



Fresh Tracks Catering

Wedding Planning Checklist

9-12 MONTHS OUT

- Set a budget
- Figure out a general style & theme for your wedding
- Find an organizational system that works for you
- Start looking for a venue – have a few dates in mind if you can as this can make booking your favorite easier
- Hire a wedding planner or day-of coordinator if desired
- Start a guest list & determine the size of your wedding
- **Interview & hire a caterer; determine your menu**
- Select your wedding party if you're having one
- **Research other vendors – officiant, photographer/videographer, pastry chef, band or DJ, florist etc.**

6-9 MONTHS OUT

- Start shopping for wedding attire (for yourself & your wedding party)
- Reserve your vendors – officiant, photographer/videographer, pastry chef, band or DJ, florist etc.
- Register for gifts
- **Plan your rehearsal dinner**
- Start planning the honeymoon (get passports & immunizations if needed)

4-6 MONTHS OUT

- Finalize guest list
- Order invitations
- Send out save the dates, if necessary
- **Reserve rental items for ceremony & reception**
- Research wedding favors
- **Finalize date, time & location of rehearsal dinner**
- Meet with officiant to go over ceremony
- **Arrange accommodations for out-of town guests if necessary**

2-4 MONTHS OUT

- Mail wedding invitations
- **Order wedding cake**
- Obtain marriage license or any other necessary paperwork
- Make sure the wedding party have bought their attire & accessories
- Start writing vows
- Obtain items to be used in the ceremony and/or at the reception: guest book, toasting glasses, cake knife, cake topper, unity candle etc.

6-8 WEEKS OUT

- Send rehearsal dinner invitations
- **Finalize menu with caterer**
- Do trial run of hair & makeup & make actual appointments for your wedding day
- **Schedule a walk through with the venue to go over details**
- Finalize details with all vendors
- **Reserve room for wedding night**

2-6 WEEKS BEFORE

- **Create seating plan for reception**
- Pick up wedding rings
- Print ceremony programs
- Buy gifts for your wedding party
- Consider welcome gifts for out of town guests
- Confirm all final payment amounts with your vendors
- Have final dress fitting
- Find something old, something borrowed, something blue
- **Plan rehearsal dinner seating**
- Book house sitter/pet sitter if needed for honeymoon

1 WEEK BEFORE

- Provide caterer with final guest count
- Confirm details with vendors
- Remind wedding party of schedule, arrival times etc.
- Check the weather – do you have a plan B if it's an outdoor wedding?
- Delegate who will take things out of your venue at the end of the reception (centerpieces, decorations etc.)
- Confirm honeymoon travel plans
- If providing welcome baskets for out of town guests, get them to the hotels

1 DAY BEFORE

- **Have a wonderful rehearsal dinner!**
- Get everything organized for tomorrow

- Get some sleep

THE BIG DAY

- Make sure all wedding accessories & décor has been dropped off
- **Eat a healthy meal**
- Relax and enjoy

The items in **BOLD** are just some of the things Fresh Tracks Catering can assist you with!