

Our Wedding Guests

Wedding Guests Tips *

- Be organized! In addition to the guest forms pages, make an information card for each individual guest or family. Use the forms provided below to fill in important information. You can copy the page they are on. Not only will you have your guests RSVP (accept or regret) for the engagement party, shower and wedding, your thank you list will be at your finger-tips if when you receive an engagement gift, a shower gift, or a wedding gift, you enter this information on the page of each invited guest.
- You can arrange the forms in alphabetical order and place them in a 3-ring binder. You may use dividers. Place the forms of invited guests who did not reply or will not attend separately.
- You may want to print the forms on different color paper to help you distinguish whether the page refers to a guest invited by the bride, the groom, the parents of the bride or the parents of the groom, so that if someone has not responded, you will automatically know whose side they are from and who should contact them.
- When you plan your wedding consider your guests, their comfort and enjoyment.
- Check DJs and musicians' reputation thoroughly. To find the best wedding DJ or musicians available, rely on recommendations from hosts of events where they performed. If you receive any negative remarks, do not hire.
- Older guests may be sensitive to loud music and entertainment. Seat them in tables set furthest from the sound equipment.
- Keep speeches from being too long or hard to understand. Request your DJ or entertainers to teach each person scheduled to give a speech, how to correctly operate and speak into the microphone. Allot from two to five minutes per speaker.
- Follow the guidelines in the chapter on Seating Arrangements and your guests will have a good time.
- A good alternative to having the guests stand in a long receiving line is to have the bride and groom and their parents make the rounds at the reception and stop at each table to say a quick hello to the guests.
- **Keep the centerpieces low** so guests seated across the table can see each other and communicate comfortably. Smaller, shorter arrangements will also save you money.
- Consider the bar expenses when setting your wedding budget. The people you invite to your wedding are your guests. Some may be offended if they are to pay for drinks. If your budget is tight, you may offer only wine and beer, limit alcoholic drink choices to generic brands, and close the bar during the dinner hour. Favors are not mandatory but are a nice touch and a way to thank your guests. However, they do not provide a replacement to Thank You notes. Send hand written Thank You notes within three months of the wedding and if you recorded the gift mention it.

Our Out of Town Wedding Guests

How to Make Out-of-town Wedding Guests Feel More Welcome

Wedding planning can be very stressful, as the big day gets closer and closer. Your out-of-town guests understand that you are preoccupied, under pressure and anxious. They do not expect you to cater to them. But you need to consider those who will be celebrating with you specifically out-of-town guests and do your utmost to make them feel welcome. While planning and preparing for your wedding you should have arranged to take care of their immediate needs.

Accommodations:

Reserve a block of rooms at a hotel or hotels near the site of the event(s) and include complimentary amenities that may help take the sting out of travel expenses. Arrange that your special guests will enjoy a group discount during their stay. Since they will need to travel back and forth, choose hotels that provide transportation.

Transportation:

Arrange with an airport rental car agency to set aside a group of cars for your guests. Shop around for the best deals and features so these out-of-towners can enjoy the utmost convenience at reasonable rates. Be sure to inform your out-of-town guests of the arrangements when you send them the save the date cards and again with the wedding invitations.

Gifts Show Appreciation:

No matter how busy you are, you should call your guests to welcome them and tell them how glad you are they came. When they arrive at their hotel room, your guests may feel disconnected from you and the wedding. Surprise them with warmth and a token of your appreciation waiting for them in their rooms. You may create welcome gift baskets sealed with a personal note from you and fill it with items your guests can use during their trip such as: maps, event calendars and points of interest. You should also include food items and drinks so they will have something good to eat when they arrive. You may also consider pampering them by including essentials-soaps, candles, lotions and oils that might offer a soothing touch for guests who are exhausted from a long trip. If you so inclined, your gift could also personalize your gift by having it specialized around a hobby or a unique interest a specific the guest enjoys. For example, guests who love flowers may appreciate tickets to a local botanical garden. If the travelers have kids who like trains, then a trip to a local model railroad museum would hit the spot. The main idea behind a gift basket for your out-of-town travelers is to tailor it to their tastes and personalize it especially from you.

A small gesture like this will remind them why they came so far to congratulate you on your special day.

You will make your traveling guests feel extra special and welcome if you invite them to attend the rehearsal dinner and to partake in an appreciation brunch or dinner to be held after the wedding. This will provide you with an additional way to personally thank them. If you plan to leave for your honeymoon immediately after the wedding, or if your participation in a small celebration after the wedding is out of the question, your families might serve as hosts. These ideas are only a few ways you can convey to your out-of-town guests that you care. Whatever idea you come up with, make sure it is meaningful for them.

