

nearlywed
michigan weddings

Wedding Planning Packet



BUDGET TRACKER

WEDDING CHECKLIST

NAME CHANGE GUIDE

VENDOR TIPPING GUIDE

MARRIAGE LICENSE GUIDE

BRIDAL SHOWER CHECKLIST



How to Get a Marriage License in Michigan

Step 1: Set Date

Make sure you know your date before applying!

Step 2: Apply

You can apply online or in person. Click on your county below to find the address for your county clerk's office as well as the online marriage license application.

Step 3: Social Security Numbers

You will need to provide social security numbers for both applicants. Applicants without a social security number must provide a legal explanation in-person at the county clerk's office.

Step 4: Proof of Age

Government-issued birth certificates and current driver's licenses or state IDs (copies sufficient) are required for both applicants. Documents must be in English. Parent or guardian consent is required for 16 to 17 year old applicants. One parent must be present to sign consent form with valid government issued ID.

Step 5: Residence

At least one applicant must be a resident of the county in which you are to be married. If both parties are from out of state, but getting married in Michigan, they must apply for their license in the county where their ceremony will take place. Proof of address is required with either a valid driver's license or state ID.

Step 6: Fee

\$20 for county residents; \$30 for out-of-state applicants.

Step 7: Pick Up

License must be picked up in person – with all required documents – at the county clerk's office no sooner than 3 days after submitting your application.

Please Note:

- Licenses are good for 33 days from and including application date.
- Witnesses must be 18 or older.
- Licenses may be used in any county in Michigan.
- If ceremony is to be in English, then both parties must understand English.



wedding checklist

Six to twelve months in advance

- set your date
- set your budget
- compile your guest list; gather addresses
- select your attendants
- reserve your ceremony and reception sites
- order your dress/tuxedo and accessories
- book your officiant
- book your caterer
- book your florist
- go cake tasting—and order your cake!
- book your photographer, videographer, and photo booth
- book your entertainment for ceremony and reception
- send your save-the-dates

Four to six months in advance

- reserve rental equipment
- arrange transportation and valet for wedding day
- order invitations and thank you notes
- register for gifts
- purchase wedding rings
- purchase or reserve groom's attire
- select attendants' attire
- select favors, if necessary
- reserve room for wedding night
- reserve hotel rooms for out-of-town guests
- select gifts for wedding party
- sign up for dance lessons
- write thank you notes as gifts arrive
- plan and book honeymoon; obtain passports for all international travel
- book hair, makeup, and all other beauty appointments

Two to four months in advance

- write your wedding vows, if you choose
- discuss details of service with officiant
- discuss details of the menu with caterer
- work with ice sculptor on design and place order for ice sculpture
- select readings for ceremony
- schedule rehearsal time
- book rehearsal dinner location
- collect images of favorite hair and makeup looks for your stylists
- schedule consultation to begin teeth whitening or cosmetic enhancements

One to two months in advance

- mail your invitations
- contact local newspapers about wedding announcements
- prepare name change documents, if necessary
- have programs printed
- buy guest book
- obtain marriage license
- notify post office of change of address, if necessary
- do your trial run for both hair and makeup

Two weeks in advance

- notify caterer of guest count
- begin seating plan
- write place cards
- have final dress fitting with accessories
- address announcements
- write toasts for rehearsal dinner and reception
- designate someone to look after your home during your honeymoon
- break in your wedding shoes outdoors
- get your hair cut and colored, get facial and body treatments
- remind fiancé to get hair cut!

One week in advance

- finalize seating arrangements
- pick up dress/tuxedo
- confirm details and guest count with caterer
- confirm honeymoon arrangements
- pack for wedding night
- pack for honeymoon
- schedule all hair removal services and massage for three days before wedding

Day before

- give announcements to attendant for mailing after the wedding
- confirm transportation arrangements for ceremony and reception
- get manicure and pedicure
- exfoliate your skin for smooth makeup application; wash hair for next day

Your wedding day

- eat a decent breakfast!
- get hair styled and makeup applied; wear a button-down shirt!
- take it all in and enjoy yourselves!

