

Wedding Planner Guide



BROUGHT TO YOU BY:



www.gervaisrentals.com

75 MILNER AVE. - 905-426-RENT - 1-888-GERVAIS

Your Wedding Planner Guide

Please use the following WEDDING PLANNER GUIDE to assist in your planning of your special day.

We hope that we can be included in the planning of your wonderful wedding.

At Gervais Party & Tent Rentals we rely on "teamwork" as the backbone of every successful event.

We believe in making every effort to ensure that each function is as good as it can be.

We pride ourselves on our ability to provide our customers with levels of choice, convenience and optimum service.



TRADE SHOWS • CORPORATE EVENTS • PARTY RENTALS • TENT RENTALS

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Gervais Party and Tent Rental Wedding Planner Guide

In this six-page section, Gervais Party and Tent Rentals has provided you with your own wedding planner to help you plan and organize important details which will help you plan your special day. We have included all the details from outlining the budget to the guest list to the music and flowers. You can use the timeline below, and set deadlines for yourselves. If you have fewer than six months to plan your wedding, no worries; just get started as soon as you can. Enjoy the planning of your special day together and remember, Gervais Party and Tent Rentals is ready to work with you on your journey to planning that perfect day! **For an on-line version of this wedding planner, please visit www.gervaisrentals.com**

- Think about the type of wedding you want-formal or informal, big or small-and the time of year you want it to take place.
- Set budget.
- Hire wedding coordinator, if desired.
- Compile guest list, and organize addresses.
- Finalize wedding date.
- Reserve ceremony and reception sites.
- Choose attendants.
- Order dress and accessories, including veil and shoes.
- Book officiant.
- Book caterer.
- Order wedding cake.
- Book florist.
- Book music for ceremony and reception.
- Book photographer and videographer.
- Plan and book honeymoon.
- Send save-the-date cards, if using.

FOUR TO SIX MONTHS AHEAD

- Reserve rental equipment, such as tables, chairs, and tents.

CONTACT GERVAIS PARTY AND TENT RENTALS 1-888-GERVAIS

Check of numbers required:

- ___ Tables-rectangle 4'x6'
- ___ Tables-rectangle 4'x8'
- ___ Tables -round 54"
- ___ Tables-round 60"
- ___ Number of chairs
- ___ Wishing well
- ___ Tent 10'x10'
- ___ Tent 10'x20'
- ___ Tent 20'x20'
- ___ Tent-other size



- Arrange transportation for the wedding day.
- Order stationery, including invitations and thank-you notes; book calligrapher, if using.
- Register for gifts.
- Purchase wedding rings.
- Purchase or reserve groom's attire.
- Choose attendants' attire.
- Buy stockings and any special lingerie your dress requires.
- Choose favors.
- Book a room for wedding night.
- Choose gifts for wedding party.
- Reserve accommodations for out-of-t



TWO TO FOUR MONTHS AHEAD

- Discuss details of menu with caterer.
- Discuss service with officiant.
- Choose readings for ceremony.
- Write your wedding vows, if you choose.
- Schedule rehearsal time and rehearsal dinner.
- Mail invitations.
- Write thank-you notes as gifts arrive.
- Have first dress fitting (with shoes and lingerie).



ONE TO TWO MONTHS AHEAD

- Have programs printed.
- Set budget.
- If you require blood tests, make appointments.
- Obtain marriage license, and request certified copies.
- If you intend to change your name, prepare the necessary documents.
- Send change-of-address information to post office.
- Contact local newspapers about publishing wedding announcement.
- Buy guest book.

TWO WEEKS AHEAD

- Have final dress fitting with shoes, accessories, and lingerie.
- Begin seating plan, and write place cards.
- Notify caterer of guest count.
- Write toasts for rehearsal dinner and wedding reception.
- Address announcements.
- Break in wedding shoes at home.
- Designate someone to look after your home while you are on your honeymoon.
- Find out where your guests will be staying, if you plan to deliver welcome notes or gifts to their rooms.
- Finalize seating plan.
- Assign specific responsibilities, such as handing out corsages and boutonnieres, to members of your wedding party.
- Pick up dress or have it delivered.
- Confirm details with caterer.
- Confirm honeymoon arrangements, and give your itinerary to a friend or family member in case of emergency.
- Pack for honeymoon.
- Update caterer with final guest and vendor meal counts.

ONE DAY AHEAD

- Confirm transportation arrangements for ceremony and reception.
- Give announcements to an attendant for mailing after the wedding.
- Have manicure and pedicure.
- Rehearse ceremony.
- Hold rehearsal dinner; give gifts to wedding party. If you choose, give gifts to parents to thank them for their support.
- Prepare tip and payment envelopes for officiant and vendors, and make arrangements for someone to distribute them.

YOUR WEDDING DAY

- Congratulations Enjoy your special day.
- Thank-you for choosing Gervais Party and Tent Rentals



ADDITIONAL NOTES

Create an Event to Remember Anytime, Anywhere, Anyway...



