

The Day of *Your Chasunah*



🌿 Schedule, Honors, Checklists and Contacts *🌿*



Please contact us with your comments & suggestions:

Chasunahchecklist@gmail.com • Chasunahchecklist.com

410-358-5555

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Wedding of:

_____ & _____

_____ : _____ : _____
 Date Time Shkiah

_____ Hall

_____ Address Phone Number

_____ Cell Phone Email

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



Wedding Schedule

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

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 Directory for Hatzalah, Shomrim & Chaverim, and Pre-Shabbos Emergency Travel Assistance and more: 718-705-5000

To bring this checklist to your community, call Frank Storch at 410-340-1000

ר' גורמן ולואיז גרסטנפלד ע"ה, ד"ר ברנהרד קפילוף ע"ה, מרדכי ורבהק קפילוף ע"ה

Important Wedding Contacts: Names, Numbers & Emails

Name	Number	Email
Chosson _____	_____	_____
Chosson's Father _____	_____	_____
Chosson's Mother _____	_____	_____
Chosson's Family _____	_____	_____
Kallah _____	_____	_____
Kallah's Father _____	_____	_____
Kallah's Mother _____	_____	_____
Wedding Coordinator _____	_____	_____
Witnesses for Kesuba _____	_____	_____
Witnesses for License _____	_____	_____
Babysitter(s) _____	_____	_____
Band _____	_____	_____
Bus Company _____	_____	_____
Bus Coordinator _____	_____	_____
Caterer _____	_____	_____
Chairs/Mechitza _____	_____	_____
Chosson's Rabbi/Teacher _____	_____	_____
Chuppah Vendor / Assembly _____	_____	_____
Coat Check Co./Person _____	_____	_____
Errand Helpers _____	_____	_____
Florist _____	_____	_____
Hair Dresser _____	_____	_____
Hall _____	_____	_____
Hall Manager _____	_____	_____
Hotel _____	_____	_____
Hotel Contact _____	_____	_____

Name	Number	Email
Makeup Artist _____	_____	_____
Kallah's Teacher _____	_____	_____
Kesuba Coordinator _____	_____	_____
Limo Driver _____	_____	_____
MC _____	_____	_____
Mesader Kiddushin _____	_____	_____
Person Collecting Gifts/Possession of keys for safe _____	_____	_____
_____	_____	_____
Person picking up out-of-town guests _____	_____	_____
_____	_____	_____
Photographer _____	_____	_____
Preparer of Kesuba _____	_____	_____
Preparer of Tenaim _____	_____	_____
Security Guard _____	_____	_____
Shadchan _____	_____	_____
Shomer _____	_____	_____
Shomeres _____	_____	_____
Singer _____	_____	_____
Valet/Parking Staff _____	_____	_____
Videographer _____	_____	_____
Wedding Planner _____	_____	_____
Other _____	_____	_____

- Ask people who've made a chasuna recently to recommend reliable vendors.
- Make sure wedding date doesn't correspond with any immediate family yahrtzeits.
- Visit family graves.