*** For more out of town Wedding Guests tips go to A-wedding Day <http://www.a-weddingday.com>**

Go to the articles page, **Click on and read** the following articles:

1. **Make Your Out of Town Wedding Guests Feel At Home**
2. **[Caring for Out of Town Guests](#)**
3. **Schedule Thanking Your Wedding Guests.**

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Notes and Etiquettes for Guests

Only the Bride should wear White

When attending a wedding or even a shower, leave the solid white attire to the bride.

Comply with the invitation

Only the people named on the invitation are invited to a wedding. Do not bring any guest of your own unless the invitation specifically states "and guest" or "and family" or you have pre-arranged additional guests with the party that issued the invitation.

Mail your gifts

Wedding gifts including checks should be mailed to the bride, the groom or the parents and not brought to the actual wedding. This will save the newlyweds worry and frustration. Gifts brought to the wedding venue can be misplaced, damaged during the festivities or in transport even lost. Be sure to put your congratulation card inside the envelope, package or wrapping for easy identification.

The Ceremony Celebrates the Marriage

If your invitation includes the ceremony site, it is not optional. The whole point of a wedding is to watch the marriage become a reality. It is most inappropriate to skip the ceremony and attend only the celebration.

Be Sure to Arrive Before the Bride

Make every effort to arrive at the wedding ceremony prior to the bride walking down the aisle.

Until They Cut the Cake

When attending a wedding, plan to remain at the party at least until the wedding cake has been cut. Once the cake cutting has begun, if you must leave, you may.

Proper Good-Byes

Do not leave the reception site until you have given the newlyweds your best wishes, congratulate the families of the bride/groom, and thank the wedding hosts.

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Guest Information Form

Name(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell: _____ Email: _____

Invited to Our:

Engagement Party.

RSVP Yes: _____ No: _____ Number of Adult Guests Attending: _____ Number of Children Attending: _____

Shower:

RSVP Yes: _____ No: _____ Number of Adult Guests Attending: _____ Number of Children Attending: _____

Rehearsal Dinner:

RSVP Yes: _____ No: _____ Number of Adult Guests Attending: _____ Number of Children Attending: _____

Wedding:

RSVP Yes: _____ No: _____ Number of Adult Guests Attending: _____ Number of Children Attending: _____

Engagement Gifts: _____ **Thank You Sent:** _____

Shower Gifts: _____ **Thank You Sent:** _____

Wedding Gifts: _____ **Thank You Sent:** _____

Notes and Comments:

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Invitations and Replies

Invitation Sent To	RSVP Yes - No	How Many	Adults	Children under 16	Entry Choice and or Special Diet

Number of invitations sent: _____ Number of **YES** replies: _____ Number of **NO** replies: _____

Total Number of Guests: _____ Adults: _____ Children under 16: _____

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Guests Accommodations and Transportation

Guests Traveling to Wedding	How Many	Need Hotel Rooms for How Many	Who Pays	Need Transportation for How Many	Who Pays

Number of guests coming from afar: _____ Number who need hotel accommodations: _____ Who pays: _____

Number of rooms we need to reserve: _____ Transportation we need to reserve: _____

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Guests Accommodations and Transportation - Individual Cards

Name: _____	Name: _____
Number of Guests: _____ Adults: _____ Children: _____	Number of Guests: _____ Adults: _____ Children: _____
Arrival Date: _____ Time: _____ Location: _____	Arrival Date: _____ Time: _____ Location: _____
By Car: _____ Airline: _____ Flight Number: _____	By Car: _____ Airline: _____ Flight Number: _____
Train: _____ Arriving From: _____	Train: _____ Arriving From: _____
Pick up by: _____	Pick up by: _____
Will stay at: _____	Will stay at: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____ Room Number: _____	Phone: _____ Room Number: _____
Cost Per Room: \$ _____ Confirmation Number: _____	Cost Per Room: \$ _____ Confirmation Number: _____
Departure Date: _____ Time: _____ From: _____	Departure Date: _____ Time: _____ From: _____
Transported by: _____	Transported by: _____
Airline: _____ Flight Number: _____ Train to: _____	Airline: _____ Flight Number: _____ Train to: _____
Name: _____	Name: _____
Number of Guests: _____ Adults: _____ Children: _____	Number of Guests: _____ Adults: _____ Children: _____
Arrival Date: _____ Time: _____ Location: _____	Arrival Date: _____ Time: _____ Location: _____
By Car: _____ Airline: _____ Flight Number: _____	By Car: _____ Airline: _____ Flight Number: _____
Train: _____ Arriving From: _____	Train: _____ Arriving From: _____
Pick up by: _____	Pick up by: _____
Will stay at: _____	Will stay at: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____ Room Number: _____	Phone: _____ Room Number: _____
Cost Per Room: \$ _____ Confirmation Number: _____	Cost Per Room: \$ _____ Confirmation Number: _____
Departure Date: _____ Time: _____ From: _____	Departure Date: _____ Time: _____ From: _____
Transported by: _____	Transported by: _____
Airline: _____ Flight Number: _____ Train to: _____	Airline: _____ Flight Number: _____ Train to: _____

