



WEDDING PLANNING CHECK LIST

Nine Months and Earlier

Announce your engagement

Select a date for your wedding

Hire a professional wedding consultant

Determine the type of wedding you want: location, formality, time of day, number of guests, etc.

Develop a record-keeping system for payments made

Consolidate all guest list: bride's, groom's, bride's family, groom's family, and organize as follows:

- * Those who must be invited
- * Those who should be invited
- * Those who would be nice to invite

Decide if you want to include children among guests

Select and reserve ceremony site

Select and reserve your officiate

Select and reserve reception site

Select and order your bridal gown and headpiece

Determine your color scheme

Send engagement notice with a photograph to your local newspaper

Buy a calendar and note all important activities: showers, luncheons, parties, get-togethers, etc.

If ceremony or reception is at home, arrange for home or garden improvements as needed.

Order passport, visa or birth certificate, if needed for your honeymoon or marriage license.

Select and book photographer



Select maid of honor, best man, bridesmaids and ushers (approx. one usher per 50 guests)

Six to Nine Months before Wedding

Select flower girl and ring bearer

Reserve wedding night bridal suite

Select attendant's dresses, shoes and accessories

Select flower girl's dress, shoes and accessories

Select and book caterer, if needed

Select and book ceremony musicians

Select and book reception musicians or DJ

Schedule fittings and delivery for yourself, attendants, flower girl and ring bearer

Select and book videographer

Select and book florist

Four to Six Months before Wedding

Start shopping for each other's wedding gifts

Reserve rental items needed for ceremony and reception

Finalize guest list

Select and order wedding invitations, announcements and other stationery such as thank-you notes, wedding programs, and seating cards

Address invitations or hire a calligrapher

Arrange accommodations for out of town guests

Start planning your honeymoon

Select and book all miscellaneous services, i.e. gift attendant, valet parking, etc.

Register for gifts



Purchase shoes and accessories

Begin to break in your shoes

Two to Four Months before Wedding

Select bakery and order wedding cake

Order party favors

Select and order room decorations

Purchase honeymoon attire and luggage

Select and book transportation for wedding day

Check blood test and marriage license requirements

Shop for wedding rings and engrave them

Consider having your teeth cleaned or bleached

Consider writing a will and/or prenuptial agreement

Plan activities for your out of town guests both before and after the wedding

Purchase gifts for wedding attendants

Six to Eight Weeks before Wedding

Mail invitations include accommodation choices and a map to assist guests in finding the ceremony and reception sites

Maintain a record of RSVPs and all gifts received. Send thank you notes upon receipt of gifts

Determine hair style and makeup

Schedule to have your hair, makeup and nails done the day of the wedding

Finalize shopping for wedding day accessories such as toasting glasses, ring pillow, guest book, etc.

Set up an area or a table in your home to display gifts as you receive them

Check with your local newspaper for wedding announcement requirements



Have your formal wedding portrait taken

Send wedding announcement and photograph to your local newspaper

Change name and address on driver's license, social security card, insurance policies, subscriptions, bank accounts, memberships, etc.

Select and reserve wedding attire for groom, ushers, father of the bride and ring bearer

Select a guest book attendant. Decide where and when to have guests sign in

Mail invitations to rehearsal dinner

Get blood test and health certificate

Obtain marriage license

Plan a luncheon or dinner with your bridesmaids. Give them their gifts at that time or at the rehearsal dinner.

Find "something old, something new, something borrowed, something blue, and a six pence (or shiny penny) for your shoe"

Finalize your menu, beverage and alcohol order

Two to Six Weeks before Wedding

Confirm ceremony details with your officiate

Arrange final fitting of bridesmaids' dresses

Have final fitting for your gown and headpiece

Finalize rehearsal dinner plans; arrange seating and write names on place cards, if desired

Make final floral selections

Make a detailed timeline for your wedding party

Make a detailed timeline for your service providers

Confirm details with all service providers, including attire. Give them a copy of your wedding timeline

Start packing for your honeymoon



Finalize addressing and stamping announcements

Decide if you want to form a receiving line. If so, determine when and where to form the line

Contact guests who haven't responded

Pick up rings and check for fit

Meet with photographer and confirm special photos you want

Meet with videographer and confirm special events or people you want videotaped

Meet with musicians and confirm music to be played during special events such as first dance

Continue writing thank-you notes as gifts arrive

Remind bridesmaids and ushers of when and where to pick up their wedding attire

Purchase the lipstick, nail polish and other accessories you want your bridesmaids to wear

Determine ceremony seating for special guests. Give a list to the ushers

Plan reception room layout and seating with your reception site manager or caterer. Write names on place cards for arranged seating

Make arrangements for the care of any pets you may have

The Last Week

Pick up wedding attire and make sure everything fits

Do final guests count and notify your caterer or reception site manager

Gather everything you will need for the rehearsal and wedding day

Arrange for someone to drive the getaway car

Review the schedule of events and last minute arrangements with your service providers

Confirm all honeymoon reservations and accommodations. Pick up/print tickets and travelers checks

Finish packing your suitcases for the honeymoon

Familiarize yourself with guests' names. It will help during the receiving line and reception



Have the post office hold your mail while you are away on your honeymoon

The Rehearsal Day

Review list of things to bring to the rehearsal

Put suitcases in getaway car

Give your bridesmaids the lipstick, nail polish and accessories you want them to wear to the wedding

Give best man the officiates fee and any other checks for service providers. Instruct him to deliver these checks the day of the wedding.

Arrange for someone to bring accessories such as flower basket, ring pillow, guest book and pen, toasting glasses, cake cutting knife and napkins to the ceremony and reception

Arrange for someone to mail announcements the day after the wedding

Arrange for someone to return rental items such as tuxedos slip and cake pillars after the wedding

Provide each member of your wedding party with a detailed schedule of events for the wedding day

Review ceremony seating with ushers

The Wedding Day

Review list of thing to bring to the ceremony

Give the groom's ring to the maid of honor. Give the bride's ring to the best man

Simply follow your detailed schedule of events

Relax and enjoy you wedding day!!