

The Day of

Your Chasunah



🌿 Schedule, Honors, Checklists and Contacts *🌿*

Please contact us with your comments & suggestions:

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**The
Chesed
Fund
LIMITED**

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Wedding of:

_____ & _____

_____ : _____ : _____
Date Time Shkiah

Hall

_____ Address _____ Phone Number

Directions and Alternate Routes (also see 511 information below):



Wedding Schedule

_____ Mikvah for Chosson	_____ Chosson's Tish	_____ Shkiah	_____ Speeches
_____ Pictures: Kallah	_____ Mincha/Maariv	_____ Yichud	_____ Second Dance
_____ Pictures: Chosson	_____ Tenaim	_____ Pictures	_____ Dessert
_____ Pre-Reception Family Pictures	_____ Kesuba	_____ First Course	_____ Mezinka
_____ Kabalas Panim	_____ Badeken	_____ First Dance	_____ Bentching
_____ Hors D'oeuvres	_____ Chuppah	_____ Main Course	_____ Sheva Brachos

National Numbers:

Zmanim Hotline: 718-331-8463

Directory Assistance for Traffic, Weather, Airports, Transportation, EZ Pass and More (available in MD, VA, WV, NY, NJ & CA): 511
USA Emergency Assistance Directory for Hatzalah, Shomrim & Chaverim, and
Pre-Shabbos Emergency Travel Assistance: 718-705-5000

Important Wedding Contacts:

Names, Numbers & Emails

<i>Name</i>	<i>Number</i>	<i>Email</i>	<i>Name</i>	<i>Number</i>	<i>Email</i>
Chosson _____	_____	_____	Preparer of Kesuba _____	_____	_____
Chosson's Father _____	_____	_____	Preparer of Tenaim _____	_____	_____
Chosson's Mother _____	_____	_____	Chuppah Vendor / Assembly _____	_____	_____
Chosson's Family _____	_____	_____	Wedding Planner _____	_____	_____
Kallah _____	_____	_____	Wedding Coordinator _____	_____	_____
Kallah's Father _____	_____	_____	Shomer _____	_____	_____
Kallah's Mother _____	_____	_____	Shomeres _____	_____	_____
Kallah's Family _____	_____	_____	Witnesses for License _____	_____	_____
Shadchan _____	_____	_____	Witnesses for Kesuba _____	_____	_____
Hall _____	_____	_____	Chosson's Teacher _____	_____	_____
Hall Manager _____	_____	_____	Kallah's Teacher _____	_____	_____
Photographer _____	_____	_____	Hair Dresser _____	_____	_____
Videographer _____	_____	_____	Makeup Artist _____	_____	_____
Band _____	_____	_____	Errand Helpers _____	_____	_____
Singer _____	_____	_____	Babysitter(s) _____	_____	_____
MC _____	_____	_____	Bus Coordinator _____	_____	_____
Caterer _____	_____	_____	Bus Company _____	_____	_____
Hotel _____	_____	_____	Valet/Parking Staff _____	_____	_____
Hotel Contact _____	_____	_____	Person picking up out-of-town guests _____	_____	_____
Coat Check Co./Person _____	_____	_____	Limo Driver _____	_____	_____
Florist _____	_____	_____	Other _____	_____	_____
Security Guard _____	_____	_____			
Chairs/Mechitza _____	_____	_____			
Mesader Kiddushin _____	_____	_____			
Kesuba Coordinator _____	_____	_____			
Person Collecting Gifts/Possession of Keys for Safe _____	_____	_____			