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Guests Tables Decoration, Favors and Seating Assignments

Table Number or Name	
Color of Table Cloth and Napkins	
Description of Centerpiece	
Description of Favors	
Number of Guests	
Prepared Place Cards	
Have Place Card Holders	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	
Guest: Mr., Mrs., miss, Child	

Notes and Comments:

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Guest Index Card Form

Name(s) _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Sent Invitation for:

Engagement Party, RSVP: _____ Yes ____, No ____ # of people coming: _____

Shower, RSVP: _____ Yes ____, No ____ # of people coming: _____

Wedding Date: : RSVP: _____ Yes ____, No ____ # of people coming: _____

Engagement Gifts: _____ Sent Thank You _____

Shower Gifts: _____ Sent Thank You _____

Wedding Gifts: _____ Sent Thank You _____

Notes: _____

Guest Index Card Form

Name(s) _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Sent Invitation for:

Engagement Party, RSVP: _____ Yes ____, No ____ # of people coming: _____

Shower, RSVP: _____ Yes ____, No ____ # of people coming: _____

Wedding Date: : RSVP: _____ Yes ____, No ____ # of people coming: _____

Engagement Gifts: _____ Sent Thank You _____

Shower Gifts: _____ Sent Thank You _____

Wedding Gifts: _____ Sent Thank You _____

Notes: _____

Our Wedding Seating Plan

Wedding Seating Tips

Assigned sitting at your wedding is not mandatory. However, most brides and grooms prefer it because:

- guests prefer to be told where to sit rather than search for seats to occupy, because it is less stressful.
- Having assigned seats is more efficient and will eliminate possible confusion at the reception.
- Seating tables with people who know each other will make them comfortable. However, it will not do much to encourage mingling.
- Be sure to assign at least a few people who are familiar per table because a table where no one knows anyone else might be a bit intimidating for most people!
- Unless guests seated at a table are related, assign guests by approximate ages and interests as common denominators, so that they will be likely to get along and have fun!
- Though you may place singles that you think will enjoy each other at the same table, seat them with couples or groups. Avoid SINGLES ONLY tables.
- The tables closest to the Bride and Groom should be reserved for the closest friends and family.
- If you are planning a theme wedding, give each table a name relating to that theme or a designated color. Though table numbers work well, names or colors will remove the perceived hierarchy of tables.
- Once decided, create a large name card to be placed in the center of for each table, so that guests can easily find the table they were assigned to.
- If you are assigning guests to specific seats at their respective tables, provide them with name place cards.

Start creating your seating chart early. You may need to modify it later. Always allow for a few extra places because you may possibly have to make last minute changes if guests do not arrive or if a guest brings a guest of his or her own. Before you begin preparing your Reception Seating Chart, you will need to know:

- The size and layout of the hall
- The shape and sizes of the tables
- How many guests per table (round is usually 8 sometimes 10)
- How many will sit at the bridal table
- The maximum number of tables that can be placed allowing for band and dance space
- The number of guests
- The number of children if you plan to have a children's table
- The table arrangement specifications of your venue
- A simple – written chart is sufficient. All you need to do is follow this sample for your number of tables.

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Who is Seated with Whom at Which Table?

Preliminary, Tentative Assignments.

Based on 2 guests per line on the chart

Table # 1 or _____ (Name or Color)

Table # 2 or _____ (Name or Color)

Table # 1 or _____ (Name or Color)

Table # 2 or _____ (Name or Color)

Table # 1 or _____ (Name or Color)

Table # 2 or _____ (Name or Color)

