

# Wedding Timeline Checklist

The following checklist is designed with an ideal timetable of twelve months. If you're planning your wedding on a shorter schedule, just start at the beginning of the list and catch up as quickly as possible. Use the boxes to the left of the items to check off tasks as you complete them. Cross off items that are not applicable to your event.

## 12 MONTHS PRIOR TO THE WEDDING DAY

- Arrange a gathering for you and your parents.
- Determine the budget and how expenses will be shared.
- Choose a target wedding date and time.
- Discuss the size, style, location, and scope of the wedding you want.
- Visit and reserve wedding and reception sites.
- Meet with your officiant.
- Create a binder to store and organize ideas, worksheets, receipts, brochures, etc.
- Start compiling your guest list to estimate head count. Consider the budget when thinking about "must-invites" versus "nice-to-invites."
- Begin shopping for the wedding gown.

## 9 MONTHS PRIOR

- Choose the members of your wedding party.
- Enroll in wedding and shower gift registries.
- Hire a photographer and a videographer.
- Book an engagement photo session, especially if you plan to include a professional engagement picture with save-the-date cards.
- Hire a caterer.
- Hire a florist.
- Make arrangements for music to be played at the ceremony and reception, which might include booking a band or solo musician, hiring a DJ, and choosing songs.
- Reserve a block of hotel rooms for out-of-town guests. Be sure to ask about group rates.
- Send save-the-date cards to your guests. Include lodging information and maps.
- Shop for wedding rings.
- Select and order the wedding gown, leaving ample time for delivery and alterations.
- Shop for bridesmaids' dresses.
- Schedule wedding cake design appointments and tastings.
- Start planning your honeymoon.

Other Notes/Needs:

## 6 MONTHS PRIOR

- Finalize the guest list.
- Order invitations and other wedding stationery like place cards and thank you notes.
- Plan wedding-day beauty preparations. Ask your stylists if they can work at the wedding site.
- Hire your wedding day transportation.
- Plan the rehearsal dinner.
- Finalize your honeymoon plans. If traveling outside the country, arrange for visas, passports and inoculations.
- Select First Dance Song, Father Daughter Dance Song and Mother Groom Dance Song
- Decide on First Dance Wedding Lessons – ideally to start about 4-6 months prior to your wedding day. Discuss what you both want as a vision for your dance. Do you want Turns, Dips, Lifts; Should look and feel Confident, Natural, Elegant, Fun.....

## 4 MONTHS PRIOR

- Obtain a marriage license. Remember to bring all necessary documents with you.
- Order tuxedos for the groom and groomsmen.
- Meet with the caterer to review food and drink menus.
- Order the wedding cake.
- Order your wedding rings.
- Confirm the ceremony and reception music.
- Book a hotel room for the wedding night.
- If you plan on writing your own vows, start writing them now.
- Book and Start Dance Lessons for your first dance.

## 8 WEEKS PRIOR

- Mail the wedding invitations.
- Confirm all transportation plans.
- Do a hair and makeup run-through. Include your wedding veil, if applicable.

## 4 WEEKS PRIOR

- Work on seating arrangements for the reception.
- Finalize arrangements for out-of-town attendants and guests.
- Confirm details with the photographer, florist, and other vendors.
- Have final fitting for bridal gown and bridesmaids' dresses.
- Wedding First Dance Routine should now be finalized. Arrange final appointment. Practice daily.
- Communicate the rehearsal dinner details to those who will attend.
- Compile a list of the wedding vendors and wedding party, with contact information.
- Purchase gifts for the wedding attendants.
- Determine where the bride, groom, and attendants will dress for the ceremony.
- Write your rehearsal dinner toast.

## 1 WEEK PRIOR

- Place fees due on the wedding day in envelopes for easy distribution.
- Give the caterer a final head count.
- Appoint a trustworthy person to bring important items—such as the cake knife, toasting glasses, and guest book—to the reception.
- Appoint someone to act as an “organizer” to handle any last-minute problems.
- Review final details with the wedding party.
- Get beauty treatments such as a manicure, facial, massage, waxing, and brow shaping.
- Arrange to have two or three members of your wedding party/guests video your wedding dance on their cell phones. The more angles – the better.

## THE DAY BEFORE THE WEDDING

- Gather the following:
  - Something old, to symbolize continuity with family and heritage
  - Something new, to symbolize optimism and hope for the new life ahead
  - Something borrowed, from a happily married person, to symbolize marriage longevity
  - Something blue, to symbolize love and fidelity
- Confirm honeymoon arrangements.
- Pack for the honeymoon.
- Enjoy a relaxing day with family and friends.
- Attend the rehearsal and rehearsal dinner; give gifts to attendants.
- Give the rings and officiant’s fee to the best man.
- Try to get some rest.

## WEDDING DAY

- Relax and remain calm.
- Remember to eat something.
- Allow at least two hours to get dressed.
- ENJOY YOUR SPECIAL DAY AND THE BEGINNING OF A NEW LIFE TOGETHER!

## TWO WEEKS AFTER THE WEDDING:

- Send out Thank You Cards for gifts received - promptly!
- Make personal calls for those who really pitched in and/or helped out.
- Tuck away all your wedding memories for your anniversaries ahead.