



Wedding Planning Checklist

To plan the perfect celebration, use this comprehensive checklist, with a timeline based on the 16-month length of the average engagement.

Sixteen to Nine Months Before

- | | |
|---|---|
| <input type="checkbox"/> Start a wedding folder or binder. Select type of wedding, location, theme #of guests, time of day. | <input type="checkbox"/> Hire a planner/consultant. |
| <input type="checkbox"/> Work out your budget and how expenses will be shared. | <input type="checkbox"/> Reserve your date and venues. |
| <input type="checkbox"/> Pick your wedding party and determine color scheme. | <input type="checkbox"/> Book your Officiant/Priest/Minister/Rabbi. |
| <input type="checkbox"/> Start the guest list. | <input type="checkbox"/> Research photographers, bands, florists, and caterers. |
| | <input type="checkbox"/> Throw an engagement party. |



1826 Sir Tyler Drive Wilmington, NC 28405 • www.terracesonsirtyler.com • 910.202.1586 • events@terracesonsirtyler.com

Eight Months Before

- Hire the photographer and the videographer.
- Book the entertainment.
- Meet & select caterers.
- Purchase a dress.
- Reserve a block of hotel rooms for out-of-town guests.
- Register.
- Launch a wedding website.

Seven to Six Months Before

- Select and purchase invitations. Hire a calligrapher, if desired.
- Start planning a honeymoon.
- Select bridesmaids' dresses.
- Meet with the officiant.
- Send save-the-date cards.
- Reserve structural and electrical necessities.
- Select a florist.
- Arrange transportation.
- Start composing a day-of timeline.

Five to Four Months Before

- Book the rehearsal and rehearsal-dinner venues.
- Check on the wedding invitations.
- Select and order the cake.
- Send your guest list to the host of your bridal shower.
- Purchase wedding shoes, lingerie and accessories.
- Select and Schedule hair and makeup artists.
- Choose your music.

Three Months Before

- Finalize the menu and flowers.
- Order favors and items for welcome baskets, if desired.
- Make a list of the people giving toasts.
- Finalize the readings.
- Finalize the order of the ceremony and the reception.
- Print menu cards, programs and seating cards.
- Purchase the rings.
- Send your event schedule to the vendors.



1826 Sir Tyler Drive Wilmington, NC 28405 • www.terracesonsirtyler.com • 910.202.1586 • events@terracesonsirtyler.com

Two Months Before

- Touch base again with all the vendors.
- Meet with the photographer.
- Review the playlist with the band or deejay.
- Send out the invitations. Mail invitations six to eight weeks before the ceremony, setting the RSVP cutoff at three weeks after the postmark date.
- Submit a newspaper wedding announcement.
- Enjoy a bachelorette party.

One Month Before

- Enter RSVPs into your guest-list database. Contact invitees who have not responded.
- Get your marriage license.
- Mail the rehearsal-dinner invitations.
- Visit the dressmaker for your last dress fitting.
- Stock the bar.
- Send out as many final payments as you can.
- Confirm times for hair and makeup and all vendors.
- E-mail and print directions for drivers of transport vehicles.
- Assign seating. Draw out table shapes on a layout of the room to help plan place settings.
- Purchase wedding party gifts.
- Write vows, if necessary.
- Get your hair cut and colored, if desired.

Week of the Wedding

- Reconfirm arrival times with vendors.
- Delegate small wedding-day tasks. If you have not hired a wedding planner.
- Send a timeline to the bridal party.
- Pick up your dress.
- Check in one last time with the photographer and provide wish list of songs.
- Set aside checks for the vendors.
- Book a spa treatment.
- Send the final guest list to the caterer and all venues hosting your wedding-related events. Typically, companies close their lists 72 hours in advance.
- Break in your shoes.
- Assemble and distribute the welcome baskets.
- Pack for your honeymoon.

