



Planning CHECKLIST

These are the first things that should be taken care of for the big day. Everything else can be found on the to-do list on the following pages.

1. Create a new wedding specific email to us for all vendors and keep everything in one place.
2. If you plan to attend a bridal show, create address labels with wedding information for bridal show info sheets (this will save you time and save your hand- trust me!). Include name, wedding date, email and phone as desired.
3. Create a guest list.
 - a. *Make an "A" and "B" list. The cost will 99% of the time change the size of your list. Try to do family and closest friends on the A list and have the B list for additional guests in case people on the A list can't come or the budget allows for extra people.*
4. Obtain addresses for guests on A list.
5. Make a budget. Then make a stretch budget.
6. Pick out colors and theme

Checklist

One Year

- ☐ Compile guest list (A&B)
- ☐ Determine goal budget and stretch budget
- ☐ Book ceremony site (if different than The Skyroom)
- ☐ Find & book vendors
 - Planner
 - Caterer
 - Dessert
 - Florist
 - Hair & Makeup
 - Music (ceremony & reception)
 - Officiant
 - Photographer
 - Photo booth
 - Rehearsal dinner location
 - Transportation
 - Videographer
- ☐ Block hotel rooms
- ☐ Choose wedding colors and theme

Ten Months

- ☐ Get engagement photos taken
- ☐ Design & order save-the-dates

Checklist

Nine Months

- ☐ Sign up for & start making registry
- ☐ Send save-the-dates
- ☐ Find & purchase your dress
- ☐ Confirm wedding party members
- ☐ Pick out wedding party look (dress color/style, shoes, accessories, suits)
- ☐ Find dresses for moms

Eight Months

- ☐ Choose linen colors and other rental items
- ☐ Book honeymoon

Six Months

- ☐ Second payment due at The Skyroom (30%)
- ☐ Begin pre-marital counseling
- ☐ Write your vows
- ☐ Schedule rehearsal date and time
- ☐ Order wedding party/parent gifts
- ☐ Order invitations
- ☐ Purchase decor for ceremony
- ☐ Attend food tasting with your selected caterer
- ☐ Attend cake tasting
- ☐ Choose accessories for the wedding day (jewelry, shoes, hair pieces, perfume)
- ☐ Pick out wedding bands (*be sure to leave time for engraving)

Checklist

Six Months (cont.)

- ☐ Arrange couple transportation for a departure from venue
- ☐ Arrange guest transportation to and from venue
- ☐ Arrange arriving transportation for bridal party/parents

Four Months

- ☐ Get tuxedos/suits, shoes and other accessories for men
- ☐ Send guest invitations (PRO TIP- set your RSVP for 6 weeks out!)

Three Months

- ☐ Finalize cake design & tier flavors
- ☐ Design reception floor plan
- ☐ Have a hair & makeup trial completed
- ☐ Finalize food/beverage options
- ☐ Select napkin fold
- ☐ Finalize centerpieces
- ☐ Have a details meeting with your planner

Two Months

- ☐ Final payment due for The Skyroom! (30%)
- ☐ Dress fitting- **be sure to take a video of the bustle!**
- ☐ Final floral design meeting (bouquets, corsages, ceremony, reception, other)
- ☐ Finalize shot sheet (special and family portraits) for photographer/videographer
- ☐ Order cake knife set
- ☐ Order guest book, pens
- ☐ Order guest favors

Checklist

Two Months (cont.)

- ☐ Get marriage license (see laws within your individual state for timing)
- ☐ Order other desired reception decor
- ☐ Order ceremony programs & reception signage (menus, welcome sign, etc.)
- ☐ Find champagne flutes (*don't forget engraving time)
- ☐ Choose departure (sparklers, bubbles, glow sticks, etc.)
- ☐ Order photo prints for reception space and/or memory table
 - Generational weddings
 - Loved ones who have passed
 - Guests not able to attend

One Month

- ☐ RSVP return date (6 weeks if possible)
- ☐ Assign day-of responsibilities
- ☐
 - Passing out programs
 - Ceremony ushers
 - Point of contact for gifts/cards
 - Point of contact for decor
- ☐ Finalize reserved seating for ceremony
- ☐ Finalize song choices for DJ/Band
- ☐ Order custom thank you notes using engagement photos
- ☐ Purchase garter if doing a garter toss
- ☐ Make/purchase table numbers or signs
- ☐ Communicate special seating (highchairs, wheelchairs, etc.)

Checklist

One Month (cont.)

- ☐ Choose important songs
 - Bridal party intro songs
 - First dance songs
 - Parent dance songs
- ☐ Assemble welcome gift bags for out-of-town guests
- ☐ Make final payments to all vendors
- ☐ Final detail meeting at The Skyroom with your planner, caterer

Two Weeks

- ☐ Make final changes on ceremony/timeline/floorplan with Southern Skies team
- ☐ Finalize place cards or seating chart names & assignments
- ☐ Finalize head count and special meals for caterer
 - Kids meals
 - Vegetarian/vegan
 - Gluten free
 - Allergies
- ☐ Order photo prints for reception space and/or memory table
- ☐ Purchase throw-away bouquet (or throw a bridesmaid bouquet!)
- ☐ Get any waxes (bikini, leg, arm, eyebrows), spray-tans, etc.

**make sure you know how your body reacts in case you need more time to heal*

Checklist

Week Of

- ☐ *Get a massage*
- ☐ *Pack a bag for the reception*
 - *Makeup*
 - *Snack*
 - *Water bottle*
 - *Breath spray/mints*
 - *Deodorant*
 - *Tissues*
 - *Shoes for post ceremony/pictures*

Day Before

- ☐ *Manicure/pedicure*
- ☐ *Wedding rehearsal (morning before, 10:00am)*

Night Before

- ☐ *Rehearsal dinner*
- ☐ *Welcome reception for out-of-town guests at hotel*
- ☐ *Have everything packed and organized for the day-of and directly after reception*
- ☐ *Have a glass of wine or whatever calms you*
- ☐ *Take a bubble bath (try adding some lavender for an extra calm vibe)*
- ☐ *RELAX*
- ☐ *Get some sleep- you'll need it to party!*

Checklist

Post Wedding

- ☐ *Make sure signed wedding license has been mailed*
- ☐ *Write thank you notes (great to do en route to the honeymoon!)*
- ☐ *Write reviews for all of your amazing vendors*
- ☐ *Change your last name if you choose (try using HitchSwitch!)*