Before The Wedding

- Make sure that the Eidim (witnesses) are NOT related to the Chosson and Kallah or to each other
- Determine with the Mesader Kiddushin if he wants the Chuppah to be before Shkiah (sunset) or just the Badeken and who will escort the Chosson and Kallah down the aisle
- Determine if the Chuppah will be under the sky or inside, ceremony. If there is a ceiling hatch above the Chuppah, make sure that it is opened before the ceremony
- Have the person singing Mi Von Siach and Boruch HaBah under the Chuppah arrange with the band which tunes he will sing and to what tempo
- Have someone stand by the Chuppah to receive the lit candles from the hands of the parents, and to set them aside
- Make sure Yichud room gift is placed in the Yichud room before Chasuna
- Write in Kibbudim for the Chuppah, Bentching and Sheva Brachos and discuss which side gets which Kibbudim
- Arrange for mother of Chosson
- or Kallah to reach veil from back of Kallah's head for Chosson to finish putting over Kallah's face after Bedekin
- Check spelling of names for Kesuba and have the Mesader kiddushin review and approve the text prior to the Chasunah
- Appoint a Shomer/Shomeres
- Arrange breakfast for Chosson and Kallah for the day after the wedding
- Designate someone to stand at the Chuppah to direct the people in the procession where to sit
- Appoint a Shomer/Shomeres for the day of the Chasunah
- Confirm appointments/locations for all vendors: hair, makeup, nails, etc. Make sure makeup artist uses waterproof mascara and eyeliner, etc.
- Confirm music selections with band for dancing and breaks, and names of Chosson and Kallah to introduce them at first dance
- Check weather conditions to determine indoor/outdoor Chuppah/rain gear, if needed
- Save a copy of that day's local newspaper, Shul bulletin, etc., as a keepsake
- Find out where the changing room is at the hall
- Give photo/video staff the time, location, and what combinations of people are to be photographed
- If wedding will be streamed online, make sure that people are aware of the website and test the system in advance
- Hire coat room staff and get hangers and number tags
- Find out if fire is allowed in hall for wedding shtick
- Find out if Rabbi allows use of microphone for Brachos under the Chuppah
- If the wedding is out of the country, make sure everyone has passports and visas
- Confirm with florist where the flowers should go after the wedding (i.e., house, hospital)
- Arrange for ushers to escort guests to their seats
- Arrange powder baskets for the women's bathrooms
- For safety and security reasons, decorate only the inside of the Chosson/Kallah's car and make sure no decorations are put on the car that obstruct visibility or safe driving
- Hire babysitters
- Make sure there is gas in the car
- Chosson should check when the latest Minyan for Shacharis is the morning after the Chasunah
- Designate someone to answer calls from out-of-town friends and relatives who couldn't attend the Chasunah
- Make sure people with food allergies or handicaps are accommodated
- Save parking spaces for elderly/ Chashuvim
- Have direction signs to Chuppah, easel with schedule of events/ explanations of Jewish Chasuna terms, Chosson's tish, Badeken etc.
- Message board/guest book for guests and markers
- Confirm limo and hotel reservation and get directions
- Inform the caterer/florist how many chairs to set up by the Badeken and if there is a platform, make sure there is a way to get up and down
- Make sure wine under the Chuppah is Mevushal

Items to Bring to the Hall

- Bring this checklist
- Place cards
- Seating charts (order by name and table)
- Pharmacy items/medications/first aid kit
- Siddurim for Mincha/Maariv
- List of music for band
- Yarmulkas, doilies
- List of combinations of people to be photographed, in case photographer forgets it
- Crown & broom if last child to be wed
- Snacks for early out-of-town guests
- Earplugs for guests (place in central location for easy access)
- Bentchers
- Cell phones, chargers, camera, video camera (remember to bring home too!)
- Toys to occupy kids in wedding party
- Arches and shtick
- Checkbook/cash for vendors
- Tzedakah
- Car keys
- House/apartment keys
- Clothing to change into after wedding
- Money for the Badchan after each dance
- Bring wedding program
- Bring poems/Grammen
- Fancy and regular Kesuba

Toiletries/Supplies/Accessories to Bring to Chasuna

- Needle and thread, extra buttons
- Small scissors
- First aid kit/bandaids
- Stain/bleach stick
- Bobby pins and safety pins
- Hair iron/blow dryer
- Brush/comb/hair spray
- Deodorant/perfume/cologne
- Powder room Basket for Ladies room
- Undergarments
- Makeup remover
- Toothbrush and toothpaste
- Ladies room basket
- Mirror
- Chapstick
- Hand cream
- Baby wipes
- Tissues, Q-tips
- Tape
- Nail clipper, nail file
- Tylenol or Advil
- Batteries
- Sheitel box
- Bobby pins/clips for Chosson's Yarmulka for dancing
- Corkscrew to open the bottle of wine under the Chuppah

Preparations for the Chuppah

- Tenaim (2 copies)
- Handkerchief/tissues
- Make sure there is enough chairs by the Badeken
- List of people to Daven for
- Ceramic plate to be broken & napkin (plus a back-up hammer or brick to break it)
- Marriage license/marriage certificate (2 copies)
- Prenuptial agreement (if applicable)
- Portable microphone for Tish Room
- Bag for Kallah's jewelry before Chuppah, to be handed to a friend
- Bouquets and lapel flowers

Items to Bring to the Chuppah

- Wedding ring/pillow for ring bearer
- Candles, holders, and matches/lighter for parents
- Designate someone to give out mints or candies
- List of wedding procession
- Kesuba and pens (plus an extra copy)
- White wine or white grape juice (mevushal), corkscrew
- Flashlight to read Kesuba (if needed)
- Large umbrella for inclement weather
- Siddur or card
- Thin glass in handkerchief for breaking
- Flower petals and baskets for flower girls
- Kittel, Tallis
- Kiddush cups (2)
- List of Kibuddim given to coordinator
- Have someone meet girls by the end, seat them and collect their baskets
- Besomim
- Program Booklet/Tefilos/Tehillim for guests and appoint someone to distribute them/place on chairs
- Small table for under Chuppah