budget planner

Ceremony + Reception

ceremony location fee	\$ _____
officiant's fee	\$ _____
marriage license	\$ _____
reception site fee	\$ _____
cake	\$ _____
food	\$ _____
beverages	\$ _____
transportation/valet	\$ _____
tips	\$ _____
SUBTOTAL	\$ _____

Flowers + Decorations

ceremony flowers	\$ _____
bride's bouquet	\$ _____
bridesmaids' bouquets	\$ _____
flower girl accessories	\$ _____
corsages	\$ _____
boutonnieres	\$ _____
centerpieces & decorations	\$ _____
chair covers	\$ _____
SUBTOTAL	\$ _____

Attire + Jewelry

wedding gown	\$ _____
headpiece/veil	\$ _____
bride's shoes	\$ _____
lingerie	\$ _____
jewelry/accessories	\$ _____
groom's suit/tux	\$ _____
groom's shoes	\$ _____
groom's accessories	\$ _____
wedding rings	\$ _____
SUBTOTAL	\$ _____

Music

ceremony music	\$ _____
reception music	\$ _____
SUBTOTAL	\$ _____

Photography + Video

photographer's fee	\$ _____
engagement session	\$ _____
wedding albums	\$ _____
additional prints/canvases	\$ _____
videography	\$ _____
photo booth	\$ _____
SUBTOTAL	\$ _____

Stationery

save-the-dates	\$ _____
invitations & envelopes	\$ _____
programs	\$ _____
seating & place cards	\$ _____
thank you notes	\$ _____
postage	\$ _____
announcements	\$ _____
SUBTOTAL	\$ _____

Beauty + Grooming

trial run hair styling	\$ _____
day-of-wedding hair styling	\$ _____
hair removal	\$ _____
spray tan	\$ _____
make-up application	\$ _____
manicure/pedicure	\$ _____
wedding scent	\$ _____
SUBTOTAL	\$ _____

Gifts, Favors, Odds + Ends

wedding party gifts	\$ _____
parents' gifts	\$ _____
favors	\$ _____
ring pillow	\$ _____
guest book	\$ _____
engraving	\$ _____
SUBTOTAL	\$ _____

GRAND TOTAL \$ _____

Bridal Shower Planning Checklist

3–4 Months Before:

- Confirm who is hosting
- Set the budget
- Choose a date
- Create the guest list
- Select and book a venue
- Pick a theme

6–8 Weeks Before:

- Send out invitations (digital or printed)
- Finalize menu or caterer
- Start planning games and activities
- Choose or order decorations
- Coordinate with the bride about registry info
- Plan party favors
- Create a music playlist

2–4 Weeks Before:

- Order cake or desserts
- Purchase decorations and supplies
- Buy or make party favors
- Create or print game materials
- Confirm RSVPs and finalize headcount
- Assign roles for day-of tasks

1 Week Before:

- Confirm food and beverage plans
- Prepare a gift-opening area plan
- Write out a rough timeline for the day
- Pack a “host kit” (scissors, tape, pens, extra utensils, etc.)

Day of the Shower:

- Set up venue (decorations, tables, games)
- Designate someone to greet guests
- Designate someone to take photos
- Set up food and drink stations
- Prepare music playlist or speaker setup
- Run games and activities
- Write down gift list as the bride opens presents
- Hand out party favors
- Enjoy and celebrate



How to Change Your Name in Michigan

Step 1: Marriage Certificate

These documents are the most important part; so important that you can't move on to step two without them. When you're applying for your marriage license, ask if you can purchase certified copies in advance. (We recommend buying three to start.) This way, instead of having to go back to get copies once you've received your marriage certificate after your wedding, you'll get your certificate and your certified copies all at once. Stash the certificate somewhere safe, but keep the certified copies on hand. You'll need them.



Step 2: Social Security Card Update

Update Your Social Security Card Your next stop is the Social Security Administration (SSA). Head over to your local SSA office or visit their website to complete the application for a new Social Security card. This process typically involves filling out a form, providing identification documents, and submitting your marriage certificate. Your new Social Security card with your updated name will arrive in the mail within a few weeks.