Before The Wedding

- Appoint someone to check off this list, and/or follow the “How to Save Time at a Chasuna” checklist online to make sure everything runs smoothly and on schedule.
- Appoint a shomer/shomeres for the chosson and the kallah.
- If applicable arrange for:
 - Security
 - Traffic directors
 - Bathroom attendants (to help with dressing)
 - Coat check attendants
- Confirm appointments and locations for hair, makeup, nails, etc.
- Make sure makeup artist uses waterproof materials.
- Confirm music selections for chuppah, dancing, and other times.
- Confirm names the chosson and kallah will be introduced with at the first dance.
- Give photo/video staff the time, location, and combinations of people to be photographed.
- Decide if you want a separate video that omits the ladies’ side for the chosson and other men to watch.
- Decide if you would like female photographers for the ladies’ side.
- Inquire of hall and caterer about restrictions (ex: fire usage for shtick, liquor policy, etc.).
- Hire babysitters.
- Get hangers and number tags for coats.
- Arrange driver(s) for roshei yeshiva/ chashuvim and elderly guests. Make sure chashuvim (especially the mesader kiddushin) and drivers have location, directions, and times.
- Make sure to reimburse mesader kiddushin’s travel expenses.
- Reserve convenient parking spaces for family, chashuvim, and handicapped.
- If there will be subsidized parking, make sure an attendant will be there to confirm the discounted parking for guests.
- Arrange bus, if needed. Confirm arrival and departure times, making sure guests will have time to dance with the ba’alei simcha and eat before the bus departs. Ask someone to handle bus reservations.
- Arrange snacks and drinks for guests on bus.
- Check guest list with machatonim to avoid doubling up guests.
- Let machatonim proof the invitation before printing. Read invitation backwards to catch any mistakes.
- Get marriage license, but don’t have them legally marry the couple. Ask them to leave it blank for the mesader kiddushin to sign.
- Note that the marriage license must be obtained from the court district where the wedding will be held regardless of where the couple or their parents live.
- If the mesader kiddushin is not a citizen of the country or state where the marriage license is issued, you may have to get someone else to sign it.
- If chasuna is out of the country, make sure everyone has current passports, visas, and vaccinations.
- Make sure to place out-of-town male guests near a shul to avoid shuttling to and from minyanim.
- Arrange welcoming kits for guests.
- Confirm with florist where the flowers should go after the wedding (i.e., hospital, sheva brachos).
- Inform florist how many chairs to set out for the badeken. If there is a platform, make sure there is a handrail and someone responsible for helping the elderly get up and down.
- Arrange powder baskets for bathrooms, including first aid kit, floss, stain remover; bobby pins and safety pins, combs, hair spray, etc.
- Designate changing rooms at the hall.
- Arrange a safe place for out-of-town guests to leave their belongings.
- Inform mechutanim of any important minhagim, (ex: wearing a shaitel during chasuna, who walks chosson/ kallah down aisle, speech under chuppah, mitzvah tantz, etc.).
- If the wedding is on Sunday, make sure to have all clothing clean and ready by Friday.
- Designate someone to take emergency calls and answer calls for chosson/kallah from out-of-town friends and relatives who couldn’t attend.
- Set up website, Skype, or Facetime to stream wedding for invitees unable to attend. Verify internet access at hall beforehand. Test the website and provide logins and passwords to viewers.
- If hall has safe/safe deposit box, give keys/combination to a trusted person who will collect wedding checks and cash gifts and place in safe.
- Designate another to collect other gifts and store them securely. Put up a sign telling guests whom to give gifts to.
- If chuppah will be outdoors, check weather and make alternate arrangements/prepare rain gear if necessary.
- In case of icy or snowy weather, make sure the parking lot and sidewalks are chemically salted
- Fill family cars with a full tank of gas.
- Have direction signs to chuppah, easel with schedule of events and explanations of Jewish chasuna terms (chosson’s tish, badeken, etc.), and a message board or guest book with markers.
- Arrange with caterer to provide snacks for early out-of-town guests.
- Arrange for a buffet area for friends of chosson/kallah who will come for dancing. Tell caterer to put out buffet after main course is served so chasuna guests who are attending entire chasuna don’t get confused.
- Arrange to accommodate guests with food allergies.
- Discuss which side gets which kibbudim. Fill in chart on pages 8 & 9.
- Ask mesader kiddushin if he has minhagim for officiating at the chasuna. Arrange to follow them.
- Ask mesader kiddushin if the chuppah should be before shkiah (sunset) or just the badeken.
- Make sure that the eidim (witnesses) are NOT related to the chosson and kallah or to each other.
- If there is a ceiling hatch above the chuppah, have it opened beforehand.
- Determine when chosson puts on his kittel and/or overcoat. (Before badeken, before chuppah, under the chuppah.)
- Designate ushers to escort guests to their seats. Designate someone to direct the people in the procession to seats.
- Have the person singing Mi Von Siach and Boruch HaBah arrange tunes and tempo with the band.
- Determine which way all parties should be facing under the chuppah.
- Designate someone to stand by the chuppah to receive the lit candles from the parents and extinguish them after chuppah.
- Check spelling of names on kesuba and have the mesader kiddushin review and approve the text beforehand.
- Find out if mesader kiddushin allows a microphone for brachos under the chuppah.
- Make sure all wine is mevushal
- Ask mesader kiddushin how long the new couple should be in the yichud room.
- Place yichud. gift(s) in the room before chuppah
- Confirm there will be food and drink for the chosson and kallah in the yichud room
- Confirm hotel reservation for chosson and kallah if applicable. Get directions.
- If necessary, arrange a place for chosson and kallah to stay during the sheva brachos week.
- For safety and security reasons, decorate only the inside of the chosson/kallah’s car. Make sure no decorations obstruct visibility or safe driving.
- Provide breakfast for chosson and kallah the next morning.
- Consider writing on placecards that guests can send pictures they’ve taken at the wedding to a special email address for the wedding.

