



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