



WEDDING PLANNING CHECKLIST

10 - 12 MONTHS

- Set date
- Set budget (**Check out our Budget Worksheet**)
- Research & visit venues
- Create a preliminary guest list - you will need this for when you are looking at venues
- Select and ask your Wedding Party
- Research potential wedding service providers (ie. photographer, florist, stationery, etc.)
- Hire wedding coordinator/planner
- Book Photographer/Videographer
- Choose Officiant/Minister
- Start wedding dress research
- Send Save the Dates - important if you're planning on having a lot of out of town guests
- Set Color Scheme/Wedding Style
- Create Wedding Website
- Optional: Have an engagement party*

NOTES



WEDDING PLANNING CHECKLIST

8 - 10 MONTHS

- Book Vendors
 - Caterer - Coordinate with them to meet with venue if they are not on the venues preferred vendors list
 - Bartender - if your caterer will not be providing or serving alcohol. If providing your own alcohol you will later need to apply for an alcohol permit.
 - Florist
 - Baker/Cake
 - DJ/Band
 - Musician
 - Decor Rental Company - if you need to rent decor items for ceremony/reception (linens, vases, extra tables/chairs, etc.)
- Shop for & order wedding dress
- Pick bridesmaid attire
- Choose groom and groomsmen attire
- Reserve hotel room blocks as needed. Ask for shuttle service availability especially if guests will be drinking. Ask for discounts.
- Book honeymoon - flights and accommodations
- Gather decor inspiration (review venue contract guidelines)
- Book pre-marriage courses - if required by church

NOTES



WEDDING PLANNING CHECKLIST

6 - 8 MONTHS

- Register for gifts
- Start planning your honeymoon (activities and excursions)
- Check passports are in date for honeymoon - order new ones if necessary
- Set-up menu with caterer
- Order bridesmaids dresses
- Send Save the Dates - if you didn't do so earlier
- Select and Purchase wedding invitations
- *Optional: Start planning Bachelorette and/or Bachelor parties - well you shouldn't, but rather the best man/bridesmaids/friends should*

NOTES



WEDDING PLANNING CHECKLIST

4 - 6 MONTHS

- Shop for groom's suit
- Rent groomsmen's formalwear
- Purchase shoes and start dress fittings
- Select music, prayers, readings for ceremony
- Select final bouquet/boutonniere styles, order flowers
- Select wedding day accessories (jewelry, undergarments, etc.)
- Select & Purchase wedding bands
- Book wedding transportation
- Attend pre-marriage counseling, if required
- Arrange travel vaccinations, if necessary
- Arrange a hair and make up trial
- Book hair and make up trial
- Book rehearsal and rehearsal dinner venue
- Check on wedding invitations
- *Optional: Book day-of brunch, Start planning bridal shower*

NOTES



WEDDING PLANNING CHECKLIST

3 - 4 MONTHS

- Verify playlist with DJ/Band
- Purchase gifts for bridal party, parents, and each other
- Purchase wedding favors for guest
- Purchase any décor items that will not be rented
- Finalize music, prayers, readings for ceremony
- Finalize list of people giving toasts
- Schedule second dress fitting
- *Optional: Order menu cards and programs*
- *Optional: Take dance lessons for first dance*

NOTES



WEDDING PLANNING CHECKLIST

2 MONTHS

- Mail invitations
- Attend additional dress fittings, as needed
- Decide outfits for flower girls and/or ring bearer
- Write thank you notes as gifts come in
- Make plans for getting ready day-of
- Select songs for dance and dances with parents
- Purchase guest book
- Finalize shot list with your photographer
- Confirm wedding night and honeymoon accommodations
- Purchase Special Event Liability Insurance and Host Liquor Liability and provide certificates to venue
- Prepare list of all vendors for venue for approval, along with any pertinent licenses, permits, and insurance certificates to provide to venue
- Schedule venue walk through and provide final vendor contracts for review

NOTES



WEDDING PLANNING CHECKLIST

1 MONTHS

- Apply for wedding license
- Schedule meeting to finalize Wedding Day timeline
- Collect outstanding RSVPs
- Give final headcount to caterer and bartender
- Pay outstanding balances to all vendors
- Complete DIY décor and organize transport to venue, if applicable
- Confirm beauty appointments
- Create table plan
- Mail rehearsal dinner guest lists

NOTES



WEDDING PLANNING CHECKLIST

1 WEEK

- Finalize seating plan
- Print place and table cards
- Get last pre-wedding haircut and/or color
- Schedule manicure, massage, waxing, etc.
- Supply day-of coordinator any last minute requests
- Pack wedding night bag
- Schedule call to finalize timeline & confirm timing/details with vendors
- Do full dress rehearsal (from underwear to veil)
- Pack for the honeymoon

NOTES



WEDDING PLANNING CHECKLIST

2 - 3 Days

- Groom** - Go to final fitting & pick up suit; Make sure best man and all groomsmen attend fitting and pick up suits
- Bride** - have gown pressed or steamed
- Have rehearsal and rehearsal dinner
- Share timeline with bridal party

NOTES