If you plan on going to the Social Security office in person, save yourself some time by filling out [THIS APPLICATION](#) for a Social Security card in advance. You will also need to bring the following documents:

- **PROOF OF CITIZENSHIP:** Your valid passport or a certified copy of your birth certificate.
- **PROOF OF NAME CHANGE:** A certified copy of your marriage license. (You will most likely get this back, so you can use it again.)
- **PROOF OF IDENTITY:** This must show your name, date of birth or age, and a recent photograph. That could be a valid driver's license, passport, state-issued identification card, or U.S. Military identification card.
- **YOUR SOCIAL SECURITY CARD:** You will keep the same number when your card is replaced.

Step 3: Driver's License

Now that you have your new Social Security card, it's time to update your driver's license or state ID. Visit your local Secretary of State branch office with your updated Social Security card, marriage certificate, and any other required identification. Your driver's license or state ID will be reissued with your new name.

Step 4: Passports, Voter Registration, and More

Notify Other Government Agencies Changing your name on official documents is crucial, but don't forget to inform other government agencies as well. Some key organizations to notify include the U.S. Passport Office (if applicable), the Michigan Department of Health and Human Services (for Medicaid and other benefits), and the Michigan Voter Registration Office.

All passport changes must be applied for by mail. The U.S. Department of State has put together a convenient tool that will help you fill out the change form, which can be found [HERE](#). Once you've filled it out, send the following to the National Passport Processing Center:

- COMPLETED FORM DS-82 (which you can fill out at the link above)
- A CERTIFIED COPY OF YOUR MARRIAGE LICENSE
- YOUR CURRENT PASSPORT
- A CHECK FOR THE PASSPORT FEE: Made payable to "U.S. Department of State;" Your full name and date of birth must also be typed or printed on the front of your check.
- A RECENT COLOR PHOTOGRAPH: 2 x 2 inches in size, that meets passport photo requirements.

The postal workers at your local post office are awesome at making sure you fill out everything correctly. And be sure to fill out the forms in **BLACK INK!**

Step 5: Health Insurance

Whether you're combining insurance policies or are simply updating the information on your own policy, this is a major change you need to make as soon as possible to ensure you're covered in the event of a claim. You will need a copy of your marriage license to move this along.

If you are insured through your employer, go through human resources or the insurance representative to find the appropriate forms and contact information.

Planning to combine your coverage? Make these changes all at once. Marriage is considered a major life event, so you also have the opportunity to change your health care coverage, even if it isn't an enrollment period. For auto and home insurance, adding an additional vehicle or a new home to your policy could result in some great savings if you combine multiple policies with the same company.

Step 6: Financial & Legal Documents

Contact your bank to update your accounts, credit cards, and checks. Update your insurance policies, including health, auto, and homeowners insurance. Additionally, inform your employer and update your name on tax documents, if necessary.

As soon as your identification has been updated with your new name, head to your local bank branch to update the information on your bank accounts. Note that most banks require that these changes be made in person or will require you to mail in a certified copy of your marriage license if you don't live near a physical location. If you're going in person, bring the following documents with you:

- A CERTIFIED COPY OF YOUR MARRIAGE LICENSE
- YOUR NEW SOCIAL SECURITY CARD
- YOUR NEW DRIVER'S LICENSE

TIPPING

your wedding vendors

who? how much? when?

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WHO?	SHOULD I?	HOW MUCH?	WHEN?
PLANNER	Optional	10 - 15% of fee or personal gift	After honeymoon
DELIVERY/ SETUP STAFF	Optional	\$5 - \$20 per person, depending on complexity of setup	Upon Delivery
PHOTOGRAPHER/ VIDEOGRAPHER	Optional	\$100+ for primary; \$50 - \$75 for assistants	After honeymoon
HAIR/MAKEUP	Yes	15 - 20% for each service	At end of service
TRANSPORTATION	If gratuity is not included, then yes	15 - 20%	After the last ride
OFFICIANT	No, but a donation is a nice gesture	\$100 - \$500	At the rehearsal or rehearsal dinner
CEREMONY MUSICIANS	Optional	\$15 - \$20 per musician, or 10 - 15% off fee	After the ceremony
BAND	Optional	\$20 - \$50 per musician, or 10 - 15% off fee	At the end of the reception
DJ	Optional	15 - 20%	At the end of the reception
RECEPTION/ CATERING STAFF	If gratuity is not included, then yes	15 - 20%	At the end of the reception