

# WEDDING PLANNING CHECKLIST

12 MONTH CHECKLIST



# 6 - 12 MONTHS BEFORE

- Announce your engagement
- Determine your wedding style
- Set the date
- Determine your budget
- Hire a Wedding Planner
- Create the initial guest list
- Research & reserve venue
- Purchase wedding gown
- Choose your colors
- Select bridal party dresses, shoes and accessories
- Research & select
  - Florist
  - Photographer
  - Photographer
  - Videographer
  - DJ/band
  - Baker
  - Caterer

NOTES

# 4 - 6 MONTHS BEFORE

- Finalize guest list
- Select, print or order your invitations and other stationery
- Mail save-the-date cards
- Plan rehearsal dinner
- Meet with the essential people
  - Florist
  - Photographer
  - Videographer
  - DJ/Band
  - Baker
  - Caterer
- Shop for and order rings
- Plan the honeymoon
- Arrange hotel and or lodging accommodations for guest
- Book transportation for wedding day
- Register for gifts
- Obtain a marriage license

NOTES

# 2 - 4 MONTHS BEFORE

- Assemble and address the invitations
- Buy undergarments and shoes for your dress fitting
- Purchase gifts for the wedding party
- Attend wedding showers, bachelorette party, etc.
- Finalize menu items with caterer
- Order/make favors
- Finalize music for reception and ceremony
- Schedule appointments for dress fittings
- Schedule appointments for nails, hair, makeup, etc.

NOTES

# 4 - 6 WEEKS BEFORE

- Mail invitations
- Write vows
- Select the readings for the ceremony
- Purchase gift for the groom/bride
- Create, print and assemble your wedding programs
- Pick up wedding rings and make sure they are properly insured
- Send out invitations for the rehearsal dinner
- Start preparing a seat chart for the reception
- Purchase accessories such as guest book, ring bearer pillow, unity candles, toasting glasses. etc.
- Make sure all transportation details are coordinated and finalized
- Finalize details with all of your vendors
- Attend a test run for hair and makeup

NOTES

# 2 - 6 WEEKS BEFORE

- Contact guests who haven't responded
- Confirm ceremony details with vendors
- Finalize rehearsal dinner plans
- Finalize head count with caterer and figure out table layout and seating
- Complete menu cards, place cards/ escort cards, table numbers, etc.
- Arrange final fittings for wedding gown, bridesmaid dresses
- Confirm honeymoon plans, tickets, reservation
- Provide attendants with list of duties

NOTES

# FINAL WEEK

- Pack for wedding night
- Pack for honeymoon - don't forget your passport!
- Pick up and properly store bride/groom attire

## **Rehearsal Day**

- Deliver favors, decorations and guest book to ceremony and reception locations
- Provide each member of your wedding party with a detailed schedule of events for wedding day
- Review ceremony seating with ushers
- Hand out payments to select vendors

NOTES

# THANK YOU



## CONTACT INFORMATION

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