

THE **ULTIMATE** WEDDING PLANNING CHECKLIST



Month One

Month Two

Month Three

Month Four



Month One

Month Two

Month Three

Month Four



Month One

Month Two

Month Three

Month Four



12+ MONTHS BEFORE YOUR WEDDING

Get Started The Right Way!

FIRST STEPS

- Announce your engagement
- Discuss your wedding vision
- Choose your wedding party

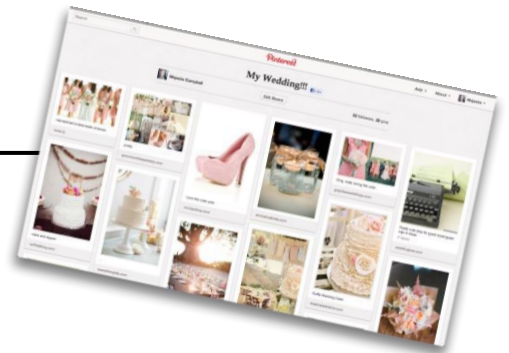


- Set a budget
- Create a first draft of your guest list
- Decide: wedding planner or DIY
- Introduce families



VENUES & VENDORS

- View possible ceremony and reception sites
- Research local wedding vendors
- Set a tentative date and time
- Consider cultural traditions



STYLE & INSPIRATION

- Collect inspiration
- Determine your wedding style
- Decide on the 'feel of your wedding'

- Research décor options and providers



- Plan an engagement party

9-12 MONTHS BEFORE YOUR WEDDING

Decision Time!

VENUES & VENDORS

- Book photographer & videographer



- Book venue(s)
- Assess food & beverage options
- Book Officiant
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- Book hotel room block for guests

MISCELLANEOUS

- Continue to refine guest list
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STYLE & INSPIRATION

- Choose your wedding gown
- Create your wedding website



- Consider your bridesmaid's dresses
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6-9 MONTHS BEFORE YOUR WEDDING

Getting Things Done

INVITATIONS

- Finalize guest list
- Collect addresses
- Send 'Save the dates'



- Select invitations

MISCELLANEOUS

- Choose rental items
- Consider electrical or structural requirements



STYLE

- Choose and select men's attire
- Order bridesmaid's dresses

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TRAVEL IN STYLE

- Book transportation

VENDORS

- Meet with your officiant
- Book your florist



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6-9 MONTHS BEFORE YOUR WEDDING

Getting Things Done



THE HONEYMOON

- Begin planning honeymoon
- Consider visa requirements
- Book inoculations



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MISCELLANEOUS

- Develop initial timeline
- Discuss and draft pre-nuptial agreement

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NOTES

WEDDING DAY TIMELINE	
(COUPLE NAME) :: (WEDDING DATE) :: (VENUE NAME(S))	
Hour of Day	Event / Activity
06:00	Guests arrive at venue
06:30	Guests seated at tables
07:00	Guests seated at tables
07:30	Guests seated at tables
08:00	Guests seated at tables
08:30	Guests seated at tables
09:00	Guests seated at tables
09:30	Guests seated at tables
10:00	Guests seated at tables
10:30	Guests seated at tables
11:00	Guests seated at tables
11:30	Guests seated at tables
12:00	Guests seated at tables
12:30	Guests seated at tables
13:00	Guests seated at tables
13:30	Guests seated at tables
14:00	Guests seated at tables
14:30	Guests seated at tables
15:00	Guests seated at tables
15:30	Guests seated at tables
16:00	Guests seated at tables
16:30	Guests seated at tables
17:00	Guests seated at tables
17:30	Guests seated at tables
18:00	Guests seated at tables
18:30	Guests seated at tables
19:00	Guests seated at tables
19:30	Guests seated at tables
20:00	Guests seated at tables
20:30	Guests seated at tables
21:00	Guests seated at tables
21:30	Guests seated at tables
22:00	Guests seated at tables
22:30	Guests seated at tables
23:00	Guests seated at tables
23:30	Guests seated at tables
00:00	Guests seated at tables

4-6 MONTHS BEFORE YOUR WEDDING

In The Fray

OTHER EVENTS

- Book rehearsal
- Plan rehearsal
- Book brunch if having
- Send guest list to other event hosts
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MISCELLANEOUS

- Choose songs
- Work on ceremony details
- Work on reception details

GUESTS

- Consider welcome baskets or letters



NOTES



VENDORS

- Select and order cake
- Hair and makeup trials
- First draft of invitations (proof reading)



3-4 MONTHS BEFORE YOUR WEDDING

Getting Closer...



PRINTED MATERIALS

- Finalize invitations
- Finalize the menu
- Print your menus
- Mock up programs
- Order or make favors



- Choose your M.C
- Create a list of toasts & speeches

CEREMONY

- Finalize order of ceremony
- Finalize readings
- Start drafting your vows

STYLE & INSPIRATION

- Purchase undergarments
- Purchase accessories
- Purchase rings
- Have rings engraved



NOTES

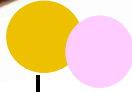


3-4 MONTHS BEFORE YOUR WEDDING

Getting Closer ...

