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# Planning Checklist

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## **TEN OR MORE MONTHS BEFORE**

- Announce your engagement
- Hire a wedding planner
- Work on your budget
- Book your ceremony and reception venues
- Decide on the size and theme of your wedding
- Choose your wedding party and confirm the participants
- Prepare your guest list
- Shop for your dress
- Book a photographer and/or videographer
- Book the caterer
- Book your music (live entertainment or DJ)
- Book your florist
- Book your wedding officiant
- Book any rental items you might need (chairs, tables etc.)
- Order Save the Dates

## **SIX TO EIGHT MONTHS BEFORE**

- Reserve the location for the rehearsal dinner
- Research and reserve accommodations for guests
- Reserve your room for the wedding night
- Mail Save the Dates
- Order the invitations and any other stationary for thank you cards
- Order your wedding cake
- Book hair and make up professionals
- Order bridesmaid dresses
- Research a wedding insurance policy (some venues require this)
- Book your wedding day transportation
- Have the mothers select their dresses
- Check paperwork, marriage license
- Finalize your guest list

- Finalize what you want on your gift list
- Plan your honeymoon destination and time off work

## **THREE TO SIX MONTHS BEFORE**

- Finalize your floral needs
- Attend your first dress fitting
- Finalize your reception menu
- Attend pre-wedding counseling, if required
- Purchase your rings
- Reserve formalwear for the men
- Renew or get passports
- Choose wedding favors and start getting them ready
- Purchase gifts for parents, wedding party, and attendants
- Start gift registry

## **ONE TO TWO MONTHS BEFORE**

- Mail the invitations (2 months prior)
- Finalize the ceremony details with your planner and officiant
- Confirm wedding details with your musician/DJ/ Band
- Compile guest lists for showers and give to hostess
- Schedule final dress fitting
- Order menus, programs, and print collateral
- Order a guest book
- Purchase any additional bridal wear
- Confirm attendants' attire
- Finalize your gift registry
- Apply for your marriage license
- Select your music and dance playlist



### 2-4 WEEKS BEFORE

- Choose/write your wedding vows
- Attend final gown fitting
- Get the marriage license
- Plan and send out invitations to rehearsal dinner, if applicable
- Confirm your travel arrangements
- If needed, get all the appropriate name change documents
- Attendants should have their final fittings
- Confirm your transportation
- Order/make welcome bag/basket items for out-of-town guests

### ONE TO TWO WEEKS BEFORE

- Provide must-have shot list to photographer and videographer
- Provide final song list to DJ or Band leader
- Connect with RSVP procrastinators
- Confirm final head count with planner, venue, and caterers
- Finish your seating chart
- Write your toasts/speeches
- Wedding planner confirms arrangements with all vendors
- Confirm your honeymoon arrangements

- Determine order for the processional/recessional order
- Enjoy your bachelor and bachelorette parties

### WEEK OF

- Pick up your dress
- Pick up formalwear
- Finalize rehearsal dinner plans
- Attend rehearsal
- Attend rehearsal dinner
- Place gratuities in sealed envelopes for vendors
- Give the attendants their gifts
- Give the parents their gifts
- Breathe! Your wedding is going to be amazing!

### WEDDING DAY

- Relax and enjoy your special day

### POST-WEDDING

- Enjoy your honeymoon!
- Return rentals
- Send out thank you cards (this should be done within two months of receiving)
- Arrange for cleaning and preservation of your wedding gown
- Submit name-change forms