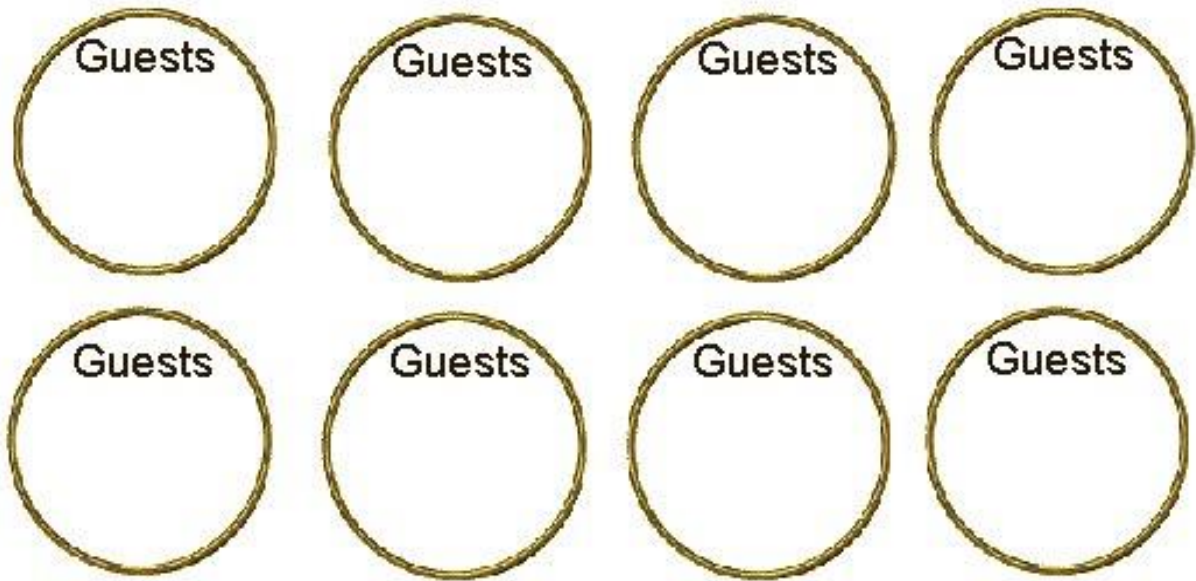
This will help you with your keepsake chart. We also give you other planning ideas that let you move names around and are fun.

Arranging Your Seating Chart

Page 1

Our Wedding
Bride and Groom's First Names and Wedding Date

Bridal Table



Creating your Seating Chart

Purchase a poster board.

For a keepsake, use decorative color ink for charting and text.

On the center top, write your first names and wedding date as per Sample.

Draw a rectangle for each rectangle table (The bridal table is usually rectangle.)

Make it large enough to write the names of your Bridal Table Guests.

Draw a large circle for each round table, in the exact position it will be placed at your wedding reception. (Guests usually sit at round tables.)

Make each table large enough to write the table's identification and the names of the Guests assigned to it.

Write or print your wedding guest list, leaving enough room around each name to cut it out.

Or print the names on small labels. These labels will help you with the tentative seating arrangements.

Invite your parents to contribute information about their guests.

Arranging Your Seating Chart

Page 2

First Step

- Make a list of all your guests including your families and wedding attendants. Remember to list yourselves too.
- Use the size of your Bridal table to determine how many people will occupy it.
- Use the size of each Guest table to determine how many people will occupy it .
- Determine how many tables you'll need by dividing the number of guests by the number of people at each table.
- Draw your chart using the above information.

Second Step

Assign seats to guests who you feel will enjoy the company of each other, thus have a good time at your wedding. Make sure that couples will sit together.

Divide your guest list as follows, into the number of people per table:

- People who will share the bridal table.
- Family of the bride
- Family of the groom
- People who work together with bride and their spouses
- People who work together with groom and their spouses
- School friends of the bride and their spouses
- School friends of the groom and their spouses
- Guests invited by the parents of the bride
- Guests invited by the parents of the groom
- Guests with similar interests such as sports, associations, lines of work, leisure activities etc. and their spouses.

Third Step

- Make a chart that shows the shape(s) and number of tables at your reception.
- Identify each table for easy reference.
- Find the guests with the closest common denominator and seat them together.
- Seat guests who you know do not get along at separate tables apart from each other.
- On each table on your chart, place the cut out names, or the name labels you prepared for each guest according to the way you grouped them. This step is not your final draft. Do not write the names or stick the labels yet, as you may need to adjust or make changes.

Arranging Your Seating Chart

Page 3 of 3

The Bridal Table

The traditional bridal table is a long rectangle. The traditional order of seating is as follows:

- The bride and groom sit in the middle.
- The maid of honor sits next to the groom.
- The best man sits next to the bride.
- The bridesmaids and groomsmen sit at alternating seats to the end of the table.
- The parents have a special table that includes the officiant and his or her spouse. You may also include siblings who are not in the wedding party.
- If any or both sets of parents are divorced, and should not be seated next to each other, let them either sit at each end of the bridal table or have each head up a guest table, to which you assign their families and friends.