Items to Bring to the Hall

- This checklist and a pen/pencil.
- Labeled and numbered place cards. Arrange for someone to set them out.
- Seating charts, ordered by name and table.
- Wedding program.
- Poems/*grammen*.
- Fancy and regular *kesuba*.
- Siddurim* for *mincha/maariv*.
- Bentchers*.
- Bin with *yarmukas*, clips, bobby pins, dolies, etc..
- List of music for band.
- Earplugs for guests. Place in central location for easy access.
- Cell phones, chargers, camera, video camera. Remember to bring home!
- Toys and (non-messy/non-sticky) *nosh* to occupy kids in wedding party.
- Arches and *shtick*.
- If it is the wedding of a youngest daughter and the *kallah's* family has the tradition of a *mezinke tantz*, bring crowns and brooms.
- Car keys, house/apartment keys.
- Clothing to change into after wedding
- Checkbook/cash for vendors.
- Tzedakah*.
- Money for the *badchan* after each dance.

Toiletries/Supplies

- Hair iron/blow dryer
- Brush/comb/hair spray
- Deodorant/perfume/cologne
- Undergarments, if sweaty from dancing
- Makeup remover
- Toothbrush and toothpaste
- Mirror
- Chapstick
- Hand cream
- Nail clipper; nail file
- Batteries
- Tape
- Needle and thread, extra buttons
- Small scissors
- Shaitel* box
- For small children: diapers, wipes, stroller, blanket, bib to protect
- wedding outfit, snacks, baby food, comfortable change of clothing/pajamas
- Mentally run through each family member from head to toe to make sure you remember everything.

Tish/Badeken

- Make sure all valuables are in a safe place.
- Give each guest who approaches you your full attention, thank them for coming and give them a *bracha* (much *nachas*, only *simchas*, etc.)
- Arrange *minyán* for *mincha*.
- Reserve seats close to the *chosson* at the *tish* for grandparents, *rabbonim*, etc.
- Test microphone for *tish* room.
- Have a ceramic plate to be broken & a napkin. Know who has the plate, and designate someone to collect and distribute broken plate pieces.
- Tenaim* (2 copies).
- Remind *kallah's* father, grandfathers, etc. to give her *brachos* during *badeken*.
- Make sure there are enough chairs set up at the *badeken*.
- Wrap the stems of the *kallah's* flowers so they don't stain her dress.
- Make tissues available for *chosson* and *kallah*.
- Verify that those with *kibuddim* or their backups are present
- Review with announcer who has *kibbudim* under the *chuppah*.
- Verify pronunciation of names with the person who will be reading the *kesuba*.

