

PLANNER

WEDDING CHECKLIST

DETAILS, DETAILS, DETAILS...

Use this handy checklist to help you plan a wedding filled with wonderful, stress-free memories!

10 to 12 months before

- Announce your engagement.
- Set a date for the wedding.
- Create a budget based on the style of wedding you want.
- Secure venue - ceremony and reception
- Select a color scheme.
- Choose a qualified wedding coordinator.
- Begin shopping for your gown, headpiece and accessories.
- Research event insurance
- Select and reserve:
 - Clergy
 - Photographer
 - Musician(s)
 - Store(s) for bridal registry
 - Caterer
 - Videographer
 - Florist
 - Linens

6 to 10 months before

- Decide on the number of guests and begin compiling a list with names and addresses.
- Select and order bridesmaids gowns and groomsmen's attire.
- Coordinate mothers' dresses and fathers' attire.
- Take engagement photos.
- Select music for ceremony and reception.
- Send your out-of-town guests information packets that include hotel, car rental, local attractions and other visitor information.
- Order your invitations, menus, signage, etc.
- Reserve rental items for ceremony and reception.
- Create wedding website.

4 to 6 months before

- Purchase your wedding rings. Order engraving.
- Arrange a time for and begin planning the wedding rehearsal.
- Finalize honeymoon plans.
- Order your wedding cake.
- Reserve transportation to and from the ceremony and reception.
- Decide on unique furnishings and details.

2 to 4 months before

- If you plan on having a wedding shower, discuss dates and themes with maid of honor and best man.
- Buy gifts for attendants, parents and fiancé.
- Purchase wedding shoes; begin breaking them in.
- Select ceremony readings and write personal vows.
- Consult with vendors to confirm contracts and be sure communication is clear and requests are understood.
- Select wedding extras: the guest book, ring pillow, favors, and of course, something old, something new, something borrowed, and something blue.

6 to 8 weeks before

- Confirm hotel reservations for out-of-town guests and your own wedding night.
- Mail the invitations. Include a map and travel and accommodation information.
- Confirm honeymoon travel plans.
- Pick up the rings and check the engravings.
- Have the final fittings for your gown and practice the bustle.
- Arrange to have the dresses pressed.
- Bridal portraits.

3 to 6 weeks before

- Create timeline of events and setup notes
- Get your marriage license.
- Plan seating arrangements at the ceremony and reception.
- Speak with the DJ/band about important musical song requests.
- Arrange for gown, bouquet and/or cake preservation.
- Have programs printed for the ceremony.
- Write thank-you notes as you receive gifts.

2 weeks before

- Prepare payment envelopes for fees and gratuities: clergy, soloist, hotel staff, etc.
- Put someone in charge of transporting gifts at the end of the event.

- Arrange health and life insurance policies or make changes to existing policies to specify new beneficiaries, etc.
- Submit change of address to the post office
- Give photographer and videographer list of "must-have" shots.
- Submit final guest count to the caterer and all details.

1 week before

- Review details and timetables with all vendors.
- Provide them a contact name, arrival time and where to set up.
- Write and mail a note to both sets of parents, thanking them for their love and support.
- Put together your wedding day emergency kit, including aspirin, antacid, bobby pins, safety pins and mints.
- Advise the ushering team of any unique seating arrangements.
- Prepare welcome bags.
- Cross-check Inventory List.

1 day ahead

- Greet out-of-town guests as they arrive or have someone meet them at the airport deliver ???
- Pack things to take to the wedding site.
- Give envelopes with fees and gratuities to assigned person for distribution.
- Deliver Welcome Bags.
- Rehearse the wedding and attend the rehearsal dinner.
- Give attendants their gifts at the rehearsal dinner.
- Find a quiet moment to exchange wedding gifts with your fiancé.
- Get a good night's sleep!

Day of the wedding

- Take a 20 minute walk before activities begin
- Allow plenty of time for dressing, makeup and hair styling.
- Give maid of honor and best man the appropriate wedding band.
- Gather all of your pre-packed belongings and head for the altar. Get there on time.

Enjoy your day!



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