

MANAGER WEDDING QUALITY CONTROL

All weeks **MUST** be completed by **MONDAY BEFORE MANAGER GOES HOME**

Store _____

Groom Name _____ Bride Name _____

Phone _____ Phone _____

Wedding Date _____ Second Fitting Date Wednesday Thursday

Employee #

4 WEEKS PRIOR TO USE DATE

_____ **WinTux Members Page** has been printed, checked against **written** Wedding Folder.

_____ All orders have been checked for styles, pricing and sizes with **written planner** and **Members Page**.

_____ **Did we check the measurement math on each order?**

_____ Bride/Groom telephoned for **missing attendants, accessories not chosen** and invited to store to review styles.

3 WEEKS PRIOR TO USE DATE

Spoke to Bride Groom In person Telephone Date: _____ Time _____

Manager # _____ who spoke to bride/groom **Phone # groom can be reached at morning of wedding?** _____

Went over who has been fitted

Went over **styles and accessories**

Checked for out-of-town attendants **arrival times and store locations**

Went over **second fitting day and time**

Reviewed **pricing**

Went over **adjustment procedures and times!**

Asked them to **pass information** on to all attendants

Went over **retail accessories**

Update Management Page with any important notes and comments

Rehearsal Dinner day? _____

_____ Last chance for **changes**; keyed in if applicable. **Remember "14 Day Rule."**

2 WEEKS PRIOR TO USE DATE

_____ **Price Check:** All pricing is correct for all orders. If any changes need to be made notes have been put in the **main event notes** section and wedding has been placed in **Request Review**

_____ **Tie Check:** Are all ties have correct style, color and **size**?

_____ **Pocket Square Check:** Do all orders have correct style, color and **size**?

_____ All orders checked on Written Planner and WinTux for **final check**

_____ **Host Store** must contact stores with **ONE or more** pick-ups to inform them to print Members page for wedding singles.

_____ **Manager Call** has been checked and Management Page is updated in events

_____ I have checked all aspects of this wedding and everything is okay. **Your initials:**

Miscellaneous Wedding Communication _____

MONDAY – WEEK OF THE WEDDING

Be sure notes are accurate in Wedding Assurance

Follow up with Bride and Groom on any last minute changes or missing groomsmen

MORNING OF WEDDING

_____ Telephoned **GROOM before 10:00am** on the morning of the wedding. **Don't forget Fridays!**

Spoke to _____ Time of wedding _____

Comments _____

PLACE SHEET IN WEDDING PLANNER – KEEP FOR 6 MONTHS