

## Wedding Planning Checklist



### ***12 Months Ahead***

- Select and purchase engagement ring
- Announce engagement
- Set the date
- Attend engagement party
- Hire a wedding planner
- Draft a preliminary guest list
- Draft a budget
- Begin bridal registry
- Determine the style and formality of the wedding
- Research and select ceremony site
- Research and select reception location
- Research wedding vendors

## Wedding Planning Checklist

### ***10-11 Months Ahead***

- Select wedding party
- Contact vendors
- Shop for wedding gown
- Upon hiring photographer, schedule an engagement session

### ***8-9 Months Ahead***

- Purchase wedding insurance
- Order wedding gown
- Organize accommodation and transportation for out-of-town guests
- Select and order save-the-date cards
- Organize accommodation for the wedding night and day of (if needed)
- Interview and select vendors
- Rental equipment
- Specialty rentals
- Lighting
- Officiant (if needed)
- Research wedding invitations
- Research honeymoon, i.e. passport requirements

## Wedding Planning Checklist

### *6-7 Months Ahead*

- Begin planning ceremony
- Begin planning reception
- Plan the rehearsal dinner
- Plan pre-wedding and post-wedding parties
- Begin dance lessons (if needed)
- Finalize any remaining vendor commitments
  - o Hair stylist for wedding day
  - o Makeup stylist for wedding day
  - o Valet parking attendants (if needed)
  - o Pastry chef/select wedding cake
- Mail save-the-date cards
- Research other stationary needs (menu cards, place cards, ceremony programs)
- Order bridesmaids' dresses
- Help mothers shop for their attire
- Select formalwear for the groom, groomsmen, and fathers
- Research favor options
- Plan and book honeymoon
- Get passports (if necessary)

## Wedding Planning Checklist

### ***4-5 Months Ahead***

- Finalize guest list
- Order wedding invitations and announcements
- Order invitations for rehearsal dinner, and pre/post wedding parties
- Determine reception menu
- Hire calligrapher for invitations and place cards
- Select wedding-day transportations
- Shop for wedding bands
- Shop for bridal accessories (headpiece/veil, lingerie, jewelry, etc.)
- Shop for bridesmaids' accessories (jewelry, shoes, purses)
- Research ideas for welcome gifts
- Develop a preliminary wedding-day timeline/schedule

### ***3 Months Ahead***

- Address and assemble invitations
- Research marriage license requirements
- Confirm delivery dates on wedding gown and bridesmaids' dresses
- Compile music list for reception entertainment
- Finalize ceremony details and music selections
- Begin creating ceremony program and order
- Prepare shoot list for videographer and photographer

## Wedding Planning Checklist

- Shop for attendants' thank you gifts
- Make arrangements for preserving bridal bouquet

### ***2 Months Ahead***

- Mail invitations
- Finalize rehearsal dinner plans and send out invitations
- Attend dress fittings/alterations
- Confirm with bridesmaids they have purchased lingerie and shoes and have scheduled/attended their dress fitting
- Schedule wedding day hair and makeup preview/trial
- Complete wedding day timeline/schedule
- Finalize ceremony program
- Prepare wedding announcement for newspaper
- Attend wedding showers
- Begin collecting wedding accessories (cake knife, guest book and pen, etc.)
- Schedule final beauty/grooming appointments for the week of wedding:
  - o Haircut and/or color
  - o Manicure/pedicure
  - o Massage
  - o Tanning
  - o Waxing

## Wedding Planning Checklist

### ***1 Month Ahead***

- Obtain marriage license
- Finalize itinerary with vendors and ceremony/reception locations
- Begin making seating plan for reception dinner
- Pick up wedding bands
- Schedule final gown fittings and date to pick up finished and pressed wedding gown
- Call guests who have not responded to invitation
- Start on/complete thank you notes for any wedding gifts already received
- Break in your wedding shoes
- Prepare welcome gifts (excluding perishable items)

### ***2 Weeks Ahead***

- Confirm final guest count to caterer/reception location
- Confirm rehearsal dinner guest count
- Begin packing for honeymoon
- Begin making final payments to vendors
- Finalize seating plan and send seating/place cards to calligrapher
- Prepare an “emergency kit” for wedding-day mishaps

## Wedding Planning Checklist

### *3 Days Ahead*

- Prepare tips for vendors
- Drop off wedding accessories at venue or deliver to wedding planner
- Deliver welcome gifts to hotels
- Pack a bag for the wedding day
- Pick up tuxedos for groom, groomsmen, and fathers. Try on tuxedos-confirm all articles of clothing and accessories have been supplied
- Write checks for remaining vendor payments