



# Wedding Planning Checklist

## 1 year before the wedding

- Get your engagement ring insured.
- Set up a wedding folder in your email and online.
- Buy a binder to save important documents and collect fresh ideas.
- Decide whether to use the services of a [wedding planner](#).
- Start to request rough quotes of every vendor.
- Discuss the [wedding budget](#) with all who will be contributing financially.
- Send this initial budget to all contributors as a reference.
- Choose your wedding date (have a second choice in mind).
- Research potential [venues](#) for both the service and reception and be sure to ask these important questions.
- Book the reception facility (they will likely have packages that include food & drink to choose from based on approximate guest list size)
- Research and arrange to meet with an officiant to book the wedding date.
- Avoid stress by eating right, joining a gym, and perhaps hiring a personal trainer.

**Tip:** In this early stage, be focused selecting and booking the service and reception site. Major sites are often booked a year ahead – especially if you plan to have a Saturday wedding.

## 9 to 12 months

- Find local [sample sales](#) or trunk shows in your area and book an appointment to look at dresses
- Visit bridal gown shops to check out dress options. Choose your gown and make a deposit
- Start curating your [guest list](#)
- Outsource and book your wedding photographer and videographer.
- Choose [musicians](#) and [DJ](#) and then meet with them to discuss music.
- Make a decision on a wedding caterer (if it's not included in your venue package)
- Choose your wedding theme, style and wedding colors. Get inspiration from our [photo galleries](#).

- Set up appointments with wedding florists to discuss [options](#).
- Choose your [bridal party](#). Here are some tips to consider!

**Tip:** The first months are all about doing your homework, collecting information, getting comparative costs and reviewing options and ideas. But it changed this past month. It was time to begin making decisions.

## 6 months

- Order bridesmaids' dresses and bridal accessories (hair pieces, shoes etc)
- Choose rental items (chairs, tables, linens, dinnerware, glassware, stemware etc)
- Visit with the officiant (again) to finalize the date and time of the ceremony and discuss any vows, religious requirements and music
- Get pass-ports in order and get any vaccinations that may be required for travel.
- Check out [wedding cake](#) options and visit designers.
- Set up your wedding registry.
- Discuss honeymoon plans, visit a travel agent and send away for brochures.
- Send out save-the-dates.

**Tip:** One of the most difficult aspects of planning a wedding, is arriving at a guest list that meets your budget and satisfies the bride, groom and parents! Have the approximate list in this time period and, next month, finalize it.

## 4 months

- Finalize the guest list.
- Order [invitations](#) and other stationery. (Don't forget a guest book and include registry info)
- Book hair & makeup consultation (be sure to bring pictures of the looks you want)
- Book your honeymoon.
- Arrange overnight accommodation for out-of-town attendants and guests.
- Decide on formalwear (tux, suit, casual button-down and slacks) for the guys.
- Register for premarital classes
- Schedule a rehearsal, preferably a few days or the week before the wedding.

**Tip:** As you negotiate with your vendors, see that everything, is in writing. This protects both parties. A verbal request doesn't carry any weight. If you make deletions or additions, confirm via email and print and keep copies.

### 3 months before the wedding

- Who is hosting the rehearsal dinner?
- Address invitations and mail invitations to arrive eight weeks before the wedding
- Finalize the reception menu. (Ensure you've taken into account any special food requirements or allergies)
- Groom: Order wedding attire for yourself and your attendants. Remember accessories: shoes, shirt stays, cuff links, pocket squares
- Remind bridesmaids about any alterations that need to be done- now is the time!
- Arrange for limousines or alternate transportation
- Order wedding favors

**Tip:** Today, most couples are dismissing tradition and hosting their own wedding or with both sets of parents making equal contributions. So the hosting of the rehearsal dinner is up for grabs!

### 2 months before the wedding

- Get the marriage license (without this, you can't legally get married)
- Bridal shower: write thank-you notes (keep a list of who gave you what)
- Write your vows (if you aren't saying traditional ones) and thank you speech
- Shop for wedding bands

**Tip:** All of the major decisions have been made. And, to save your sanity, once a decision is made, don't revisit it. MOVE ON.

### 1 month before

- Confirm honeymoon reservations. Leave a copy of your honeymoon itinerary with someone in case of emergency
- Have your final dress fitting
- Buy gifts for the groom and your groomsmen
- Buy gifts for the bride and your bridesmaids
- Create day of timetable (including directions for loading entrances and parking) and email to vendors
- Confirm details with all the vendors, such as arrival times and set up areas with the florist, photographer and musicians. Make sure they have your planner's contact info.

**Tip:** Do not do anything drastic to your hair or skin at this point. The last thing you want is to regret a new haircut, color or bad faux tanning experience this close to the wedding date.

### 2 weeks before the wedding

- Give a final head count to the caterer. This will involve calling guests who have not RSVP'd
- Create your seating chart. (if there are "politics" get your planner to assist to take off some of the pressure)
- Review all transportation arrangements
- Continue with thank-you notes

- Host a lunch or dinner for the bridesmaids and give them their gifts.
- Email your bridal party with details (date of rehearsal, times for every event, directions and transportation arrangements)
- Groom: have a dinner and give gifts to your attendants
- Start organizing your final payments for vendors (speak to your planner if you prefer them to give the payments out the day of the wedding)

### **1 week before the wedding**

- Once again, check final details and confirm the schedule with all of your vendors
- Bride & Groom: Pick up your wedding attire
- Advise best man and ushers regarding the rehearsal and any special seating arrangements at the service
- Have ONE day with zero wedding talk- just spend time together
- Pack gear for the honeymoon
- Designate one person to put together some light snacks and water for the bridal party on the wedding day (this is often overlooked, during pictures you will get hungry)

### **Your wedding day (Bride) {Here's what > NOT <to do!}**

- Start the day with a light breakfast. Food will help you keep calm and prevent light-headedness
- Give your cell phone to your maid of honor, it might end up being a source of anxiety.
- Have hair and makeup done
- Have pre-wedding pictures taken of you and your own family
- Arrive at the site 10 minutes before the ceremony. If you are travelling some distance, give yourself extra time. (Think about traffic!!)
- Be prepared to respond to a toast and don't forget to thank the parents and your wedding vendors

### **Your wedding day (Groom)**

- Speak with the best man and review his obligations – he must have in hand the ring
- Arrive 20 minutes prior to the ceremony.
- Be prepared to respond to a toast and don't forget to thank the parents.
- Perhaps phone the next day to thank all the parents.

**Tip:** Don't expect perfection from anyone! It's way too much pressure and something will go wrong, but no-one will notice except you. Just decide that you are going to relax and enjoy all of it. This is your once-in-a-lifetime moment.