

# 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 \_\_\_\_\_



# 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

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## 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

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## MUSIC & ENTERTAINMENT

- Ceremony music
- Cocktail-hour music
- Reception music

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## PHOTO / VIDEO

- Photography
- Videography

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## STATIONARY & INVITATIONS

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

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## 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

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## TRANSPORTATION

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

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## GIFTS & FAVORS

- Wedding party gifts
- Table gifts
- Parents' gifts

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## EXTRAS

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

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# 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 \_\_\_\_\_

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Gift \_\_\_\_\_

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