Items and Preparations for Chuppah

- Chuppah poles. Tell those who will be holding the poles to come to the *chuppah* room immediately after the *badeken*.
- Bag for *kallah's* jewelry before *chuppah*, to be handed to a friend. *Chosson* should remove his watch, cufflinks, etc. before *chuppah*, and put in a safe place.
- Kesuba* and pens (plus an extra copy).
- Marriage license/marriage certificate (2 copies), prenuptial agreement (if applicable).
- Siddur* or card with *brachos*, *kiddush* cups (2), *mevushal* white wine or white grape juice and corkscrew, all placed close to *chuppah* on a small table.
- Program booklet/*tefilos/tehillim*. Appoint someone to distribute.
- Put out *yarmulkas* for guests. Place in area en-route to *chuppah* room so guests can help themselves.
- Candles, holders, and matches/lighter for parents.
- Thin glass wrapped in cloth napkin for breaking
- List of *kibuddim* given to announcer.
- Flashlight to read *kesuba* if necessary.
- Flower petals and baskets for flower girls. Have someone meet them at the end, seat them, and collect their baskets.
- Runners and wires must lay flat, and be secured with double-stick tape.
- Kittel*, (and *tallis* if *minhag*).
- Wedding ring/pillow for ring bearer.
- Besomim* if *minhag*.

Things to Remember

For the Chosson

- Eat and drink sufficiently before fast begins on the day of the chasuna.
- Mikvah.
- Daven mincha with viduy, early if possible. Use Yom Kippur machzor.
- Review words of Harei At Mikudeshes; remember to say it before putting the ring on the kallah's finger. Place ring on her right index finger.
- Use caution when stomping on the glass.
- Yichud gift for kallah, if applicable.
- Purchase and bring sefer, "Yom HaChuppah L'Chosson" .
- Kittel (and overcoat, if applicable.)
- Chosson's tallis for under chuppah, if applicable.
- Hat/strimel, hat box/strimel box.
- Cuff links, watch.
- Dancing shoes and/or sneakers, if applicable.
- Tzitzis, undergarments, socks, extra suit, shirt and tie, if will be sweaty from dancing.
- Tuxedo, suspenders/belt, tie/bow tie.

In overnight bag:

- Suits, ties, and shirts for sheva brachos.
- Shoes and socks, undergarments.
- Shaver, toiletries, medications, if applicable.
- Spare pair of glasses/contacts/lens solution.
- Coat/raincoat (if applicable).
- Tefillin, siddur, tallis, sefarim for divrei torah to say at sheva brachos.
- Wallet with cash and credit cards.
- Phone and charger, phone number of Rabbi.
- EZ Pass if traveling out of town, car registration and insurance card (not a copy), car keys/house keys/combination.
- Directions to where couple is staying overnight, and confirmation of reservation and/or payment.
- Directions to minyan and davening times.
- Sheva brachos schedule: date, hosts, time, address, directions, meal: milchigs/fleishigs.

- Check that men and women's sections are clearly marked.
- Reserve seats at the front for grandparents, honorees, and those who require special accommodations.
- Verify that all honorees, rabbis, mesader kiddushin, approved witnesses, and announcer are present before the ceremony

- begins.
- Give Yom Kippur bracha to chosson/kallah.
- Place ashes on chosson's head and help him into kittel.
- Untie all knots - shoelaces, neck tie, etc. - and remove jewelry.
- Make sure chosson has ownership of ring he will be giving to kallah under chuppah.

For the Kallah

- Eat and drink sufficiently before fast begins on the day of the chasuna.
- Mikvah.
- Daven mincha with viduy, early if possible. Use Yom Kippur machzor.
- Wear a button down blouse while hair and makup are being done to avoid ruining it while changing into wedding dress.
- Use the ladies' room before putting on wedding dress.
- If kallah is Sefardi, make sure she knows when to stop walking down the aisle for chosson to meet her.
- Make sure kallah and mothers know to circle counter-clockwise around chosson, which direction to face for chuppah; kallah stands on chosson's right when she finishes circling.
- Yichud gift for chosson, if applicable.
- Tehillim and tefillos for kallah, and names to daven for.
- Wedding dress, crinoline, tiara, veil, thicker veil (deck tichel) if minhag, stockings, shoes, extra makeup.
- Blow dryer, iron, bobby pins, hair spray, etc.
- Jewelry, watch.
- Dancing shoes and/or sneakers, if applicable.
- Change of undergarments and stockings, if will be sweaty from dancing.
- Outfit for leaving hall.

