



Wedding Planning Timeline and Checklist

This is a standard planning timeline. It is written with the assumption that you will have nine to twelve months to plan and that you will hire This Moment Events. Some couples have several years to plan and some who have only a few months. Use this list as a guideline. Many of these items will apply to your situation, and some may not. When you hire TME, we will create a customized checklist with your planning schedule in mind.

∞ Denotes services that are available with This Moment Events

12 Months Before

- ___ Shop for and select engagement rings / bands, if you haven't already done so
- ___ Announce engagement and have an engagement party {This Moment Events can arrange ∞}
- ___ Finalize your wedding date and time
- ___ Decide on the style of your wedding ∞
- ___ Choose your wedding planning needs ∞
- ___ Create a preliminary budget ∞
- ___ Attend a consultation with This Moment Events ∞
- ___ Finalize your custom designed wedding package and pay deposit to This Moment Events
- ___ Review your budget with your Wedding Planner ∞
- ___ Decide how expenses will be shared
- ___ Have your engagement photos taken {optional}
- ___ Select bridal party and other attendants and ask them to participate in your wedding
- ___ Start a guest wish list to help your gauge how many people you will be inviting
- ___ Decide on a ceremony venue ∞ and pay deposit
- ___ Decide on a reception venue ∞ and pay deposit






Questions on how to best use this checklist?
Contact the TME team anytime for advice and guidance!

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Wedding Planning Timeline and Checklist






10 11 Months Before

- ___ Determine what customs and / or traditions, personalized vows, readings, and / or exchanges that you would like to include at the ceremony {i.e. lighting of unity candle, flowers to mothers, etc.}
- ___ Select and meet with wedding officiant with your Fiancé 
- ___ Select and meet with your caterer 
- ___ Select musicians for the ceremony {i.e. soloist, organist, etc.} 
- ___ Select musicians for the reception {i.e. band, DJ, etc.}
- ___ Select and meet with photographer 
- ___ Select and meet with videographer 

8 9 Months Before

- ___ Select and meet with florist and choose floral arrangements 
- ___ Select and meet with cake designer / baker 
- ___ Select and meet with transportation company for wedding 
- ___ Narrow down your guest list and start compiling current addresses and contact information
- ___ Sign up for premarital counseling, if required
- ___ Select and purchase wedding dress, headpiece / veil, shoes, lingerie and accessories 
- ___ Select bridesmaids' and flower girl dresses and accessories 
- ___ Start planning your honeymoon 
- ___ Select and order Save-the-Dates 

6 7 Months Before

- ___ Begin planning wedding day itinerary and reception program 
- ___ Select musical score 
- ___ Have bridesmaids and flower girl fitted with dresses
- ___ Have mothers of the bride and groom select their dresses
- ___ Sign up with a gift registry and select desired gifts 

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- ___ Finalize guest list with up-to-date contact information and addresses and provide to your Wedding Planner
- ___ Select calligrapher / invitations, announcements, other stationery ☞
- ___ Select rental needs {tents, tables, chairs, linens, candelabras, arches, etc.}
- ___ Pay any required deposits to vendors / suppliers
- ___ Book your honeymoon, update passports, obtain visas and inoculations required ☞
- ___ Select accommodations for out-of-town guests, if required
- ___ Book your wedding night suite ☞
- ___ Book dressing suite to get ready in on the day of the wedding, if applicable ☞
- ___ Provide all vendor / supplier contracts to your Wedding Planner for review ☞

5 Months Before



- ___ Order wedding stationery suite- invitations, RSVP cards, etc.
- ___ Select and order all flowers
- ___ Finalize theme, décor, etc, and select favors, table centerpieces, etc and provide to your Wedding Planner ☞
- ___ Finalize the selection of ceremony music and reception music and provide to your Wedding Planner and DJ and / or musicians ☞
- ___ Address Save-the-Dates and mail with the correct postage ☞
- ___ Prepare all maps and directions for the ceremony and reception ☞

4 Months Before




- ___ Review budget with your Wedding Planner to ensure you are on track ☞
- ___ Select your wedding rings and arrange for engravings, if you haven't already done so and if desired
- ___ Groom and Groomsmen : Select and get fitted for tuxedo or alternative formalwear and shoes ☞
- ___ Meet with caterer for tastings and to find out menu options ☞
- ___ Order wedding cake and groom's cake, if desired ☞
- ___ Arrange for emcee and other speakers {i.e. individuals making toasts} at the reception and provide their names and information to your Wedding Planner
- ___ Make arrangements for the planning of a rehearsal dinner / day after wedding brunch, if desired ☞
- ___ Finalize honeymoon details and make necessary reservations, if pending

Wedding Planning Timeline and Checklist









- ___ Assign and confirm wedding responsibilities {Wedding Planner, vendors, etc.} 
- ___ Make final music selections and review with musicians and/or DJ 
- ___ Have bridal gown fitting

3 Months Before

- ___ Make appointments for hair, nails, makeup, etc. 
- ___ Choose food / menu and beverage selections and provide final decision to your Wedding Planner and caterer 
- ___ Determine liquor needs, if required and provide the information to your Wedding Planner
- ___ Select any readings {and readers} for the ceremony and provide the information to your officiant and your Wedding Planner
- ___ Meet with the officiant to review the ceremony and finalize vows
- ___ Obtain the time and location of the rehearsal
- ___ Set dates and times with the officiant and ceremony site coordinator for the rehearsal 
- ___ Decide on which customs and/or traditions you would like to include at the reception {such as formal cake cutting, toasts, etc.} and provide your decision to your Wedding Planner
- ___ Design and order the programs for the ceremony and purchase guest book, if you haven't already done so
- ___ Shop for lingerie and honeymoon clothes




