



THE PERFECT WEDDING

WEDDING PLANNING CHECKLIST

Mark an "X" when the task is completed!!

9 to 12 Months

Announce Engagement

Select Wedding Date

Hire wedding consultant/coordinator

Determine type of wedding: location, theme, # of guests, formality, time of day

Determine budget & how expenses will be shared

Buy a planner to keep track of appointments & events

Develop a record keeping system for payments

Create an approximate # guest list

Decide if you will be inviting children or not

Select and reserve ceremony site

Select and book

Officiate/Priest/Minister/Rabbi

Select and book reception location

Select and order bridal gown

Determine color scheme

If ceremony or reception is at a home, arrange for any home improvements

Obtain, passports, visas, birth certificates, any documents need for travel and/or marriage licenses

6 to 9 Months

Select and book caterer, if needed

Select and book photographer

Select wedding party

Give wedding party a list of their responsibilities

Select and buy attire or bridesmaids & flower girl

Select and buy attire for mothers of the bride and groom

Select and book ceremony musicians

Select and book live band or DJ for reception

Select and book videographer

Select and book florist

Register for your wedding gifts (this can be done sooner)

4 to 6 Months

Schedule fittings for custom made bridesmaids gowns

Arrange marriage prep-courses, if necessary

Reserve rental items

Select and book decorator

Finalize an A and B list of guests

Select and order invitations and other wedding stationary

Set date, time and location for rehearsal dinner

Select and book honeymoon night suite

Arrange accommodations for out-of-town guests

Start planning your honeymoon

Shop for your wedding gifts to each other

Shop for your wedding gifts to your wedding party

Shop for your wedding gifts to your parents

Buy shoes, lingerie and accessories for the bride

Buy shoes and accessories for the bridesmaids

Select and order wedding bands

2 to 4 Months

- Take formal engagement picture*
- Select and order wedding cake*
- Order party favors*
- Select and order decorations*
- Purchase honeymoon attire and luggage*
- Select and book wedding day transportation*
- Start addressing your invitations*
- Plan activities for out-of-town guests (optional)*
- Go on trials and book wedding day hair and makeup. Bring your headpiece and wear a white shirt*
- Obtain marriage license (expires in 3 months)*
- Send out your invitations*
- Select ceremony readers*
- Select ushers to seat your guests*
- Select guest book attendant*
- Select your MC*
- Mail invitations to shower*
- Get photography permit, if needed*

6 to 8 Weeks

- Maintain a record of RSVP's and early wedding gifts*
- Maintain a record of shower gifts and send thank you cards*
- Purchase all ceremony and reception accessories: guest book, toasting glasses, garter, ring pillow, etc.*
- Select and reserve wedding attire for all gentlemen*
- Mail invitations to rehearsal dinner*
- Plan bridesmaid luncheon*
- Select your something old, new, borrowed, blue*

2 to 6 Weeks

- Finalize all food and beverages for wedding
- Finalize all ceremony details with Officiant
- Finalize all rehearsal arrangements
- Finalize all floral arrangements
- Final fittings for yourself and bridesmaids
- Make a wedding day itinerary
- Give a copy of the itinerary to your wedding party and vendors
- Finalize all details with all your vendors
- Decide order of receiving line and head table setting
- Contact guest that haven't replied
- Pick up wedding rings
- Give photographer a photo checklist
- Visit reception site for floor plan
- Create reception seating plan
- Give musicians a list of your music selection
- Inform attendants when and where to pick up attire
- Determine VIP seating for ceremony seating
- Print out seating cards
- Pick up honeymoon tickets

1 Week

- Give caterer/reception venue final tally of guests
- Pack of your honeymoon
- Wrap reception flavors
- Arrange mail collection while you are on honeymoon

Day of Rehearsal Dinner

- Drop all wedding accessories and decor off at

ceremony and reception locations

Make sure you bring all gifts that will be handed out at dinner

Make sure you have all final payments in envelopes for wedding day

Pack over night bag for honeymoon suite

Make sure wedding party has their itinerary

Make sure gentlemen have black socks

Go to church for rehearsal

Review VIP seating with ushers at ceremony location

Wedding Day

Most of the details will be on your wedding day itinerary

Eat breakfast

Pack anything remaining on your "To Bring" list in cars

Make sure Maid of Honor has groom's ring and Best Man has bride's ring

Make sure you have your marriage license, photo permit and Special Occasions Permit, if needed

Put your engagement ring on your right hand

Use your wedding day itinerary to get you through the day on some sort of trouble

Remember to look around and soak in the views of the day you planned so long and hard for.