BUDGET PLANNER

Before you plan your wedding, it will be important to know how much you can spend and what you want to spend it on. As a general rule, allot approximately 50 percent of your budget to the reception (location, food, and beverages). Then allot about 10 percent each to flowers, photography, attire, and music. The final 10 percent goes to stationery, favours, and other details.

CEREMONY AND RECEPTION

- Ceremony location fee
- Officiant's fee
- Marriage license
- Reception-site fee
- Food
- Cake
- Bar
- Rentals
- Couple's transportation
- Guests' transportation and parking
- Tips and coat check
- Subtotal**

FLOWERS

- Ceremony decorations
- Bride's bouquet
- Maid of honor's and bridesmaids' bouquets
- Flower girl's accessories
- Corsages
- Boutonnieres
- Reception centerpieces and decorations
- Subtotal**

PHOTOGRAPHER'S

- Engagement portrait
- Wedding album
- Parents' albums
- Additional prints
- Videography
- Subtotal**



ATTIRE

- Bride's dress
- Headpiece and veil
- Bride's shoes
- Lingerie
- Jewelry and accessories
- Hair and makeup
- Groom's tuxedo or suit
- Groom's shoes
- Groom's accessories
- Bride's and groom's rings
- Subtotal**

MUSIC

- Ceremony music
- Cocktail-hour music
- Reception music
- Subtotal**

STATIONERY

- Save-the-date cards
- Invitations and envelopes
- Programs
- Seating cards, place cards,
- Invitations and envelopes and menu cards
- Thank-you notes
- Postage
- Calligraphy
- Announcements
- Subtotal**

GIFTS, FAVOURS AND EXTRAS

- Maid of honor's gift
- Bridesmaids' gifts
- Groomsmen's gifts
- Child attendants' gifts
- Bride's parents' gifts
- Groom's parents' gifts
- Guest-room gifts
- Favours
- Ring pillow
- Guest book
- Subtotal**





PHOTOGRAPHY PLANNER

Creating a book of memories is one of the most important function of your photographer. To ensure that all your tender moments have been captured, please use this work sheet and provide this to your photographer as their handy check list.

PORTRAITS

- | | |
|--|--|
| <input type="checkbox"/> Bride | <input type="checkbox"/> Groom with parents |
| <input type="checkbox"/> Groom | <input type="checkbox"/> Bride and groom with bride's parents |
| <input type="checkbox"/> Bride and groom | <input type="checkbox"/> Bride and groom with bride's family |
| <input type="checkbox"/> Bride, with detail of back of dress | <input type="checkbox"/> Bride and groom with groom's parents |
| <input type="checkbox"/> Groom with best man | <input type="checkbox"/> Bride and groom with groom's family |
| <input type="checkbox"/> Groom with groomsmen | <input type="checkbox"/> Bride and groom with both sets of parents |
| <input type="checkbox"/> Bride with maid of honor | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride with bridesmaids | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ring bearer with flower girl | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Entire wedding party | |
| <input type="checkbox"/> Bride with parents | |

PREWEDDING

- Bride and attendants getting ready
- Groom and attendants getting ready
- Mother or maid of honor helping
- Bride get ready
- Reception site being set up
- Bride leaving for ceremony
- Groom leaving for ceremony
- _____
- _____
- _____



RECEPTION

- Friends signing guest book
- Guests at cocktail hour
- Reception site, set for dinner
- Seating-cards display
- Centerpieces
- Place settings
- People giving toasts
- Bride and groom listening to toasts
- Group pictures of guests at each table
- Bride and groom's first dance

CEREMONY

- Signs directing guests to wedding
- Wedding programs
- Ceremony site, with guests arriving
- Ushers escorting special guests to their seats
- Both sets of parents entering
- Groom walking down the aisle or awaiting bride
- Bridal party at ceremony spot, awaiting bride
- Child attendants walking down the aisle
- Bride walking down the aisle
- Special guests watching ceremony
- Wedding kiss
- Bride and groom leading recessional
- Guests throwing rice or flower petals
- Guests throwing rice or flower petals
- Signing of wedding certificate
- Bride's and groom's hands displaying rings
- _____
- _____
- _____

- Bride dancing with her father
- Groom dancing with his mother
- Guests dancing
- Favors
- Wedding cake
- Bride and groom cutting the cake
- Bride and groom departing
- _____
- _____
- _____

Create an Event to Remember Anytime, Anywhere, Anyway...



MUSIC PLANNER

Fill in this page with your song choices, and give a copy to musicians and deejays so they know what to play and when. It's a good idea to make a note of specific songs you don't want to hear as well. Will your bandleader also act as master of ceremonies at the reception? If so, be sure to discuss what you would like him or her to say.

	Song	Performed By	Start Time
ceremony	Prelude		
	Processional		
reception	Ceremony		
	Recessional		
	Couple's first dance		
	Bride & father dance		
	Groom & mother dance		
Guests' first dance			
Last Dance			

FLOWER PLANNER

It's easier to talk with your florist and stay within your budget for flowers if you begin with a complete list of the arrangements you want.

