THE ULTIMATE WEDDING CHECKLIST

18 Months to 12 Months Before:

☐ Insure your beautiful engagement ring.
☐ Decide on the type of wedding you would like to have (big, small, formal, casual, traditional, non-traditional)
☐ Inquire with your first choice venue and photographer to find what dates they both have available.
☐ Choose your tentative wedding date and time.
☐ Start a wedding folder or binder and a system for keeping records of payments made and due dates
☐ Rank from 1-10 which of these is most important to least important
    ___ Venue
    ___ Good Food
    ___ Photography
    ___ Videography
    ___ Flowers
    ___ Décor
    ___ Dress
    ___ Other
    ___ Other
☐ Research typical costs of each wedding vendor keeping your above priorities in mind.
☐ Work out your budget, and work out who will pay for each expense.
☐ Confirm with your top choice vendors that your date is available and set your official date.
☐ Book your photographer
☐ Hire a planner, if desired (decide on level of involvement you want to have)
☐ Choose your wedding party
☐ Start the guest list: Consolidate the list of the Bride, Groom & both sets of parents
  o Rank 1 – Must be Invited
  o Rank 2 – Should be invited
  o Rank 3 – Not necessary to invite, but would be nice if they could
☐ Research bands/DJ, florists, and caterers
☐ Throw an engagement party
☐ Start your dress shopping
☐ Decide color scheme and/or theme
12 Months to 9 Months Before the wedding:
☐ Hire the videographer
☐ Book your officiant and arrange any pre-marital counselling
☐ Book engagement photos with photographer
☐ Book the entertainment
☐ Meet caterers and make food choices
☐ Purchase a dress
☐ Reserve a block of hotel rooms for out-of-town guests
☐ Register
☐ Launch a wedding website, if desired
☐ Start an exercise program if you would like to shape up
☐ Start composing a day-of timeline

9 Months to 6 Months Before the wedding:
☐ Select and purchase invitations.
☐ Review responsibilities with bridal party (monetary, duties, help)
☐ Start planning a honeymoon, and renew passports if necessary.
☐ Shop for bridesmaids’ dresses, flower girl dress, and mother of the bride and groom dresses.
☐ Shop for wedding bands.
☐ Review any family traditions you would like incorporated in the ceremony and reception.
☐ Meet with the officiant again if necessary.
☐ Determine final guest list with all parties.
☐ Send save-the-date cards, if desired
☐ Book a florist and begin working on centerpiece and bouquet design.
☐ Arrange transportation.
4 to 6 Months before the wedding:
☐ Book the rehearsal and rehearsal-dinner venues.
☐ Appoint an MC and organize other wedding day helpers (clean up help, guestbook attendant, ushers, readers/prayer, babysitters)
☐ Plan guest favors and place cards design.
☐ Check on the wedding invitations.
☐ Arrange any rentals for the wedding day, such as tables, chairs, tents, linens, etc.
☐ Purchase ceremony necessities such as aisle runner, unity candle, flower girl basket, pew decorations, etc.
☐ Select and order the cake and cake topper.
☐ Book mens suits/tuxedos/shoes/ties.
☐ Send your guest list to the host of your shower.
☐ Purchase wedding shoes and start dress fittings.
☐ Schedule hair designer
☐ Schedule makeup artists.
☐ Begin to choose your music.
☐ Remember to write thank you cards as gifts arrive.

3 Months before the wedding:
☐ Make arrangements for your marriage license.
☐ Finalize the menu with caterer/venue
☐ Finalize flowers
☐ Send out the invitations.
☐ Order favors, if desired.
☐ Make a list of the people giving toasts.
☐ Purchase your undergarments and garter.
☐ Finalize the order of the ceremony and the reception.
☐ Arrange rehearsal dinner details.
☐ Finalize your after reception hotel arrangements.
☐ Print menu cards, if you like, as well as programs.
☐ Purchase the rings so you have time for sizing, or engraving
☐ Send your event schedule to the vendors.
☐ Purchase cake serving utensils, guestbook and pen, and card box.
☐ Obtain liquor license if your venue does not serve liquor.
☐ Review day of timeline, and update as necessary.
2 Months before the wedding:
☐ Touch base again with all the vendors.
☐ Review details with photographer.
☐ Review the playlist with the band or deejay. Inform them of the songs you would like played, and the songs you do not want played.
☐ Finalize music to be played at ceremony.
☐ Select ceremony readings.
☐ Order ceremony programs.
☐ Book and hair and makeup trial
☐ Finalize honeymoon details
☐ Purchase wedding day gift for fiance.
☐ Enjoy a bachelorette party.

1 Month before the wedding:
☐ Enter RSVPs into your guest-list database, and call those who have not responded.
☐ Get your marriage license.
☐ Mail the rehearsal-dinner invitations.
☐ Visit the dressmaker for your last dress fitting.
☐ Stock the bar/place your bar order.
☐ Send out as many final payments as you can.
☐ Confirm times for hair and makeup and all vendors.
☐ E-mail and print directions for drivers of transport vehicles.
☐ Create seating charts, and finish place cards
☐ Purchase bridesmaids’ gifts.
☐ Write vows and toasts/speeches, if necessary.
☐ Get your hair cut and colored
☐ Book facials, waxing, manicure/pedicure and any other esthetics that are required
☐ Break in your shoes.

1 to 2 Weeks before the wedding:
☐ Finalize guest numbers with caterer or hall and inform them of any special exceptions you may require - food allergies, vegetarian meals, etc.
☐ Pick up gown and Bridal party dresses.
☐ Pick up any airline tickets or travel documents.
☐ Finalize hotel arrangements for out of town guests.
☐ Prepare a checklist of details to be assigned to wedding party.
☐ Prepare seating plans, seating cards and master guest list for reception.
☐ Pick up wedding bands after sizing.
☐ Finish packing for honeymoon.
☐ Make wedding day emergency kit.
Week of the wedding:
☐ Finalize day of timeline.
☐ Reconfirm arrival times with vendors.
☐ Delegate small wedding-day tasks, such as handing out boutonnieres
☐ Send a timeline to the bridal party and other important people.
☐ Check in one last time with the photographer.
☐ Set aside payments and gratuities for the vendors.
☐ Send the final guest list to the caterer and all venues hosting your wedding-related events.
☐ Rehearsal dinner takes place and gifts are given to wedding party.
☐ Get lots of rest, and drink lots of water!

Day before the wedding:
☐ Have a manicure and pedicure.
☐ Pick up men’s formal wear.
☐ Take a trip to your reception site to ensure that the location is ready for the reception.
☐ Lay out everything you will need in the morning.
☐ Pack your purse/day bag with anything you will need during your wedding day.
☐ De-stress, and go to bed early!

After the wedding:
☐ Send thank you notes to guests (and vendors) within 8 weeks.
☐ Dry clean and preserve wedding dress.
☐ Preserve bouquet.
☐ Complete address changes and name changes where necessary.
☐ Meet with photographer and videographer to finalize albums and DVDs.
☐ Share your wedding photos and video with your loved ones!