6 8 Weeks Before

- ___ Address invitations and add correct postage 
- ___ Pay any balances owed to vendors, as required
- ___ Have your follow-up wedding attire fitting
- ___ Have bridesmaids complete their follow-up wedding attire fittings
- ___ Plan and book rehearsal dinner 
- ___ Prepare mps and directions to the rehearsal dinner 
- ___ Prepare guest list for your Bridal Shower and provide to your Maid of Honor 
- ___ Select going away outfit
- ___ Confirm wedding cake details with the baker and florist, if necessary 
- ___ Send your announcement to the newspaper, if needed 




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4 Weeks Before

- ___ Obtain marriage license {within legal time period required}
- ___ Track gifts received and send out thank-you cards 
- ___ Pick up wedding rings and ensure they fit
- ___ Provide the photographer and your Wedding Planner with a list of photos to be taken
- ___ Provide instructions to the videographer and your Wedding Planner
- ___ Purchase and ceremony or reception accessories not provided by the rental company {i.e. garter, candles, toasting flutes, ring pillow, cake knife, etc.}
- ___ Begin planning the seating for the reception 
- ___ Provide emcee/DJ with a script or outline of wedding day itinerary 

3 Weeks Before

- ___ Provide contact information to your Wedding Planner of the guests who haven't yet sent in an RSVP 
- ___ Meet with your Wedding Planner to discuss seating plan for the reception
- ___ Prepare place cards and escort cards 
- ___ Go in for trial hair and makeup appointment(s)
- ___ Address announcements to be mailed on wedding day, if desired 
- ___ Bride and Groom: Prepare wedding reception toasts/speeches, if necessary
- ___ Complete all necessary name change forms and change of address cards, if needed
- ___ Continue writing thank you notes as gifts arrive




2 Weeks Before

- ___ Pick up your wedding rings, if you have not already done so
- ___ Have your final dress fitting
- ___ Bride and Bridesmaids: Pick up your gowns/dresses and all accessories {including veil, shoes, jewelry, etc.}
- ___ Pick up tickets, itinerary, traveler's checks, etc. for honeymoon
- ___ Arrange a Bridesmaid's luncheon and give gifts to attendants 
- ___ Arrange a Groomsmen's get together and give gifts to the attendants 
- ___ Call any guests who have not yet responded 

Wedding Planning Timeline and Checklist



1 Week Before

- Confirm EVERYTHING! 
- Florist
- Entertainment
- Photographer
- Videographer
- Officiant
- Cake Designer
- Caterer
- Emcee/DJ
- Transportation
- Ushers
- Musicians
- Guest Table Attendants
- Ceremony Site
- Reception Site
- Meet with your Wedding Planner to review all wedding plans
- Inform your Wedding Planner where gifts that are received on day of wedding are to be dropped off
- Pack for your honeymoon including clothes, toiletries, tickets, passports, visas, maps, guide books, traveler's checks, money, etc., if you have not done so already
- Pack your going away outfits, wedding night and next day clothes and toiletries
- Inform your Wedding Planner what to do with your floral arrangements after reception
- Provide a final guest count to the caterer and your Wedding Planner
- Finalize your seating arrangements and place cards 
- Review timeline with your Wedding Planner and those assisting at the ceremony and reception locations
- Finalize the rehearsal dinner
- Provide your Wedding Planner with any & all emergency phone numbers for vendors, bridal party & parents.
- Create a Wedding Day Emergency Kit 

Wedding Planning Timeline and Checklist



2 Days Before the Wedding

- ___ Groom and Groomsman: Pick up tuxedos/formalwear
- ___ Give gifts to parents and to each other, if desired
- ___ Pack all items you need to bring to the wedding ceremony {i.e. guest book, candles, etc.} to give to your Wedding Planner at the rehearsal
- ___ Get a manicure and/or massage ☞
- ___ Review and rehearse all details with the Wedding Party ☞
- ___ Confirm last minute details with hair stylist and makeup artist(s) ☞

Day Before Wedding / Day of Rehearsal

- ___ Attend rehearsal, being sure to address all questions and concerns with your Wedding Planner to be handled
- ___ Bring all items that are needed for the wedding ceremony and rehearsal and give them to your Wedding Planner {i.e. ring pillow, toasting flutes, etc.}
- ___ Give rings to Best Man and Maid of Honor for safekeeping
- ___ Attend rehearsal dinner
- ___ Attend bachelor/bachelorette parties, if planned ☞

Day of Wedding {Prior to the Ceremony}

- ___ EAT! Otherwise you might faint. It has happened before! ☞
- ___ Be sure to drink lots of water so you will not become dehydrated!
- ___ Take a long, relaxing bath {NO SHOWERS! The point is to relax, not rush!} or receive Spa Services
- ___ Allow yourself plenty of time to get dressed
- ___ Allow plenty of time for hair, nails and makeup appointments
- ___ Provide marriage license to the officiant
- ___ Start on time
- ___ RELAX! It's time to let your Wedding Planner take over the stress now.

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Day of Wedding {Ceremony and After}

___ Attend photo taking session after ceremony

Day of Wedding {Reception}

___ Have a good time!

After the Wedding

- ___ Drop off wedding dress at cleaners 
- ___ Return groom's formalwear attire
- ___ Arrange for pressing of flowers and preservation of gown 
- ___ Send wedding announcement to the newspaper, if desired 
- ___ Send out wedding announcement cards 
- ___ Send out thank-you cards for gifts 
- ___ Send out change of address cards, if needed 



Creating one of a kind events
with sparkle and soul.