In overnight bag:

- Spare pair of glasses/contacts/lens solution.
- Toiletries and medications, if applicable
- Sheva brachos clothes and shoes.
- Shaitel, shaitel box, tichel/snood, and ponytail holder to put hair up.
- Makeup, makeup remover, perfume.
- Coat/raincoat, rain bonnet for shaitel (if applicable).
- Purse with cash, credit cards, car and house keys, if applicable.
- Phone and charger, phone number of kallah teacher.

Before the Chuppah

- Verify that the rabbi(s) and the mesader kiddushin have approved the witnesses.
- Guide the kallah carefully, especially up or down steps.
- Make sure that everyone who is participating under the chuppah is up front and ready.
- Test the microphone(s), and make sure that it is turned on before

the ceremony begins.

- Designate a person to put the 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.

During the Chuppah

- ❑ Remind guests to TURN OFF cell phones, refrain from speaking during *chuppah*, and be seated so as not to block the view of others.
- ❑ Help elderly and disabled people up steps.
- ❑ Have someone collect lit candles from the parents and extinguish them after the chuppah.
- ❑ Ask mother of *chossan* to stand on the left, and mother of the *kallah* on the right when circling so that the mother of the *kallah* doesn't bum in to the *chossan*.
- ❑ If *kallah* has a long train, the mothers should hold it so the *chossan* doesn't get tangled up as they circle him.
- ❑ Keep track of how many times the *kallah* circles the *chossan*. Circle counter-clockwise. *Kallah* should be on *chossan*'s right when she finishes circling
- ❑ Remind *kallah* to have the ring placed on her right index finger and then move it to her left ring finger after the chuppah.
- ❑ *Kallah* should hold her *kesuba*. She can give it to someone or place it in a safety deposit box afterwards.
- ❑ Remind couple to turn around after the chuppah for photographer to take a shot with crowd.

After Chuppah/Yichud

- ❑ Instruct *chossan*/*kallah* to move off of chuppah stage as soon as the crowd of well-wishers approaches in case the stage cannot support the weight.
- ❑ Remind *chossan* and *kallah* to greet grandparents on way down from chuppah.
- ❑ Remind *chossan*/*kallah* about any *minhagim* for walking into the *yichud* room (e.g. silver spoon on threshold).
- ❑ Direct *yichud* room *shomrim* to check the room before the *chossan* and *kallah* arrive.
- ❑ Know the most efficient route to the *yichud* room. Arrange for someone to hold elevators, if necessary.
- ❑ Provide *chossan* with key to *yichud* room if applicable.
- ❑ If *chossan* and *kallah* cannot descend steps to *yichud* room at the same time, make sure to warn them beforehand.
- ❑ Collect and keep broken glass, candles, and any other items left after the chuppah for mementos.
- ❑ Make sure someone reliable has the *kesuba* and ensures that it is given to the *chossan* and *kallah* before they leave the hall.
- ❑ Ensure that someone helps elderly guests to their seats at the meal.
- ❑ Remind family when and where to go for pictures. Make sure elderly relatives and families with young children get photographed with the couple first.
- ❑ Remind the band to set up recorded music to be played during band break.
- ❑ Check that music sound level is appropriate.
- ❑ Knock on *yichud* room door when halachic time is satisfied.
- ❑ Collect and return *kallah*'s jewelry.
- ❑ Redo/fix *kallah*'s makeup. Assist with *shaitel* if applicable.
- ❑ Arrange for someone to collect the *kittel*, *kiddush* cups, *siddur*/*bentchers*, *tehillim* booklets, etc.

