



southern sparkle
WEDDING & EVENT PLANNING

Wedding Planning *Checklist* 6 to 12 months

- Hire a wedding planner
- Announce Engagement
- Establish a wedding date
- Determine the size, formality, and theme Choose color scheme
- Set a preliminary budget to guide planning
- Compile guest list, and organize addresses
- Decide if children will be invited
- Select and Reserve ceremony and reception locations Choose attendants
- Start looking at wedding dresses
- Begin looking for rehearsal dinner locations
- Meet with the following vendors:
 - Photographer
 - Videographer
 - Florist
 - Bakery
 - DJ/Band
 - Caterer
 - Rental facility
 - Officiant/Minister/Notary
 - Live entertainment for cocktail hour/Ceremony Transportation

- Pay the appropriate deposits to hold the date
- Publish engagement announcement in the newspaper
- Begin shopping for wedding rings
- If there will be an engagement party, set a date and purchase invitations
- Throw an Engagement Party
- Order and Mail out Save-The-Date's

Wedding Planning *Checklist* 4 to 6 months

- Purchase wedding attire and accessories
- Select Mothers gowns and accessories and place order
- Finalize guest list
- Determine if the meals served at the reception will be plated or buffet
- Order wedding invitations
- Order party favors or imprinted items
- Determine what customs/traditions, vows, or readings you wish to have
- Sign up for premarital counseling/marriage mentoring (if required)
- Groom & Groomsmen to be fitted for tuxedo or alternative formalwear
- Order attire for Groom & Groomsmen
- Bridesmaids to be fitted for attire
- Order Bridesmaids attire
- Determine how many out of town guests to expect
- Reserve a room block at hotel for your guest's hotel rooms
- Register for gifts
- Finalize honeymoon plans
- Solidify plans for the rehearsal dinner
- Review budget
- Schedule hair & make up appointments (as well as the trial run)

Wedding Planning *Checklist* 2 to 4 months

- Finalize food/menu
- Select person to handle guest book/picture frame matting
- Select person to hand out programs
- Select ushers (if applicable)
- Confirm details with vendors
- Start addressing invitations
- Prepare maps/directions cards
- Place hotel recommendations for out of town guests on your personal website

- Purchase attendants gifts
- Arrange final fittings for bridal party and yourself
- As you receive presents, be sure to update and/or add items to your registry

- Arrange for babysitter at reception, if necessary
- Send out thank you notes for wedding and shower gifts
- Finalize which photos are to be taken
- Purchase accessories – *ring pillow, toasting goblets, candles, garter, guest book or picture frame matting, etc..*

- Schedule moving arrangements, if necessary
- Make arrangements to preserve wedding gown
- Mail out invitations 8 weeks prior to the wedding
- Reconfirm honeymoon plans and reservations

Wedding Planning *Checklist* 1 to 2 months

- Obtain your marriage license
- Schedule meeting with officiant to finalize the details
- Confirm florist orders
- Arrange parking for reception (if needed)
- Ensure that your out-of-town guests know what the cut-off date to make their reservation
- Finalize vows
- Make appointment with hairdresser for a “trial run”
- Begin to prepare seating arrangements for reception
- Send rehearsal dinner invitations
- Wrap bridal party gifts
- Get something old, new, borrowed and blue
- Select the order in which you want wedding party to enter ceremony location
- Select Ceremony Music

Wedding Planning *Checklist* 2 weeks

- Obtain marriage license if you have not yet done so
- Discuss service with Officiant
- Go in for a final fitting for the wedding dress
- Practice walking in wedding shoes
- Arrange for return of groom's attire
- Select individual to drop off wedding gown at the cleaners
- Bride and bridesmaids to pick up gown/dresses and all accessories
- Pick up all tickets, travelers checks for honeymoon
- Write toasts for rehearsal dinner and reception
- Final meetings with all vendors and planner two weeks before wedding
- Have manicure and pedicure (the day before the wedding)
- Prepare tip and payment envelopes for officiant and other vendors.
- Confirm that all the vendors have the correct start times as well as delivery times
- Make sure wedding gifts are being logged in book; send thank you notes promptly
- Finalize seating chart
- Pay final vendors fees at the final meeting with vendors
- Put together an overnight bag for wedding night
- Leave a copy of your honeymoon itinerary with someone in case of emergency
- Designate someone to collect the wedding gifts brought to the reception
- Provide caterer with final head count 7 days prior to the wedding
- Give marriage license and gratuity for the officiant to the wedding planner
- Groom and groomsmen to pick up tuxedos the day before the wedding
- Confirm early meeting times with bridal party for the day of the wedding
- Your wedding planner will email a detailed wedding day itinerary to all wedding vendors
- Meet at rehearsal venue with bridal party and planner
- Drop off favors, guest book, pen and all accessories with the wedding planner
- The wedding planner will hand out the wedding day itineraries to the bridal party at rehearsal
- The wedding planner will oversee events at the ceremony and reception on the day of the wedding