



## Wedding Planner Timeline

### **Plans 9 to 12 Months Prior**

- Figure out the budget for your event. These expenses will be for the entire wedding. Consider a planning consultant if you are having issues figuring this out. The budget should cover the theme of deco, the reception and all wedding related events leading up to the big day. You can always rely on friends or relatives to help you determine what will work best for you if you can not afford to budget in a consultant.
- Decide a date for your wedding. Be sure to consider the availability of the venues and services you plan to use.
- Put together your guest list. If you have people out of town, be sure to give them plenty of notification prior to invitations going out.
- Get the reception hall or tent reserved as soon as you have your date planned.
- Arrange and plan your wedding party. Be sure the bride and groom select their attendants. Also you will need to agree on a master and mistress of ceremony. They will be able to help with the planning and organization of details of your event so that they know what needs to be done on your big day.
- Think about the theme or mood your event. This will affect most of your choices for food, settings, flowers, entertainment and lighting for the reception. You can draw out plans that you like and be sure to keep all of your notes so you have reference during setup.
- You should start interviewing all of the companies that you would like to use for services at your event. Start with the caterer, DJ or band, florists and photographer/videographer or any rental companies you may use. Keep all estimates to compare and choose the best companies that you feel comfortable with.

### **Plans 5 to 7 Months Prior**

This is the time that you should have picked your companies that you would like to work with. Get all of your contracts signed and prices decided for each service. Be sure to read over each contract and save for reference purposes. Do not ever accept a verbal agreement or hand shake to secure your service.

- \* Choose your music whether a DJ or band for your reception.
- \* Book your photographer or videographer.
- \* Decide on your wedding theme colors.
- \* Shop and purchase your gown, shoes and accessories.
- \* Select the bridesmaids' dresses.
- \* Choose your caterer and food for the reception.
- \* Select your baker and order your cakes or other items you will also need.
- \* Select your florist and floral designs.
- \* Pick your honeymoon location. This is also the time to hire a travel agent if you need to for your destination. If you are traveling over seas, you should also apply for your passport or visas.
- \* Choose your invitations and visit the printer to get your orders in. Also don't forget to order your thank you cards that you will need to write.
- \* Shop with your fiancé to select your wedding rings.

### **Plans 4 Months Prior**

- Get your registry for gifts taken care of. Try national chain stores to accommodate your out of town guests.
- Be sure to have all of your rental items reserved. Waiting longer may limit your choices.
- Help the mothers coordinate and shop for their wedding day attire.
- Select a playlist for music to be played during the ceremony and reception.
- Plan the ceremony if there any special readings or prayers to read. If you are writing your own vows this would also be the best time to plan.
- Figure out your rehearsal dinner for your wedding party and any out of town guests. Choose your location and menu.
- Make any hotel arrangements for your guests. Reserve a block of rooms if you have several out of town people coming.
- Make an appointment for your gown fittings.
- Check into requirements for your marriage license.
- Make sure all of your contracts are complete with all of your service providers.
- Check in with the master and mistress of ceremony to go over all information.

### **Plans 3 Months Prior**

- Prepare maps to get to and from the ceremony and reception. If you need to prepare a map to the hotels for your out of town guests, this is also the time to do so.
- Start addressing and announcements. Select a special stamp from the post office. These do not go into the mail until 6 to 8 weeks out. This is a big job, so this is the time to get started.
- Check in with your caterer to give them a possible number of guests.
- Make sure your honeymoon reservations are all set.
- Make sure all of the bridesmaids have their gowns and have been altered. Also check in with the groomsmen to be sure they have been fitted for their tuxedos.
- It's a tradition to give gifts to each member of the wedding party. Now is the time to shop and make your selections.
- Get your going away outfit ready for traveling to your honeymoon destination.
- Write the wedding announcement. Be sure to check all spelling, punctuation and grammar.
- Make an appointment with photographer for a formal picture of bride and groom.
- Set up an appointment to have bride's hair done before photo.

### **Plans 2 Months Prior**

- Put your invitations and announcements in the mail.
- Have wedding portraits taken.
- Send bridal portrait and announcement to the newspaper to publish.
- Meet with DJ or band to go over precisely what you want and when you would like it played. Be sure to be very clear of you directions and favorite songs and lest favorites songs to be played.
- Go over plans for your rehearsal dinner.
- Purchase any special accessories to be worn on your wedding day attire.
- Make appointments for hairdresser, makeup artist or manicurist on wedding day. Check with bridesmaid on their needs as well on the day of.
- Finalize honeymoon plans.
- Get together necessary documents like, birth or baptismal certificates you may need for your marriage license.

### **Plans 1 Month Prior**

- Apply for marriage license.
- Bridesmaids have their final fittings done. Groomsmen have their reservations taken care of for their tuxedos.

- Check with your caterer to make sure your menu selections and service plans are finalized. If you are having formal dinner, work on your seating arrangement and place cards.
- Check with your florist to confirm dates and delivery times.
- Review wedding day transportation times. Be sure your drivers are clear of addresses and times along with number of passengers.
- Meet with photographer to talk about photos to be taken on wedding day. And any candid shots you would like at the reception.

### **Plans 2 Weeks Prior**

- Keep track of thank you notes for any wedding gifts that come in prior to event.
- Pick up wedding rings. Be sure they meet your specifications.
- Begin packing for your honeymoon.

### **Plans 1 Week Prior**

- Make final payments to all of your vendors.
- Designate a person to arrange wedding gifts at the reception and that will be in charge to get them delivered to proper location after reception.
- Wrap any gifts for your attendants to have them ready for rehearsal dinner.
- Purchase any travelers checks and reconfirm honeymoon travel and hotel plans.
- Place final payments in envelopes and label. Give to master and mistress of ceremony to hand out at the agreed time.
- Give final counts to caterer.
- Confirm that out of town guests are set with hotel, transportation and wedding day directions.

### **Plans Day Prior**

- Take time to relax. Do something for yourself.
- This is the day for your rehearsal and rehearsal dinner. Have a good time and enjoy!
- Turn in early to be rested for the next day.

### **The Wedding Day**

- Allow plenty of time for dressing, makeup and hair styling.
- If you are having photos taken prior to ceremony, allow plenty of time so you won't be rushed.
- Last but not least, enjoy your special day.

**Thank you for allowing B-n-T Tents Inc to help you with your special day.**