

WEDDING PLANNING CHECKLIST

Twelve month wedding planner to help you plan your wedding

Nine+ Months

- Begin envisioning your wedding – formal, semi-formal, informal, style and theme of wedding...*
- Purchase or make a wedding organizer*
- Choose your wedding date - you may have to choose more than one and decide once you determine available venues*
- Set up a realistic budget for the wedding and reception*
- Speak to your clergy – review requirements, ask questions!*
- Begin interviewing caterers, bakers, photographers, florists, videographers, musicians*
- Select site for the ceremony*
- Select site for the reception and rehearsal dinner*

Nine Months

- Begin compiling your preliminary guest list*
- Attend bridal fairs, search the Internet, pick up bridal guides at local vendors for great ideas!*
- Finalize your wedding colors, theme and style*
- Select your attendants (bridesmaids, groomsmen, ushers, personal attendants, guest book attendant, host and hostess, flower girl and ring bearer, punch servers, gift attendant)*
- Purchase your wedding rings*
- Begin looking at honeymoon options*
- Start looking for a wedding gown, veil, accessories and your attendants attire*

Six Months

- Start planning the ceremony and reception music choices*
- Select readings*
- Finalize and purchase your wedding gown, veil and accessories*
- Finalize attire for attendants*
- Start looking at invitations*
- Sign up for your gift registry*
- Send save-the-date cards out*

Five Months

- Finalize florist arrangements*

- Place wedding announcement in local newspaper*
- Order wedding stationery (invitations, envelopes, programs, etc.)*
- Start shopping for bridal party tuxedos*
- Book limo/transportation*
- Start planning the wedding decorations*
- Arrange accommodations for out of town guests (book blocks of hotel rooms)*
- Select wedding cake (and groom's cake if you are having one) and cake topper*
- Start making arrangements for the rehearsal and rehearsal dinner*
- Decide on wedding favors*
- Renew passport if necessary*

Four Months

- Complete guest list*
- Confirm menu with caterers*

Three Months

- Order your wedding cake and groom's cake*
- Meet with your officiate to discuss details of the ceremony*
- Reconfirm the rehearsal dinner plans*
- Check out www.od.masterpiecestudios.com and click on Quite Personally to find your cake knife, guest book, toasting glasses, garter and all your gifts for your attendants, parents and helpers*
- Have the male members of the wedding party, including fathers, fitted for tuxedos*
- Reconfirm honeymoon arrangements*
- Start writing your wedding vows if you plan to do them yourselves*
- Start addressing the invitations – determine postage – order thank you notes*

Two Months

- Send out invitations*
- Schedule hair and make-up consultations to do a trial run*
- Start making/buying wedding favors*
- Obtain wedding license*
- Schedule your first wedding dress fitting*
- Write thank you notes for any gifts that may start arriving*
- If you are having one, begin putting together your ceremony program*
- Decide on what guests will toss as you leave the ceremony site (birdseed, lavender blossoms, wedding rice, etc.) or bubbles to blow...begin putting*

- them together!*
- Meet with vendors to finalize arrangements*
 - If you are changing your name, complete the proper documents*
 - Finalize music selections for the ceremony and reception and turn them into the DJ/Band/etc.*
 - Have formal wedding portrait taken*
 - Meet with your officiate to finalize ceremony details*
 - Reserve room for wedding night*

One Month

- Pick up marriage license*
- Have final gown fitting*
- Finalize flowers*
- Try hairstyle with headpiece*
- Meet with photographer and/or videographer to discuss last minute details, have a list for the special photos that you want taken.*
- Start working on the reception seating chart*
- Arrange for a reception babysitter-if needed*
- Finish and print the wedding program*
- Finalize wedding vows*
- Confirm all final payment amounts with your vendors as well as date, time, etc.*
- Order new address cards or create and print your own*
- Confirm honeymoon reservations*

Two Weeks

- Finalize reception seating chart*
- Contact any guests who did not respond to the invitation*

One Week

- Confirm times of all appointments and when/where vendors should arrive*
- Give final guest count to reception venue/caterer*
- Pick up wedding gown, attendants' gowns and all accessories*
- Make sure men get their final fitting for their tuxedos*
- Confirm honeymoon details*
- Check on all final details*
- Ask bridal party to help with decorating*
- Schedule manicure, pedicure and massage*

Rehearsal

- Provide schedule to all those involved with the Big Day*
- Give best man officiates fee*
- Put together the tip envelopes for vendors and give them to the designated "tip person" (generally the best man)*
- Arrange for someone (generally personal attendant) to bring accessory items to the ceremony, such as guest book, toasting glasses, etc.*
- Review seating with ushers*
- Give attendants their gifts*
- Have a manicure and/or pedicure*
- Confirm wedding day transportation*
- Reconfirm hair and make-up appointments*
- Have personal attendant arrange to have food for the bridal party to snack on during photos*
- Lay out everything you need for the next day in a safe place (marriage license, dress, shoes, etc.)*
- Try to go to bed early and get some sleep!*

Wedding Day Checklist for the Bride

- Eat breakfast, even if you aren't hungry*
- Have your hair and make-up done*
- Give the best man the groom's ring*
- Begin dressing two hours before the ceremony is scheduled to begin*
- Exchange gifts with your fiancé sometime prior to the ceremony*
- Have fun!!! It's your Big Day!*

Wedding Day Checklist for the Groom

- Eat!!!*
- Allow 1-1 1/2 hours for getting dressed*
- Give the best man the bride's wedding ring*
- Don't forget to place the officiates fee into an envelope and give it to the best man*
- Take the license, or see that the best man has it*
- Have the maid of honor and best man witness the license*
- Exchange gifts with your fiancé sometime prior to the ceremony
...this is a very special moment for her!*