

One Day, Your Moment Event Planning



Wedding Planning Checklist Breakdown

9-12 MONTHS BEFORE

- Congratulations on your engagement!
Decide on an overall budget and breakdown by category
- Start guest list
- Decide on a date or time frame
- Decide if you're going to need a wedding planner and which type (optional)
- Choose a color scheme; tone; theme (optional)
- Search for a ceremony venue, then book
- Search for a reception venue, then book
- Search for a photographer, then book
- Search for a videographer, then book (optional)
- Search for a caterer, then book (**if not included w/venue; order alcohol (wine, champagne, liquor) if they are not included in the catering contract; Discuss with your caterer to determine how it will be transported to the wedding**)
- Search for a florist if getting real flowers, then book (**also discuss centerpieces (if applicable)**)
- Start wedding workout routine (optional)
- Plan engagement party (optional)
- Create wedding website (optional)
- Search for a band, then book (optional)
- Search for a DJ, then book (optional)
- Search for an officiant (optional if not having in a church; discuss writing your own vows)
- Search for a ceremony musician, then book (optional, but recommended)
- Search for a cake maker (optional and/or if not provided by your venue; Order
- Start looking for your gown
- Choose the members for your wedding party
- Start looking for bridesmaid and flower girl dresses (**View gowns in every hue and for every body type**)

- *If having a destination wedding, check legalities and marriage license requirements
- Find an affordable hotel near your venue. Reserve blocks of hotel rooms for out-of-town guests. Add accommodations and travel info to your wedding website.
- Set-up your registries. (Optional; add registries pages to your wedding website)
- Finalize your guest list
- Get engagement photos done (Optional; may also add to wedding website and include in save the dates)
- Send save-the-date cards (***Recommended: Be sure your guest list is finalized first**). Include hotel information for out-of-town guests (optional, but considerate if your guest want to make travel arrangements early. Contact them and notify about the hotel block and other discount travel information, if it's available; add to your wedding website.
- ****Select wedding dress and place order (This normally can be done 6-7 months before ONLY if the dress does not have to come from outside of the country; otherwise, 8-9 months before is recommended)**

5-6 MONTHS BEFORE

- Search for a wedding stationer for invitations, plus place cards, menus, wedding announcements (optional), and thank-you stationery, then book
- Search for a rental supplier (if needed)
- Discuss rehearsal dinner with groom's parents—who will host? Whomever, should begin searching for a venue. You will need to negotiate who will be invited.
- Select bridesmaid/maid of honor/matron of honor mother of the bride and flower girl dresses. Have them place their orders or order for them
- If your venue requires “wedding insurance,” start researching now and look to purchase soon
- Search for a hair and make-up artist, or any pre-wedding pampering
- Ask your readers to be a part of your ceremony (optional). Begin a search for readings, and Discuss them with your officiant.
- Finalize your order for any event rentals
- Rehearsal dinner host should finalize venue
- Check and update gift registry (if applicable)
- Choose groom's attire either to rent or buy
- Purchase accessories for your gown such as a veil (optional), shoes, undergarments, jewelry, headpiece, bridal purse, garter etc.
- Schedule your ceremony rehearsal and alert your attendants, officiant, and ceremony musicians of the date
- Finalize invitations and place order (***Also consider purchasing thank-you notes and wedding announcements from the same vendor**)
- Book your hair and make-up

2-4 MONTHS BEFORE

- Research local marriage license requirements (****Especially important for destination weddings**)
- Plan and book your honeymoon including travel accommodations and activities (***For an international wedding, begin to get your papers in order (passport, birth certificate, visas, vaccinations, etc.; Recommended 4-5 months out for the best rates—can use travel agent)**)
- Book accommodations for your wedding night
- Search for transportation vendors, then book

- Choose your bridesmaid's accessories (shoes, jewelry, etc.). Purchase or pass along the purchase information (can be considered as the gifts)
- Choose groomsmen's and ring bearer's attire (include a rental shop if they'll be renting formal attire. Send them the information necessary to purchase or rent.
- **(**If you are handling the bridesmaid(s)/maid of honor/matron of honor/mother of the bride/flower girl dresses, confirm delivery; preferable at the 4-5 month mark especially if the holidays will be a factor)**
- Discuss and confirm party plans for bachelor and bachelorette parties, as well as any shower that is offered with your maid of honor and best man.
- Provide guest lists to your maid of honor and best man for your shower, bachelorette party, bachelor party, and other social events
- Address your invitations **(*They should be mailed 6 to 8 weeks before the event, so leave yourself plenty of time if you're using a calligrapher)**
- Check on your hotel room blocks to ensure important guests have made their travel arrangements; follow up with them if they have not
- Finalize the menu and service details with your caterer
- Purchase cake knife/toasting flutes/cake topper and any other misc. reception/ceremony items (i.e. aisle runner; unity candle (if not included with church wedding or having ceremony outside of a church) (optional)
- Purchase, design and/or create favors (Search for a vendor if you want specialized favors)
- Purchase or make gifts for your bridal party and close family. Don't forget ushers, flower girls, ring bearers, and readers! (optional)
- Schedule gown fitting appointments **(*Your first appointment should be directly after you receive the gown and the last appointment should fall no later than three weeks before the wedding)**
- Purchase wedding bands

