

Wedding planner checklist



Bride's to-do timeline

6 to 12 months before the wedding

- Determine budget.
- Decide type of wedding: formal, semi-formal or informal.
- Choose ceremony location.
- Discuss dates with clergy or officiant.
- Choose attendants.
- Select gown style.
- Select veil style.
- Select attendants' apparel.
- Compile bride's and groom's invitation list.
- Select reception site.
- Select caterer.
- Select wedding planner.
- Plan details of reception.
- Select photographer.
- Have engagement photos taken.
- Select music for reception.
- Select videographer.
- Select florist.
- Discuss gown colors and styles with mothers of bride and groom.
- If composing own vows, inform officiant.

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Bride's to-do timeline continued

4 to 6 months before wedding

- [] Select men's formalwear and arrange for final fitting a few days before wedding.
- [] Select ceremony musicians and music.
- [] Make honeymoon plans.
- [] Print map to include with invitations.
- [] Reserve hotel rooms for out-of-town guests.
- [] Have physical exams and update immunizations.
- [] Buy wedding rings and order engraving.
- [] Finalize invitation list with families.
- [] Visit hairdresser and manicurist; make wedding day appointments for bridal party.
- [] Order all printed items, including invitations, thank-you notes, programs and napkins.
- [] Order needed utensils, which may include engraved cake knife, personalized champagne glasses and a box for monetary gifts.

2 to 4 months before wedding

- [] Reserve rental items: candelabra, arches, canopy, linens, etc.

- [] Arrange rehearsal dinner.
- [] Shop for trousseau and apparel for honeymoon and pre-nuptial parties.
- [] Reserve limousine, carriage, trolley or coach transportation.
- [] Review florist's arrangements and finalize order.
- [] Buy attendants' gifts.
- [] Experiment with hairstyle and makeup changes.
- [] Buy bride's and attendants' shoes; send to be dyed.
- [] Order wedding and groom's cakes.
- [] Plan the ceremony and select music for the service.
- [] You should receive your invitations at least three months before the wedding; send them out immediately. Don't forget to request a reply date of at least five weeks before the wedding.
- [] Register for wedding gifts at the stores of your choice.
- [] Decide on reception menu and select beverage options; decide if there will be an open bar.

1 to 2 months before wedding

- [] Final bridal fitting.
- [] Final attendants' fittings.

- [] Confirm honeymoon reservations.
- [] Select reception decorations: balloons, candles, table favors, etc.
- [] Select ceremony accessories: unity candle, ring pillow, guest book, etc.
- [] Select personal accessories: handbag, garter, engraved goblets, guest mementos, etc.
- [] Finalize arrangements with officiant.
- [] Finalize arrangements with musicians taking part in the ceremony.
- [] Arrange bridesmaids' lunch or brunch.
- [] Finalize arrangements with photographer and videographer. Discuss any special shots you want.
- [] Finalize arrangements with musicians, disc jockey and master of ceremonies for the reception.
- [] Finalize arrangements with florist, specifying time and place of delivery.
- [] Finalize transportation arrangements.
- [] Make sure all clothes for bridesmaids, groomsmen and ushers will be ready on time and that they have the appropriate accessories.



Bride's to-do timeline continued

- [] Apply for marriage license.
- [] Formally inform employer of leave of absence.

2 weeks before wedding

- [] Invite guests to rehearsal dinner.
- [] Move your belongings into new home.
- [] Review reception seating and place cards.
- [] Confirm lodging for out-of-town guests.
- [] Record gifts as you receive them and write thank-you notes.
- [] Arrange for gown cleaning and bouquet preservation after the wedding.
- [] Finalize arrangements with hall and caterer, confirming final number of guests (preferably in writing).
- [] Finalize arrangements with baker regarding cake.
- [] Pick up wedding dress and bridesmaids' dresses.
- [] Groom or best man arranges final fittings for men in the wedding party.
- [] Prepare envelopes with payments for the officiant, reception hall, musicians, disc jockey, etc.
- [] Ask officiant when he/she would like to receive your marriage license.
- [] Begin packing for honeymoon.

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1 week before wedding

- [] Pick up wedding rings and check engravings and sizes.
- [] Final consultations with florist, musicians, photographer, videographer, etc.
- [] If you are having a rehearsal, present attendants with gifts.
- [] Men have final fitting two to three days before the wedding and pick up formalwear and shoes.
- [] Make a wedding day schedule and give everyone copies at the rehearsal dinner.

- [] Relax the day before; keep personal appointments; finish honeymoon packing.

Day of the wedding

- [] Give payment envelopes to the best man, who will deliver them after the ceremony and at the reception.
- [] Go to hairdresser, makeup artist and manicurist.
- [] Make sure the car keys, wedding rings, marriage license, keys to the new house, airplane tickets, hotel confirma-

tions and honeymoon spending money are all assembled.

- [] Arrange for your car, your going-away outfits and your luggage to be delivered to the reception hall.
- [] Arrange for someone to bring tissues, lipstick and any other personal items to the reception.
- [] Be dressed and ready for the picture-taking two hours before the ceremony or according to the arrangements made with your photographer.
- [] Relax and enjoy your big day.

