

# Radiant Organizing

[organizing solutions for everything under the sun]



## **Congratulations! What is the date?! Where is the event?!**

By Sara Caputo, MA

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If you have recently become engaged, these, among many others are likely the questions you will find yourself answering repeatedly for the months to come leading up to your wedding day. If you find yourself breaking into a cold sweat with a slight elevation in your blood pressure at the thought of planning your own wedding and aren't just sure where to start in the process, then read on to find suggestions and tips from someone that was in your shoes just one year ago.

As a recently married thirty something and a having been a bridesmaid seven (count those dresses in the closet) times, I was looking forward to planning my own wedding the day after getting engaged. I had a full 10 months to work on all the details. No problem. I thought I could do it all on my own. I had no worries. After all, I am a professional organizer. I help all types of people organize their businesses, homes, and lives. How could organizing my wedding be that much different? Oh yes, I had big plans of taking it on all by myself. Then, after the excitement of the engagement and new piece of hardware on my hand wore off a bit, I realized, what am I ... crazy?! The following suggestions are helpful tips that I learned through the process of planning my own wedding that you might consider to help this incredibly important day run smooth so you can be present and actually enjoy it!

### **1. Get Yourself a 3 Ring Binder.**

Even if you plan on hiring a wedding coordinator for your day, (which I highly suggest), you are still the ring leader of your circus. You will be making important decisions, signing forms, and needing to look up information for each of the areas in your wedding during the planning stage. A 3 ring binder is the perfect organizational tool for the task. You can organize everything by using dividers for each category, making it easier to leaf through and find what you need without scrambling around searching high and low for what you need. You can also 3-hole punch all those loose papers to keep them neatly together. Using sheet protectors is helpful for keeping smaller notes you've made to yourself in one place in your binder. There are many details that can easily get overlooked, so keeping all of your information in one central place is essential. Having the information together will help your meetings run smoothly and will maintain your piece of mind.

### **2. Knowing when to say yes and when to say no.**

There are certain things a bride should be doing in the days leading up her wedding and certain things she shouldn't be doing. Getting a massage and pampering herself fall into the "should" category. Schlepping food and picking up flowers fall into the "shouldn't". Friends and family love to help with the big day. My suggestion is to plan ahead so that each person has their own job and is clear about what is expected of them. Not so much that you run them ragged, but in most cases, you'll find people that love you want to help you in preparing for your big day. Use them!

Along the same lines, there are also many wonderful wedding coordinators that offer a wide range of services from doing it all to just coordinating the details on your actual wedding day. This was the best decision I made and knowing this person was going to be coordinating the actual “day of” provided me with the space and peace of mind to focus on enjoying my wedding day. Directing caterers, musicians, and florists on the day of your wedding definitely falls into the “brides shouldn’t be doing this” category.

### **3. Time Management**

One of my favorite quotes is: “Time flies, it’s up to you to be the navigator”. That should be your mantra from the time you say “Yes, I will marry you” to the day you say “I do”. Time seems to creep along in the beginning after you get engaged and you might find yourself saying “I have plenty of time”. However in reality, there are many things to do in the beginning that will alleviate your stress as the day gets closer. Creating a timeline proved essential in my planning process. Keeping a detailed timeline document at the very beginning of your planning binder allows you to always know where you’re at in the process and assures you that nothing will be missed along the way.

### **4. Taking care of yourself and enjoying the process.**

It’s so sad to me when I hear brides say that their wedding was a disaster because they were so stressed out during the day. It is imperative that you take care of yourself during the entire week leading up to the big day. I’m talking serious pampering here! Spending time alone so the craziness of having family and friends around, phones ringing and lots of last minute decision making doesn’t affect you. My suggestion is to plan ahead for the week prior to your wedding and schedule in a massage (or maybe 2), a facial, exercise, lots of rest, alone time and at least one quiet dinner with your husband-to-be.

By incorporating any of the above suggestions, you are sure to create a calm environment for yourself as you plan one of the greatest and most important events that you will ever attend! I wish you all of the peace, joy and happiness for your days before, during and after your wedding!

*About the Author:*

*Sara Caputo, M.A. is the owner and CEO (chief executive organizer) of Radiant Organizing, located in Santa Barbara, California. She is passionate and dedicated to helping people in their businesses and homes create organizational systems that support their natural way of working and living. To learn more about Sara and her services, please go to [www.radiantorganizing.com](http://www.radiantorganizing.com). She can be reached at: 805.689.8414 or [Sara@radiantorganizing.com](mailto:Sara@radiantorganizing.com).*