1 MONTH BEFORE

- Confirm number of bouquets, boutonnieres, and centerpieces with your florist
- Purchase a guest book and a few nice pens **(*Also can research into purchasing a more modern autograph tool like a board or mirror; can add wish cards as well)**
- Track gifts received from guests and address thank-you notes. **(**Optional: Think about creating a special thank you message to your guest for attending the wedding once they arrive)**
- Design your ceremony programs and print them. **(*Optional: Create menu cards for the reception tables, if you'll be using them and the venue will not be providing them)**
- Call guests who have not yet RSVP'd for the wedding and rehearsal dinner to get a final headcount. Create seating chart; make place cards or give typed names to your calligrapher **(*Recommended 4-5 weeks before)**
- Write your vows if you choose to personalize them. **(This can be done as early or as late as you want)** Send a copy to your officiant
- Alert your wedding party to the rehearsal details
- The rehearsal dinner host should send rehearsal dinner invitations
- Pick up wedding rings and check the inscriptions before you leave the store
- Determine your ceremony music selections and send the list to your ceremony musicians
- If you have a DJ and/or band, work on a list of 'must play' and 'do-not play' songs. Be sure you also send them selections for your introductions, first dance, anniversary dance (optional; stand-alone or combined with the first dance), cake cutting, father/daughter dance, mother/son dance
- Finalize any special preferences, readings, or other ceremony details (in writing) with your officiant
- Create a wedding day schedule. Send the information to your wedding party and vendors

- At your final gown fitting (up to 3 weeks before the wedding), bring a friend to learn how the bustle will be tied.
- Obtain a marriage license. Follow your state's guidelines

MONTH OF THE WEDDING (4 WEEKS LEADING UP UNTIL THE WEDDING)

- Give final headcount to the caterer/venue. Confirm set-up instructions and menu items.
- Give the seating chart to your reception venue manager, caterer (if applicable), and wedding coordinator (if applicable)
- Confirm final headcount, delivery time, and location with your wedding cake vendor.
- Pick-up your gown; Try on before leaving the shop to make sure there are no additional alterations to be made
- Determine any wedding day assignments for members of the wedding party and make sure they're aware of their duties
- Confirm delivery locations, times, and final arrangements with your florist. Make a list of who will get bouquets, corsages and boutonnieres, and recruit someone to oversee this on the wedding day
- Confirm all final payment amounts with your vendors. Mail your payments or make arrangements to pay the day of the wedding

1-2 WEEKS BEFORE THE WEDDING

- Pick-up the tuxedo/suit and try it on at the shop. See if there are any additional alterations to be made
- If you're having a receiving line, determine the order everyone will stand in
- Confirm the rehearsal details and wedding day schedule with your officiant
- Prepare your toasts and thanks to friends and family
- Send your transportation vendor the schedule, addresses, and contact phone numbers for the wedding day
- Verify with your reception venue to make sure your vendors will have access to the site when they need it
- Confirm the location, date and time with your videographer, photographer
- Confirm your wedding day beauty appointments
- Confirm all honeymoon travel plans. Give someone a copy of your itinerary and contact information in case of emergency
- Shop and pack for the honeymoon
- Pull together wedding gown, veil, shoes, stockings, and a last minute emergency kit (aspirin, make-up, hairspray, safety pins, mints, etc.)
- Drop off favors, place cards, guest book, pens, cake knife, toasting flutes, and all other reception items at the reception venue
- Rehearse the ceremony with your officiant and wedding party (Can be done the morning of if enough time)
- Give wedding announcements to your maid of honor to be mailed on the wedding day. (optional)
- Write a note to your spouse-to-be, to be delivered the day of, just before or after you marry—either the night or the following morning;

DAY OF THE WEDDING

- Follow your wedding day schedule.
- Enjoy your wedding day! Take a quiet moment and enjoy it with your new spouse!

AFTER THE WEDDING

- Ensure all your vendors have been paid in full
- Arrange for gown and veil to be cleaned and preserved. Make sure the provider of the service is experienced in preserving wedding gowns
- Write thank-you notes for all the gifts you received at the wedding and before. **(Traditional etiquette gives you an 8-week grace period)**
- Take the bridal bouquet to be preserved, or save a petal to be pressed for your scrapbook (optional)
- Arrange for all insurance policies to include you and your spouse: health, auto, homeowner's, and life
- Do paperwork for official documents if you are changing your name
- Upload your wedding photos to your account and share them on your wedding website or create your very own 'real wedding' Inspiration Board
- Review the remaining items in your registry. You may want to keep your registry open after the wedding for those guests who still want to purchase and send gifts