

## Wedding Checklist

### One Year Before the Wedding

- Announce Engagement
- Hire wedding coordinator/consultant
- Find out local marriage license requirements
- Choose your wedding date (always have an alternate date(s) for booking purposes)
- Inform family and friends of chosen wedding date
- Create a Wedding Budget
- Decide who will pay for what
- Work with coordinator/consultant with online and phone research for dates, prices, and options
- Create an organization system for all wedding plans
- Begin to compile personal Guest List
- Request Guest List from parents
- Select and book Ceremony Location and Wedding Officiant
- Select and book Wedding Venue
- If having a home wedding / research permits and other requirements
- Create Rental needs list
- Research and book Rental Company
- Choose Wedding Party Attendants
- Decide on Wedding Attire
- Research and book Florist
- Research and book Caterer
- Research and book Bakery
- Research and book photographer and videographer
- Research and book ceremony and reception music
- Research and book transportation
- Begin looking at invitation options
- Notify work and arrange for time off
- Order/request special religious items

### Nine Months Before the Wedding

- Meet with officiant to discuss personalizing wedding ceremony
- Meet with caterer to discuss menu and set up requirements
- Meet with florist to design wedding flowers
- Research and book honeymoon
- Apply for passports and visas
- Finalize Guest List
- Order and send "Save the Date" cards
- Choose and reserve room block for out of town guests at nearby hotel
- Book honeymoon suite for wedding night
- Order invitations and create all inserts (maps, RSVP, hotel info)
- Order personal stationary
- Order wedding rings and have engraved if preferred
- Reserve rental items
- Determine facilities for special needs guests

### Six Months Before the Wedding

- Research and order guest favors
- Begin to plan the rehearsal dinner
- Begin to write wedding vows
- Select ceremony music
- Select wedding readings/songs
- Register for wedding gifts
- Send for name-change information
- Plan wedding weekend activities
- Research and book wedding hair and make-up

### Three Months Before the Wedding

- Obtain marriage license (check with local requirements)
- Review wedding invitation etiquette with wedding consultant
- Address invitations
- Order wedding programs
- Begin wedding attire fittings
- Have parents begin to choose their wedding attire
- Consult with wedding coordinator for updates and confirmations
- Consult with caterer and venue manager for updates
- Complete wedding vows
- Ask honored relatives or friends to perform a reading at the ceremony
- Submit song list to DJ/band
- Submit picture wish list to photographer
- Submit video wish list to videographer
- Finalize and book plans for rehearsal dinner
- Have trial hair and make-up appointments
- Two Months Before the Wedding
- Mail wedding invitations
- Complete wedding attire fittings
- Choose and purchase going-away outfit and honeymoon clothes
- Meet with ceremony musicians
- Formally ask a family member(s) or friend(s) to assist with attending guest book, programs
- Send for name-change documents (passport, credit cards, driver's license)
- Purchase gifts for each other
- Arrange for house and pet sitters

### One Month Before the Wedding

- Get marriage license
- Meet with the officiant to finalize ceremony
- Have Final Details Meeting at reception venue
- Coordinate with wedding consultant to develop wedding-day schedule
- Confirm honeymoon plans
- Confirm wedding night hotel reservations
- Get all of the out of town guests' arrival times at airport or train stations
- Get pre-wedding haircut and facial
- One last wedding attire fitting (if necessary)
- Begin to write thank-yous as gifts arrive
- Plan wedding day breakfast and lunch schedules
- Call guests who have not responded to get final count
- Create seating place cards and table numbers
- Pick up honeymoon travel tickets and information books
- Make up welcome letter/basket/bags for hotel guests
- Make seating chart for reception
- If home wedding / have septic tank pumped and air conditioner serviced
- Purchase the following items if being used
- Unity Candle / Sand Ceremony Vases and Colored Sand
- Garters
- Toasting Flutes
- Cake Knife and Server
- Guest Book
- Post Ceremony Toss-Its (bubbles, birdseed, bells) / decorate containers
- Candles
- Silk or dried Rose Petals
- Pillow for Ring Bearer
- Flower Attendant Basket(s)
- Aisle Runner

### Two Weeks Before the Wedding

- Confirm all wedding plans with your consultant, confirming date, time, place, final payments, and delivery/set up times
- Caterer (final headcount, special diet needs, children's and vendor meals)
- Bakery
- Photographer and Videographer
- Ceremony and Reception Musicians
- Officiant
- Ceremony & Venue Managers
- Transportation Company
- Rental and décor (final counts)

### One Week Before the Wedding

- Finalize schedule from rehearsal to reception with consultant
- Discuss wedding schedule with all involved
- Make final payments to all vendors or give final payments to wedding coordinator to distribute
- Assemble personal emergency bag
- Place tips in marked envelopes for wedding vendors and give to wedding coordinator to distribute
- If supplying own beverages, get help, shop for it
- Drop off wedding welcome letter/baskets/bags at hotel
- Pick up all wedding attire
- Pack for honeymoon
- Get travelers' checks
- Have a wedding party luncheon
- Plan special toasts
- Submit address change to post office
- Arrange for post office to hold mail

### The Day Before the Wedding

- Decorate site (if permitted)
- Lay out wedding day wardrobe and accessories
- Give printed directions to all family members and wedding party attendants
- Confirm wedding day times and locations for all wedding party attendants
- Arrange for placement of wedding gifts received at reception
- Get emergency cash
- Put cell phone, headset, charger, and back up batteries into emergency bag
- Gas the cars
- Get waxed and tweezed
- Stock up on wedding breakfast supplies – so important to eat!
- Take wedding license to rehearsal and give to officiant or coordinator
- For a home wedding / check lighting at night, turn off sprinkler system
- Get a good night's sleep

### The Wedding Day

- Eat and Drink – stay hydrated
- If home wedding / finish decorating, set up heaters or air conditioners, receive ice delivery
- Have lunch
- Have hair and nails done
- Get a massage
- Have photos taken at home
- Arrange for suitcases to get to hotel
- Make sure someone has the wedding rings
- Make sure someone has car keys
- Turn over all responsibility to your consultant and wedding team
- Relax and be present in every moment

### The Day After the Wedding

- This is for parents, friends, etc. of the bride and groom
- Supervise or ensure that all rentals are returned or picked up and get signed receipt
- Have rented wedding attire returned
- Hold day-after breakfast for guests and wedding party
- Transport guests to airport, train stations, etc. for return home