RECEPTION

- Finalize order of reception
- Send copy of timeline to all vendors
- Select flowers



MISCELLANEOUS

- Ask families to provide list of desired photos



DOCUMENTATION

- Check on local marriage license requirements
- Gather all required paperwork
- Begin filling out name change documentation

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1-3 MONTHS BEFORE YOUR WEDDING

So Much to Do!!



PRINTED MATERIALS

- Start addressing invitations
- Send rehearsal dinner invites
- Send invitations



- Draft a wedding announcement
- Consider guest book alternatives



VENDORS

- Finalize all vendor details
- Check on parking arrangements
- Meet with photographer
- Discuss 'must have' photo list
- Meet with DJ, band musicians OR finalize playlist for iPod
- Send maps and directions to transportation company(s)

STYLE POINTS

- Groom and groomsmen to buy accessories
- Finalize hair & makeup times
- Check on delivery of dresses
- Break in shoes
- Plan a night out with your attendants
- Select and purchase gifts
- Choose ushers



1-3 MONTHS BEFORE YOUR WEDDING

So Much to Do!!

ATTENDANTS

- Plan a night out with your attendants
- Select and purchase gifts



- Check on rehearsal dinner plans

MISCELLANEOUS

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YOUR GUESTS

- Confirm reservations for out-of-town guests
- Organize babysitting service

YOUR TIME

- Confirm wedding night reservations
- Confirm honeymoon details



NOTES

2-4 WEEKS BEFORE YOUR WEDDING

Just Breathe!

PRINTED MATERIALS

- Print escort cards and/or placecards
- Finalize and print programs
- Enter RSVP's into database
- Start a draft seating plan



- Write thank you notes for early gifts (or friends & family)



CEREMONY.

- Apply for marriage license
- Pick up marriage license
- Finalize your vows
- Pick up rings

ODDS & ENDS

- Set aside tips in envelopes
- Put together emergency day kit
- Send change of address forms to post office
- Something old, something new, something borrowed, something blue
- Plan rehearsal dinner seating if required



2-4 WEEKS BEFORE YOUR WEDDING

Just Breathe!

VENUE

- Call venue to go over details
- Finalize food & beverage needs
- Stock bar



ALL ABOUT YOU

- Final dress fitting
- Haircut and
- Book spa treatments

- Final payments to vendors
- Confirm wedding party outfits



NOTES



MISCELLANIOUS

- Begin Thank You speech
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1-2 WEEKS BEFORE YOUR WEDDING

Almost there - don't worry, you'll make it!



GUESTS

- Follow up with guests who have not RSVP'd
- Assemble welcome baskets



VENDORS

- Confirm all vendors & details
- Send vendors final timeline

ORGANIZATION

- Assemble and pack favors
- Organize wedding day items in plastic totes for each venue or area
- Create checklist for each tote and tape to lids

WEDDING PARTY

- Wrap attendant's gifts
- Finalize timelines
- Assign wedding day tasks
- Arrange delivery of dresses
- Timeline for M.C..

YOUR TIME

- Decide on your rehearsal dinner outfit



1-2 WEEKS BEFORE YOUR WEDDING

Almost there - don't worry, you'll make it!

TASK LIST

- Arrange to have someone take care of plants or pets
- Suspend paper delivery
- Hold mail or have neighbours pick mail up while you are away
- Make a list of everything you need to take on wedding day



HONEYMOON

- Pack for honeymoon
- Make sure all honeymoon information is in one place - visa, inoculation reservations, money, etc.
- Leave your itinerary with someone

NOTES



THE WEEK OF YOUR WEDDING

It's Finally Here!



TASK LIST

- Delegate, delegate, delegate
- Assign someone to be in charge of cards & gifts
- Create envelope of emergency cash for day of wedding
- Organize items on checklist
- Have someone deliver welcome baskets



GIVE THANKS

- Write letter to fiancé
- Write thank you to parents
- Gather attendant gifts

STYLE NOTES

- Pick up men's attire
- Check fit of attire
- Clean engagement ring



THE WEEK OF YOUR WEDDING

It's Finally Here!

VENUE

- Confirm final numbers with caterer or venue
- Deliver alcohol if providing



MORE TO DO'S

- Wedding rehearsal
- Rehearsal dinner

NOTES

HONEYMOON

- Confirm arrangements
- Arrange transportation to and from airport
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DAY OF YOUR WEDDING

You are so friggin' excited!



GETTING READY

- Eat breakfast
- Avoid too much caffeine
- Put contacts in before makeup
- Go to the bathroom before putting on your dress
- Spend time with your gals (guys)



ALONE TIME

- Take a quiet moment
- Read letter from your fiancé
- Switch engagement ring to right hand
- Do a first look for your parents

ORGANIZATION

- Give any final payments or tips to best man
- Give wedding rings to best man

YOUR TIME

- Breathe, relax and enjoy!



AFTER YOUR WEDDING

Enjoy Being Married!



THANK YOU'S

- Send thank you's to guests
- Send thank you's vendors



NOTES

PAPERWORK

- Change insurance policies
- Name change documents



TASKS

- Assign someone to return rentals
- Have someone take gown to the cleaners
- Ask someone to buy grocery basics for your return



And they lived happily ever after...