Provide Out-of-Town Guests With:

- ❑ Clear directions for traveling home, especially if the hall is in an unusual or new place that may not appear on a GPS.
- ❑ Directions to local eateries.
- ❑ Directions to and from hall from hosts' homes or hotels.
- ❑ Local map/GPS.
- ❑ Directions to local shuls, and their *minyana* times.
- ❑ Phone numbers of those they can call for other local information.

After Wedding

- ❑ If a bus has been arranged, make sure the person coordinating has the band announce clearly when the bus will depart starting 30 minutes before departure, at ten minute intervals.
- ❑ Pay and thank *shadchan*.
- ❑ Gratuities to appropriate people.
- ❑ Make sure the *kallah* knows where her *kesubah* is and has access to it.
- ❑ Arrange for someone to take home wedding dress, gifts, and lost and found items.
- ❑ Arrange for food from wedding to be packed up for family or the needy.
- ❑ USB
- ❑ EZ Pass for the car.
- ❑ Take from the hall: glass from under the *chuppah*, plate, signed marriage license, flowers for *sheva brachos*, liquor, any valuables, i.e. *kiddush* cups, wedding presents, cell phones, chargers, cameras, laptops used for skype etc., pictures, signs, *bentchers*/*siddurim*, *tehillim*, *shtick*, wedding clothing, powder room baskets.
- ❑ Empty safe/safety deposit box and return keys.

Wedding Honors

Tenaim

Name	Title & Position	Backup
Eidei Tenaim (2) _____	_____	_____
Reading the Tenaim _____	_____	_____
Eidei Kesuba (2) _____	_____	_____

Chuppah

Name	Title & Position	Backup
Announcer/Introducer _____	_____	_____
Chuppah Pole Holders (4, if needed) _____	_____	_____
Chosson's Procession _____	_____	_____
Chosson's Baruch Haba/Mi Adir Singer(s) _____	_____	_____
Misader Kiddushin/Rabbi _____	_____	_____
Flower Girls _____	_____	_____
Kallah's Procession Brucha Haba/Mi Von Siach _____	_____	_____
Eidei Kiddushin (2) _____	_____	_____

Name	Title & Position	Backup
Reading of Kesuba _____	_____	_____
Speaker (optional) _____	_____	_____
Sheva Bracha #1 Hagafen הגפן _____	_____	_____
#2 Shehakol Bara אשהכל ברא* _____	_____	_____
#3 Yotzer Ha'adam יוצר האדם _____	_____	_____
#4 Asher Yotzar 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 אשכתך _____	_____	_____
#9 Shir Hama'alos (if applicable) שיר המועלות _____	_____	_____

COORDINATOR: CUT AND USE THIS LIST DURING THE WEDDING

Wedding Honors

Post Chuppah

Eidei Yichud (2) _____

Meal/Bentching

Hamotzi** _____

Toast for Chosson/Kallah (optional) _____

Family Speeches (optional) _____

Bentching Leader (Same person as bracha #7) _____

Sheva Brachos Coordinator (Passes cup to those honored) _____

Bracha #1: Shehakol Bara שחכל ברא _____

Bracha #2: Yotzer Ha'adam יוצר האדם _____

Bracha #3: Asher Yatzar אשר יצר _____

Bracha #4: Sos Tasis שוש תשיש _____

Bracha #5: Sameach Tesamach שנוח תשנוח _____

Bracha #6: Asher Bara אשר ברא _____

Bracha #7: Borei Pri Hagafen הגפן (Same person as bentching) _____

*Some (mainly in Israel) have the *minhag* to have the first honoree recite the first 2 brachos, Hagafen and Shehakol Bara. **The chosson is generally honored with Hamotzi at the meal.

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 your beautiful simcha!

Thank You

See our other guides on simchos and security: Bris Checklist, Yom Kippur Checklist, Stay Safe in Israel, Keep Your School Safe, Keep Your Shul Safe, and the list goes on!