

Wedding Preparation Checklist

12 OR MORE MONTHS BEFORE

- ☐ Take a deep breath and get ready to embrace a whirlwind of people, planning, and excitement. Your day is right around the corner!
- ☐ Plan and host your engagement party.
- ☐ Talk with your fiancé and all parents or family members you choose to involve regarding budget, style, size of event, location, and attendees.
- ☐ Begin researching and visiting reception sites.
- ☐ Reserve the ceremony site, reception site, and accommodations for out-of-town guests.
- ☐ Book your hotel room for your wedding night and pre-wedding night.
- ☐ If preferred, hire a wedding consultant.
- ☐ Start shopping for your wedding dress. A number of bridal boutiques are available in your area.
- ☐ Select your wedding party attendants.
- ☐ Send save-the-date cards with hotel information to guests.
- ☐ Send your engagement notice to your local newspaper. Be sure to get multiple copies of the newspaper in order to send to grandparents and other family members.

10 TO 12 MONTHS BEFORE

- ☐ Research and choose your officiant, if he/she is not already part of your ceremony site.
- ☐ Start researching and booking vendors.
- ☐ Discuss any premarital requirements with your officiant or clergy member.
- ☐ Create gift registries at local department stores. Many registries are also available online for those guests purchasing gifts from out of town.
- ☐ Shop for the bridesmaids' dresses and accessories.

8 TO 10 MONTHS BEFORE

- ☐ Discuss plans for your bridal shower.
- ☐ Research the honeymoon.
- ☐ Order your wedding dress.
- ☐ Order the bridesmaids' dresses.
- ☐ Shop for favors and attendant gifts.

6 MONTHS BEFORE

- ☐ Shop for invitations.
- ☐ Prepare guest list and begin seating chart.
- ☐ Call your wedding coordinator or catering director to schedule a menu tasting.
- ☐ Reserve the groom's and attendants' tuxedos at a local tuxedo shop.

4 MONTHS BEFORE

- ☐ Book the honeymoon and all transportation.
- ☐ Remember passports, if needed.
- ☐ Finalize the guest list and order invitations.
- ☐ Provide information to the calligrapher so he/she can begin envelopes.
- ☐ Make appointment for dress fitting.
- ☐ Schedule bridesmaids' luncheon.
- ☐ Begin designing flower arrangements and bouquets for female attendants.
- ☐ Order wedding rings.
- ☐ Purchase any accessories (stockings, lingerie, etc.)
- ☐ Schedule ceremony rehearsal, rehearsal dinner, and departure brunch.
- ☐ Sign up for dance lessons.

2 MONTHS BEFORE

- ☐ Finalize and confirm all flower arrangements, bouquets, and boutonnieres for the male attendants.
- ☐ Write your wedding vows, if you wish.
- ☐ Shop for honeymoon outfits.
- ☐ Select gifts for attendants and ushers.
- ☐ Mail invitations, being sure to use proper postage.
- ☐ Get name-change forms if you plan to change your name.

2 MONTHS BEFORE (CONT'D.)

- ☐ Call your wedding coordinator, catering director, and reception facility manager with an estimated guest count.
- ☐ Plan all ceremonial events with the clergy member, including any music, readings, and vows.
- ☐ Schedule your rehearsal time and your rehearsal dinner.
- ☐ Secure any necessary rental equipment (chairs, tables, linens, etc.) for the ceremony and reception.

6 WEEKS BEFORE

- ☐ Print programs for the ceremony.
- ☐ Mail rehearsal/rehearsal dinner invitations.
- ☐ Pick up the wedding rings and double-check the fit.
- ☐ Try out hairstyle and makeup.
- ☐ Log RSVPs as they come in for meal choices.
- ☐ Send wedding announcement to local newspaper.
- ☐ Contact wedding coordinator about hotel room blocks; confirm reservations for appropriate guests.
- ☐ Create visitor gift baskets to place in the hotel rooms of those traveling from out of town. Remember to include directions from the hotel to the ceremony and reception site.
- ☐ Schedule final dress fitting; make sure bridesmaids have done the same.

30 DAYS BEFORE

- ☐ Most room blocks will no longer be held after this date. Be sure that all visitors have confirmed their room reservations.
- ☐ Begin preparing place cards and table cards.
- ☐ Apply for marriage license. Different states have different policies. You will get a marriage license in the state in which you are married, regardless of where you and your fiancé actually live.
- ☐ Confirm schedule, arrival times, and any other arrangements with all vendors. It may be helpful to fax directions, contact numbers, and the day's itinerary to all vendors.
- ☐ Confirm honeymoon reservations including flights, hotel accommodations, and any rental cars.
- ☐ Contact wedding coordinator, catering manager, and facility manager with initial meal choices.

