



# Your Wedding Plan Checklist

## At Least Twelve to Nine Months Before the Big Day

### GET INSPIRED

Start a folder. Look through magazines such as bridal, food, design, fashion, gardening, and travel. Clip out anything that inspires you and put in your folder.

### HIRE A WEDDING PLANNER

If a wedding planner fits in your budget, they can help reduce the stress of planning your big day. They will also have suggestions for venues and vendors.

### BUDGET

Figure out how much you have to spend on your big day.

### VENDORS

Start researching caterers, florists, bands, and photographers. Place their information in your folder.

### GUEST LIST

This list should not only have the names of the invitees, it should also have columns with contact information, RSVPs, gifts, etc. (Something to keep in mind: How many people attend your wedding significantly impacts the cost of your wedding.)

### THE WEDDING PARTY

Time to figure out how many people will be in your wedding party, and who they are.

### YOUR OFFICIANT

Who's going to conduct the marriage ceremony? It's time to book them now.

### RESERVE YOUR VENUE(S)

Will the ceremony and reception be in the same location or separate locations? If they are separate, what is the travel time between the two places? Popular venues are often reserved at least a year in advance.





## *Eight Months Before Your Big Day*

### *PURCHASE YOUR DRESS*

Plan to schedule time for at least three fittings after you've found that perfect dress.

### *REGISTER FOR GIFTS*

Sign up at no less than three stores. Be sure to give your guests lots of choices in a wide range of prices.

### *LAUNCH YOUR WEDDING WEBSITE*

There are several free wedding website providers. Find the one that you like and create your personal page. Send the link to your invitees.

### *BOOK THE ENTERTAINMENT*

Check out potential bands, then reserve your favorite

### *HIRE YOUR PHOTOGRAPHER AND VIDEOGRAPHER*

Reserve the photographer of your choice for your wedding date and have engagement photos taken - use them for your Save-the-Date cards.

### *CATERERS*

Many venues offer catering, and require that you use them. If your venue does not have this service, now is the time to hire your caterer.

### *RESERVE A BLOCK OF HOTEL ROOMS*

Choose hotels that are close to the reception venue.





## *Six to Seven Months Before Your Big Day*

### *PURCHASE INVITATIONS*

Consider the different pieces you will need right now: invitation, response, enclosure cards, thank you cards, save-the-date cards. The envelopes should be hand written. Labels are impersonal. BUT, addressing envelopes is time consuming, so get started early and do a dozen or so every day. OR you may consider hiring a calligrapher.

### *SEND SAVE-THE-DATE CARDS*

You may want to purchase these with the invitations as part of the invitation suite.

### *CHOOSE BRIDESMAIDS DRESSES*

The dresses will probably have to be ordered and sized, so be sure to allow time for this.

### *START PLANNING YOUR HONEYMOON*

Are you planning to travel out of the country? Do you have passports? Are they up-to-date? Are you going someplace exotic where you might need shots?

### *MEETING WITH OFFICIANT*

Time to map out the ceremony and make sure you have all the documents for the wedding - these will vary depending on the county/state and religion.

### *BOOK YOUR FLORIST*

Time to choose your florist and begin discussing flower details.

### *ARRANGE TRANSPORTATION*

How are you arriving and leaving? Consider the ease or difficulty of getting in and out of the transportation you choose in your wedding gown.

### *START DAY-OF-TIMELINE*

Time to start looking at the schedule for your big day - time the ceremony begins, time it ends, travel time (if reception is at a different venue) for both you and your guests, photographs of wedding party, etc., cake cutting, first dance, etc.





## Four to Five Months Before Your Big Day

### ORDER YOUR CAKE

Before hiring a baker, request a tasting. Checkout several bakers before making a commitment.

### BOOK YOUR REHEARSAL AND REHEARSAL DINNER VENUES

The cost and the menu are always negotiable.

### WEDDING SHOES

If you haven't already purchased your shoes, now is the time. You're going to need them for the first fitting for your dress so the length of your dress will be perfect.

### BOOK A ROOM FOR YOUR WEDDING NIGHT

### BOOK A RESERVATION FOR YOUR HAIR, MANICURE & PEDICURE AND MAKEUP

## Three Months Before Your Big Day

### FINALIZE THE TIME-LINE OF YOUR CEREMONY AND RECEPTION

### FINALIZE YOUR MENU & FLOWERS

Now is the time to put the finishing touches on your flowers and the menu.

### WHO WILL BE GIVING TOASTS

It's time to decide who you would like to speak at the reception, and ask them now.

### MENU CARDS, PLACE CARDS & PROGRAMS

If you are having a sit-down dinner at your reception, now is the time to order menu cards & place cards. Once the order of the ceremony is finalized, order programs (if desired).

### IF YOU HAVEN'T ALREADY, PURCHASE YOUR RINGS





## Two Months Before Your Big Day

- TOUCH BASE WITH ALL YOUR VENDORS*      Make sure you are all on the same page - no surprises for you or them.
  
- SEND OUT YOUR INVITATIONS*              Invitations are traditionally sent six to eight weeks before the ceremony. The RSVP cutoff date should be approximately one month before the ceremony.
  
- SUBMIT WEDDING ANNOUNCEMENT TO THE NEWSPAPER*      Now is the time to have your announcement published in the local paper.

## One Month Before Your Big Day

- CHECK YOUR RSVP LIST*                      Contact anyone who has not responded yet.
  
- MAIL REHEARSAL DINNER INVITATIONS*
  
- FINAL CONFIRMATIONS WITH ALL VENDORS*
  
- RE-CONFIRM YOUR RESERVATIONS FOR HAIR, MAKEUP, PEDICURE AND MANICURE*
  
- ASSIGN SEATING*                              If you are having a sit-down dinner, time to assign seating and write names on place cards.
  
- PURCHASE BRIDESMAIDS GIFTS*              Presented at the Rehearsal Dinner.





## *Week of Your Big Day*

### *DELEGATE SMALL WEDDING DAY TASKS*

If you didn't hire a wedding planner, you will need help the day of your wedding - someone to help you with your dress, someone to carry your things, someone in charge of gifts, someone to be the point person for each vendor.

### *PICK UP YOUR DRESS*

### *CHECK IN ONE LAST TIME WITH ALL YOUR VENDORS*

### *SEND A TIMELINE TO YOUR BRIDAL PARTY*

### *WRITE THE CHECKS FOR THE VENDORS*

### *PACK FOR YOUR HONEYMOON*