Things to Remember



For the Chosson

- Mikvah
- Siddur with Viduy for Yom Kippur
- Chosson fasts, davens Mincha with Viduy
- Gift for Kallah, if applicable
- Purchase and bring sefer, "Yom HaChuppah L'Chosson" to Chasuna
- Shoes and socks
- Hat
- Tzitzis
- Tuxedo/suspenders/bow tie
- Dancing shoes and/or sneakers, if applicable
- Extra suit, shirt and tie
- Overnight bag, shaver, toiletries, phone and charger and camera
- Spare pair of glasses/contacts/lens solution
- EZ Pass if traveling out of town, car/car keys/house keys/combination
- Cuff links, watch
- Wallet with cash, credit cards
- Phone and charger/ phone number of Rabbi
- Medications, if applicable
- Review Harei At Mikudeshes; remember to say it before putting on the ring on the Kallah's finger; be careful when stomping on the glass
- Kittel, overcoat, if applicable
- Chosson's Tallis for under Chuppah, if applicable
- Pack Tefillin/Siddur/Tallis/Sefarim
- Directions to where they are staying overnight, and confirmation of reservation and/or payment
- Sheva Brachos clothes



For the Kallah

- Mikvah
- Siddur with Viduy for Yom Kippur
- Kallah fasts, davens Mincha with Viduy
- Gift for Chosson, if applicable
- Tehillim and Tefillos for Kallah and names to Daven for
- Wedding dress, veil, stockings, shoes, crinoline, foundation
- Jewelry, watch
- Shaitel, Shaitel box, tichel/Snood and ponytail holder to put hair up
- Overnight bag, toiletries and camera
- Makeup, makeup remover, perfume
- Dancing shoes and/or sneakers, if applicable
- Spare pair of glasses/contacts/lens solution
- Purse with cash, credit cards
- Car and house keys, if applicable
- Medications, if applicable
- Coat, raincoat (if seasonal)
- Use the ladies room before getting into wedding dress
- Blow dryer, iron, bobby pins, hair spray
- Make sure Kallah knows: Circle counter-clockwise around Chosson; which direction to face for Chuppah; Chosson will place ring on her right index finger
- Arrange to have relative from Chosson's side send in important relatives, one at a time for Kallah to dance with during first dance
- Phone and charger/phone number of Rabbi
- Sheva Brachos clothes

Wedding Day

Pre-Tish

- Reserve seats at the Tish for grandparents, Rabbonim, etc. in the front
- Verify that those with Kibuddim or their backups are present
- Remind Kallah's father, grandfathers, etc. to give her Brachos during Badeken
- Confirm there will be food and drink that the Chosson and Kallah like in the Yichud room
- Be sure you know who has the plate to be broken and designate person to collect and distribute broken plate pieces
- Be careful the flowers don't stain Kallah's dress because they were wet/just taken out of their water
- Test the microphone
- Secure valuables left in all rooms
- Find out if hall has safe deposit box and that keys/combination is given to the right person
- Verify that those with Kibuddim or their backups are present
- Designate someone to hold cell phone for day

Designate that person to collect wedding checks and cash gifts and place in safe. Designate another person to collect gifts and place in the Yichud Room. Designate person to take home the monetary gifts and wedding presents. Make sure keys for the safe are given back to hall after Chasuna

Before the Chuppah

- Reserve seats at the Chuppah for grandparents, honorees, those with Kibbudim and those who require special accommodations
- Be sure you know who has the Kesuba, ring, glass, etc.
- Verify that those with Kibuddim or their backups are present
- Yom Kippur Bracha from parents
- Verify that all Rabbi(s), Mesader Kiddushin, approved witnesses and Chuppah Coordinator are present and accessible before the ceremony
- Test the microphone(s), and make sure that it is turned on as the ceremony begins
- Designate person to put glass under Chosson's foot while not blocking photo/video
- Make sure any "Im Eshkachech" singers are near the Chuppah, that their microphone is working, and that they know how to turn it on
- Verify that the Rabbi(s) and the Mesader Kiddushin approved the witnesses
- Determine which way all parties should be facing under the Chuppah
- Make sure that everyone who is speaking or giving a Bracha under the Chuppah is up front and ready
- Remove jewelry, untie all knots, shoelaces, neck tie and bow (if applicable)
- Make sure Yarmulkas are accessible for guests

