case guests forget map that came with dinner invite)
- Finalize and print Wedding Day Schedule and distribute to all who are involved
- Print readings (make and keep spare copies) and distribute to those who will read
- Confirm nail and hair appointments
- Print list of reception dances for MC/band/DJ
- Final wedding gown fitting
- Confirm hotel reservations for wedding night
- Confirm hotel reservations for attendants
- Determine personal wedding morning itinerary (time to wake up, ... time to leave for church, etc.)
- Make groom's hair appointment

One Week

- Make bride's emergency kit including spare hose, make-up, extra lipstick, other personal items. St. Mark's provides most necessities in each dressing area, along with snacks and beverages.
- Pack for honeymoon
- Get traveler's checks for honeymoon; exchange money to foreign currency now, if desired
- Fill out first page of guest book
- Remind attendants about rehearsal time
- Take marriage license to priest
- Pay the balance due to St. Mark's Church.
- Finish centerpieces for guest tables at reception if it's a last-minute duty (i.e. using fresh flowers, etc.)
- Give final guest count to reception facility and/or caterer
- Remind groom, fathers, ushers and groomsmen to pick up tuxedos on day before wedding
- Confirm arrangements for delivery of flowers for rehearsal dinner have been made

The Day Before the Wedding

- Pick up wedding gown and veil
- Pick up tuxes
- Take favors, disposable cameras (if desired), centerpieces, cake knife and server, toasting glasses, CDs and birdseed, rice or bubbles to reception hall
- Nail appointment
- Give mom lipstick to keep in purse on wedding day for bride (or prepare bride's purse)
- Rehearsal and rehearsal dinner

The Morning of the Wedding

- Bride's hair appointment
- Give groom's wedding ring to Maid of Honor and bride's ring to Best Man prior to ceremony
- Relax and let it all sink in!!
- Leave yourself off the things-to-do list today if there are any remaining items. Relax and enjoy the whole day; in the long run, you won't remember the little things. Arrange to have someone you trust take care of anything that might come up. Call on your maid or matron of honor, best man and your St. Mark's Event Host to help you with any details.