10 DAYS BEFORE

- ☐ Make final facility rental payment.
- ☐ Confirm tuxedo arrangements.
- ☐ Begin packing for honeymoon.
- ☐ Pick up your dress and break in your shoes.
- ☐ Confirm rehearsal arrangements with bridal party.
- ☐ Contact wedding coordinator, catering manager, and facility manager with final guest count estimate.
- ☐ Schedule time to drop off favors, place cards, seating chart, etc.

3 DAYS BEFORE

- ☐ Make a checklist of final things to remember.
- ☐ Drop off favors, place cards, seating chart, etc.
- ☐ Contact wedding coordinator, catering manager, and facility manager with final guest count, entrée choices, and clear any outstanding payments.

1 DAY BEFORE

- ☐ Complete packing for honeymoon; prepare to check into your hotel.
- ☐ Take some time to relax at some point during the day, and think about something besides the wedding.
- ☐ Drink plenty of fluids – especially in the summer – and avoid sodium.
- ☐ Attend the rehearsal ceremony and rehearsal dinner.
- ☐ Get to bed early and get some rest.

DAY OF THE WEDDING

- ☐ Eat a good breakfast with family and friends.
- ☐ Put wedding announcements in the mail.
- ☐ Relax and enjoy your day!

Preferred Professionals Planner

INDUSTRY

COMPANY NAME & PHONE NUMBER

- ☐ ACCOMMODATIONS _____
- ☐ ATTIRE _____
- ☐ AUDIOVISUAL _____
- ☐ BAKER _____
- ☐ CATERER _____
- ☐ EVENT DESIGN & DECOR _____
- ☐ EVENT PLANNER _____
- ☐ EVENT STAFF _____
- ☐ FAVORS & GIFT BASKETS _____
- ☐ FLORIST _____
- ☐ INVITATIONS & STATIONERY _____
- ☐ JEWELRY & ACCESSORIES _____
- ☐ LIGHTING _____
- ☐ LINENS _____
- ☐ HAIR & MAKEUP _____
- ☐ MUSIC—BAND _____
- ☐ MUSIC—DISC JOCKEY _____
- ☐ OFFICIANT _____
- ☐ PARKING SERVICES _____
- ☐ PHOTOGRAPHER _____
- ☐ RENTAL EQUIPMENT _____
- ☐ TRANSPORTATION _____
- ☐ VIDEOGRAPHER _____
- ☐ OTHER SERVICES _____

Reception Seating Planner

TABLE NO. _____

[illegible]

TABLE NO. _____

[illegible]

TABLE NO. _____

[illegible]

TABLE NO. _____

[illegible]

TABLE NO. _____

[illegible]

TABLE NO. _____

[illegible]

Wedding Expense Planner

CEREMONY & RECEPTION

- ☐ Ceremony location fee
- ☐ Officiant fee
- ☐ Food
- ☐ Beverages
- ☐ Cake
- ☐ Cake-cutting fee
- ☐ Rental equipment (tables, chairs, tent, dance floor, etc.)
- ☐ Tablecloths
- ☐ Chair covers
- ☐ Napkins

FLOWERS

- ☐ Brides bouquet
- ☐ Bouquet for bridesmaids
- ☐ Boutonnieres for groom and groomsmen
- ☐ Parents' / grandparents' flowers
- ☐ Flowers for flower girls and/or ring bearers
- ☐ Ceremony flowers or decorations
- ☐ Table centerpiece arrangements

MUSIC & ENTERTAINMENT

- ☐ Ceremony music
- ☐ Cocktail-hour music
- ☐ Reception music

PHOTO / VIDEO

- ☐ Photography
- ☐ Videography

STATIONARY & INVITATIONS

- ☐ Save-the-date cards
- ☐ Programs
- ☐ Postage
- ☐ Wedding invitations (including reply cards, envelopes, etc.)
- ☐ Thank-you notes
- ☐ Calligrapher

ATTIRE

- ☐ Wedding dress and alterations
- ☐ Hair accessories and veil
- ☐ Bride's shoes
- ☐ Groom's accessories
- ☐ Other accessories (stockings, earrings, lingerie, etc.)
- ☐ Hair stylist
- ☐ Makeup
- ☐ Groom's tuxedo
- ☐ Wedding bands

TRANSPORTATION

- ☐ Limo or luxury car
- ☐ Guest shuttle to and from reception

GIFTS & FAVORS

- ☐ Wedding party gifts
- ☐ Table gifts
- ☐ Parents' gifts

EXTRAS

- ☐ Ring pillow
- ☐ Guest book
- ☐ Overnight accommodations for bride and groom
(one or two nights)

Guest List Planner

Name(s) _____

Address _____

Telephone number _____

Email address _____

Gift _____

☐ Save-the-date card sent

☐ Invitation sent

☐ RSVP received

☐ Thank-you note sent

Number attending _____

Name(s) _____

Address _____

Telephone number _____

Email address _____

Gift _____

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