	Description	Description
wedding party	Bride's bouquet	Groomsmen's boutonnieres
	Bride's headpiece	Ring bearer's boutonniere
	Bridal party bouquets	Mothers' corsages
	Flower girl's headpiece & basket	Special guests' corsages
	Groom's boutonniere	Fathers' boutonniere
	Best man's boutonniere	Special guests' boutonnieres
	Other	Other

	Description	Description
reception	Entryway arrangements	Aisle runner
	Bar decorations	Pew or chair decorations
	Bride's and groom's chair decorations	Altar or huppa arrangements
	Buffet table decorations	Candles and holders
	Dining-table centerpieces	Other
	Cake & cake table	
	Powder-room arrangements	
	Other	



ceremony



TENT PACKAGE

Tent*Chairs*Tables*Tent Sides*Lighting*Dance floor
 *Site Inspection*Installation
 Price Per Person
 50 to 99 \$37.50
 100 to 149 \$30.25
 150 to 199 \$29.95
 200 to 249 \$29.00
 250 plus \$27.95

WEDDING PACKAGE

Tent*Chairs*Tables*Tent Sides*Lighting*Dance floor
 *Dishes*Cutlery* Glassware*Tablecloths*Napkins
 *Skirts*Table Accessories*Bar*Beer Tubs*
 *Site Inspection*Installation*
 Price Per Person
 50 to 99 \$37.50
 100 to 149 \$30.25
 150 to 199 \$29.95
 200 to 249 \$29.00
 250 plus \$27.95

DELUXE WEDDING PACKAGE

Tent*Upgraded Chairs*Tables*Tent Sides*Upgraded Lighting*Pole Drapes*Dance floor*Upgraded
 Dishes*Cutlery* Glassware*Upgraded Linens*Skirts*Table Accessories*Bar *Bar Glasses *Beer Tubs
 *Site Inspection*Installation*
 Price Per Person
 50 to 99 \$49.50
 100 to 149 \$40.25
 150 to 199 \$38.50
 200 to 249 \$36.75
 250 plus \$36.00

Prices applicable: On standard tent installation, delivery within the Metropolitan Toronto Area. *40% non refundable deposit required on all tent packages at time of booking

HELPFUL HINTS FOR TENT SIZING

Guest seated at tables – 10 sq. ft. per person ~ Guest standing – 6 sq. ft. per person
 Head table guest – 20 sq. ft. per person ~ Cathedral seating – 4 sq. ft. per person
 Buffet Table – 100 sq. ft. ~ Cake Table – 50 sq. ft. ~ Gift Table – 100 sq. ft. ~ Bar – 15 sq. ft.
 Disc Jockey – 50 sq. ft. ~ Band 30 sq. ft. per person ~ Dance Floor – 4 sq. ft. per person

ALL ABOUT RENTING

PRICING

Prices quoted are for a one-day charge. For extended period rentals please contact our office for special rates.

QUANTITIES ORDERED

All china and cutlery is rented in multiples of five (5) All glassware, except for the 10 oz martini, is rented in multiples of twelve (12)

DELIVERY / PICK UP

Delivery and pick up are available for a \$40.00 charge providing you have met the minimum order requirement for your area. See chart below. Normal delivery and pick up times are: Monday to Friday 8:30 am to 5:00 pm, Saturday 8:30 am to 4:00 pm. Normal delivery charge includes one drop off and one pick up site per order. Additional charges apply to orders with specified times for delivery or pick up, and any orders handled after or before normal delivery hours. Please contact our office for further details. Delivery charge does not include set-up or take down. This service may be scheduled for a minimum fee at time of ordering. For pick up all rentals should be stacked in the same place and manner in which they were delivered. Customers may pick up orders from our showroom during regular business hours.

MINIMUM ORDER REQUIREMENTS

\$60.00 - Ajax, Markham, North York, Oshawa, Pickering, Scarborough, Toronto, Unionville, Whitby
 \$70.00 - Etobicoke, Thornhill, Richmond Hill
 \$80.00 - Downtown Core, \$100.00 - Brampton, Mississauga
 Minimum order for pick up is \$20.00. If your area is not listed please contact our office for further details.

CANCELLATION POLICY

All orders are subject to a cancellation charge.

RESPONSIBILITY

Responsibility for rented items remains with the customer from the time of delivery to return. Additional charges are made for damage and shortage.

SHOWROOM HOURS

The normal showroom hours are: Monday and Friday 8:30 am to 7:00 pm, Tuesday, Wednesday, Thursday 8:30 am to 5:00 pm Saturday 8:30 am to 4:00 pm *Sunday 8:30 am to 1:00 pm
 *From January 1st to April 30th the showroom is closed Sunday

SHOWROOM LOCATION

75 Milner Avenue Toronto, Ontario M1S 3P6



** Prices are subject to change without notice **

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