During the Chuppah

- Remind guests to TURN OFF cell phones, refrain from speaking during Chuppah, to be seated so as not to block the view of others
- Ask mother of Chosson to stand on the left, and mother of the Kallah on the right when circling
- Remind couple to turn around for photographer to take shot with crowd
- Collect candles in glass holders upon Chuppah arrival
- Have someone help the Chosson into his Kittel (if applicable)
- Help older/disabled people up steps
- Designate someone to keep count of how many times the Kallah circles the Chosson (counter-clockwise)
- Pillow for ring bearer; basket and petals for flower girl(s)
- Remind Kallah to have the ring placed on her right index finger and then when comfortable, move it to her left ring finger
- Kallah should have access to Kesuba – she can leave it with someone/safety deposit box but needs to have some way of accessing it
- Wedding ring

After Chuppah/Yichud

- Remind Chosson and Kallah to kiss/greet grandparents on way down from Chuppah
- Arrange for someone to hold the elevators if necessary
- Collect and keep broken glass (if applicable)
- Make sure someone reliable has the kesuba and ensures that it is given to the Chosson and Kallah before they leave
- Ensure that someone helps elderly relatives and guests to their seats by the meal
- Make sure Yichud Room Shomrim check the room before the Chosson and Kallah arrive
- Collect and return jewelry to Kallah
- Knock on Yichud Room door when Halachic time is satisfied
- Redo/fix Kallah's makeup
- If dinner music is to be played during band break, remind the band to set it up
- Check that music sound level is appropriate
- Remind family where and when to go for pictures
- Arrange for someone to the Kittel, Kiddush cups, Siddur/Bentchers, Tehillim Booklets
- Broken glass, candles and any other items left after the Chuppah ceremony
- Kallah puts on Shaitel if that's the Minhag
- Other _____

Tasks

Family and Guests Needs:

- Directions to and from hall from hosts' homes or hotels
- Directions to local eateries
- Local map/GPS
- Directions to local Shuls, and their Minyan times
- Phone numbers of those they can call for other local information

After Simchah

- Determine how to pour cups of wine for bentching
- Remember to pay and thank Shadchan
- Arrange for someone to take home wedding dress, gifts, lost and found items
- Gratuities to appropriate people
- Arrange for leftovers to be packed up and given to those in need
- Make sure Kallah knows where her Kesuba is
- USB
- EZ Pass for the car
- Arrange for food to be packed up for Chosson and Kallah, as well as for breakfast
- Take home Liquor, if brought
- Take from the hall: Glass from under the Chuppah, plate, flowers for Sheva Brachos, any valuables, i.e. Kiddush cups, Keepsakes, pictures, signs people gave you, directions and phone numbers to local Shuls and Bentchers

Wedding Honors

Tenaim

Name

Title & Position

Reading the Tenaim _____

Eidei Tenaim (2) _____

Eidei Kesuba (2) _____

Chuppah

Name

Title & Position

Misader Kiddushin/Rabbi _____

Announcer/Introducer _____

Chuppah Pole Holders (4, if needed) _____

Chosson's Procession _____

Chosson's Baruch Haba/Mi Adir Singer(s) _____

Flower Girls _____

Kallah's Procession Brucha Habaa/Mi Von Siach _____

Eidei Kiddushin (2) _____

Name

Title & Position

Reading of Kesuba _____

Speaker _____

Sheva Bracha #1 Hagafen הגפן _____

#2 Shehakol Bara שיהכל ברא* _____

Wedding Honors

#3 Yotzer Ha'adam יוצר האדם _____

#4 Asher Yatzar אשר יצר _____

#5 Sos Tasis שוש תשיש _____

#6 Sameach Tesamach שמח תשמח _____

#7 Asher Bara אשר ברא _____

Optional, depending on Minhag:

#8 Im Eshkachech Singer(s) אם אשכחך _____

#9 Shir Hama'alos (if applicable) שיר המעלות _____

Post Chuppah

Eidei Yichud (2) _____

Meal/Bentching

Hamotzi _____

Family Speeches _____

Lead Bentching (Same Person as Bracha 7) _____

Toast _____

Sheva Brachos Coordinator (Passes cup to those honored) _____

Bracha #1: Shehakol Bara שהכל ברא _____

Bracha #2: Yotzer Ha'adam יוצר האדם _____

Bracha #3: Asher Yatzar אשר יצר _____

Bracha #4: Sos Tasis שוש תשיש _____

Bracha #5: Sameach Tesamach שמח תשמח _____

Bracha #6: Asher Bara אשר ברא _____

Bracha #7: Borei Pri Hagafen תגפן (Same Person as Bentching) _____

Be sure to thank the parents, in-laws, grandparents, relatives, out of town/country guests, Rabbis, schools, Roshei Yeshiva, close friends, vendors, wedding coordinator, Shadchan, Mesader Kidushin, etc. for being an important part of the Simcha!

Thank You

*Some (mainly in Israel) have the Minhag to have the first honoree recite the first 2 Brachos, Hagafen and Shehakol Bara.