

# WEDDING QUALITY CONTROL

Store \_\_\_\_\_

Groom Name \_\_\_\_\_ Bride Name \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_  
Wedding Date \_\_\_\_\_ Second Fitting Date ☐ Wednesday ☐ Thursday

## #4 Associate #

### 4 WEEKS PRIOR TO USE DATE

# \_\_\_\_\_ **WinTux Members Page** has been printed, checked against **written** Wedding Planner  
# \_\_\_\_\_ 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**  
# \_\_\_\_\_ **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**

## #3

### 3 WEEKS PRIOR TO USE DATE

Spoke to ☐ Bride ☐ Groom ☐ In person ☐ Telephone Date: \_\_\_\_\_ Time: \_\_\_\_\_

Associate # \_\_\_\_\_ who spoke to bride/groom

- |  |  |
|--|--|
| <input type="checkbox"/> Went over who has been fitted   | <input type="checkbox"/> Went over <b>styles and accessories</b>                   |
| <input type="checkbox"/> Checked for out-of-town attendants <b>arrival times and store locations</b>   | <input type="checkbox"/> Went over <b>second fitting day and time</b>              |
| <input type="checkbox"/> <b>Does Groom Qualify for N/C rental?</b> If not, adjust balance and call him | <input type="checkbox"/> Went over <b>adjustment procedures and times</b>          |
| <input type="checkbox"/> Asked them to <b>pass information</b> on to all attendants                    | <input type="checkbox"/> Went over <b>ANY retail accessories(especially socks)</b> |

# \_\_\_\_\_ Last chance for **changes**; keyed in if applicable. **Remember "14 Day Rule."**  
# \_\_\_\_\_ **All "Out of Town" orders have notes on order.** If sizes sent on web- those emails are in Written Planner

## #2

### 2 WEEKS PRIOR TO USE DATE

# \_\_\_\_\_ **Tie Check:** Do all ties have correct style, color and size?  
# \_\_\_\_\_ **Pocket Square Check:** Do all orders have correct **style and color**?  
# \_\_\_\_\_ 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  
# \_\_\_\_\_ I have checked all aspects of the wedding and everything is okay. **Your initials:**

Miscellaneous Wedding Communication \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## #1

### MONDAY- WEEK OF THE WEDDING

☐ Follow up with Bride and Groom on any last-minute changes or missing groomsmen and out of town arrivals



### MORNING OF WEDDING



# \_\_\_\_\_ Telephone **GROOM before 11:00 AM** on the morning of the wedding. **Don't forget Fridays!**  
Spoke to \_\_\_\_\_ Time of wedding \_\_\_\_\_  
Comments \_\_\_\_\_