

wedding planning

C H E C K L I S T

12+ months BEFORE

- Envision your wedding & draw up a budget.
- Create your guest list & ask parents for their list.
Don't forget to count yourselves! Organize names in spreadsheet, for easy calculations & addressing.
- Pick a wedding date & time.
Select several options, then check with your venues, officiant & important guests before finalizing.
- Look for & book ceremony sites & reception sites.
- Ask friends & relatives to be in the wedding party.
- Have an engagement party.*
You may want to register for gifts beforehand.

8-10 months BEFORE

- Contact rental companies for chairs, tables, & a tent.*
- Book ceremony musicians.
- Order bridesmaid dresses.
- Start planning your honeymoon
(best deals typically 10 months out)
- Envision your wedding cake & research, interview & book a cake designer.
- Research a wedding insurance policy to protect your deposits.

3 months BEFORE

- Meet with your wedding coordinator to finalize your floorplan, timeline, & processional.
- Give envelopes to calligrapher to address invitations*
- Attend your shower.*
- Groom: Rent the men's formalwear.
- Have the final décor meeting with your Florist/Designer.

6-8 months BEFORE

- Reserve accommodations for out-of-town guests.
- Send save-the-date cards.
This is a particularly good idea if you're marrying during a tourist or holiday season or having a destination wedding.
- Book hair & makeup artists
- Register for gifts.

2 months BEFORE

- Mail your invitations.
- Write your vows.
- Purchase gifts for parents, attendants & each other.
- Hair Trial
- Makeup Trial
- Finalize floral selections
(typically done via email)
- Contact calligrapher/designer to create signage, seating chart, programs, etc.

11-12 months BEFORE

- Bride: Think about, shop for & order your gown.
- Envision reception food.
- Decide what type of entertainment you want.
A pianist for the cocktail hour, strolling violinists, a DJ or band?
- Think about your floral décor.
- Interview vendors: coordinator, photographer, videographer, Reception Band or DJ, & florist.
You don't have to have your visions perfect at this time, but we suggest you book as many vendors as possible as soon as possible. Then finalize the details with them once things get closer.

4-6 months BEFORE

- Attend prewedding counseling.*
- Shop for wedding rings.
- Contact calligrapher/designer & start designing wedding invitations.
- Shop for formalwear.
- Renew or get passports.*
- Hire wedding day transport: limousines, other cars.

6 weeks BEFORE

- Mail final payments to all vendors
(typically due 30 days prior to your wedding date)
- *optional/if needed



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CHECKLIST

1 month BEFORE

- Finalize Wedding Day Timeline
- Apply for a marriage license
(up to 30 days prior to wedding day)
- Bride: Have final gown fitting.
Bring your maid of honor along to learn how to bustle your dress. Have the dress pressed & bring it home.
- Call all bridesmaids.
Make sure they have their gowns ready for the wedding. Confirm if they want hair/makeup & get the final number of hair appointments & makeup appointments.
- Make last-minute adjustments with vendors.
- Order & plan in-room welcome baskets for out-of-town guests.*

3 weeks BEFORE

- Review final RSVP list & call any guests who have not yet sent a response.
- Email must-have shot lists to your photographer & videographer. Include who should be in formal family portraits.
- Email final song list to your DJ or bandleader. Include special song requests & songs you don't want played.

2 weeks BEFORE

- Finalize reception seating & send your caterer a copy.
- Send seating assignments to calligrapher to create escort cards or seating chart.
- Men: Get your hair trimmed.

1 week BEFORE

- Give reception site/caterer final guest head count.
Include vendors, such as the photographer or band members, who will expect a meal.
- Make any final changes to rental order depending on weather
(add heaters & side walls).*
- Do any final errands.

2-3 days BEFORE

- Men: Go for final fitting & pick up your formalwear.
- Gather all your wedding day accessories in one place.
- Deliver welcome baskets to the hotel concierge; include names & delivery instructions.
- Arrange for guests without cars to be picked up from the airport or train station. Ask friends, attendants or relatives to help.
- Pack your overnight bags.
- Pack your honeymoon bags.
- Confirm all travel.

rehearsal day

- Call the limousine or car rental company for pickup times & locations.
- Write checks and/or talk to wedding hosts about any final balances to be paid.
- Organize any tips in sealed & labeled envelopes.
Cash tips are recommended for any workers who do not own the company they are working for (servers, hair/makeup, etc.)
- Rehearse ceremony.
- Give your marriage license to your officiant at the rehearsal.

wedding day

- Try to relax & take it all in. It will go by fast! Trust your planning & your vendors! Remember what is the most important thing...you are getting married to your Love!

post-wedding

- Prearrange for someone to return any rentals (including cake stand).
- Preplan for attendants to take the bride's gown for cleaning & return the groom's tux to the rental shop.
- Write & send thank-you notes to gift-bearing guests & vendors who were especially helpful.

**optional/if needed*

