



COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

12+ MONTHS BEFORE

- Choose an ideal wedding date
- Discuss and set a wedding budget
- Determine who will be contributing to the wedding budget
- Compile your wedding guest list
- Create a preliminary color palette for your wedding
- Discuss and decide on general ceremony preferences
- Research religious requirements for pre-marital counseling and other, as needed
- Research and book your wedding officiant
- Discuss general floral needs, floral & color palette preference
- Begin to collect inspirational design photos

9-12 MONTHS

- Collect guest list addresses
- Research and reserve room block for out of town guests
- Choose your bridesmaids, invite them to be in your bridal party
- Choose your flowergirl and ringbearer
- Choose your groomsmen, invite them to be in your bridal party
- Begin shopping for THE wedding dress
- Determine who will need wedding day styling services
- Start your wedding gift registry
- Review & note your stationery needs
- Review and confirm the recommended stationery timeline & RSVP date
- Start looking at wedding invitations and if you're planning for custom design, research stationery designer options
- Set general schedule outline (ceremony time, reception start time) in your Timeline
- Research & review ceremony venue options
- Book your ceremony venue and add the venue, contact information, invoice and payment details into your Vendor Team spreadsheet
- Research & review reception venue options
- Book your reception venue and add the venue, contact information, invoice and payment details into

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038

COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- your Vendor Team spreadsheet
- Begin premarital counseling, as needed
 - Confirm the wedding officiant and any payment details into your Vendor Team spreadsheet
 - Research photographer & package options
 - Book your photographer and add their contact information, invoice and payment details into your Vendor Team spreadsheet
 - Discuss general catering, menu & service preferences, food allergies
 - Research catering options and schedule tastings
 - Request preliminary menu proposals
 - Book Caterer and add their contact information, invoice and payment details into your Vendor Team spreadsheet
 - Draft the bar menu, detailing what non-alcoholic beverages as well as alcohol options that will be served at the wedding Discuss service details for the cocktail hour and reception
 - Review bar menu supplier options (Caterer, Bar Service or Self Provided)
 - Discuss ceremony & reception entertainment preferences
 - Discuss guest transportation preferences if needed, including pickup locations and schedule
 - Discuss bridal party transportation preferences as needed, including pickup locations and schedule
 - If separate transportation is required, discuss transportation for the bride to the ceremony
 - If separate transportation is required, discuss transportation for the groom to the ceremony
 - Discuss room layout, equipment needs and preferences
 - Research equipment rental options
 - Research floral designer options
 - Meet with floral designers to discuss the options and your event, request preliminary floral quotes
 - Book floral designer and add your floral designer's contact information, invoice and payment details to your Vendor Team spreadsheet
 - Decide on your ideal honeymoon vacation & begin researching options

6-8 MONTHS

- Send travel, hotel and destination information to out of town guests and create a wedding website that includes this information
- Research and purchase wedding insurance
- Send out thank you notes for any gifts received
- Order your wedding dress Add your bridal salon's contact information, invoice and payment

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038



COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- details into your Vendor Team spreadsheet
- Confirm the delivery date for your dress and schedule dress fitting appointments. Choose bridesmaids dresses and let them know to schedule fittings and order their dresses
 - Confirm that all bridesmaids have ordered their dresses
 - Help Mother of the Bride and Mother of the Groom select their dresses
 - Research and review options for hair stylist and makeup artists in your area
 - Book hair stylist and makeup artist. Add vendors, contact information, invoice and payment details into your Vendor Team spreadsheet
 - Fill out and complete your wedding gift registry, ideally before your engagement party
 - Create wedding website, if desired
 - Order Save the Dates, including your wedding website information or travel and destination information
 - Work on invitation wording, details and design
 - Finalize your invitation wording
 - Update your wedding website with travel and destination information, if you haven't already
 - Order wedding invitations, wedding announcements & thank you cards. Add vendor, contact information, invoice and payment details into your Vendor Team spreadsheet
 - Purchase required site/liability insurance, additionally insured requirements or permits for venue, if required
 - Research marriage license and blood test requirements, if applicable, for the location of your wedding
 - Schedule engagement photo session if desired
 - Schedule any extra photo sessions you may want, such as formal portraits, boudoir or trash the dress photos
 - Finalize menu and all service details. Track meal selections for your guests, add menu options for the Reception in your Guest manager
 - Confirm & order catering equipment rental needs for all items not covered by caterer
 - Discuss general wedding cake preferences (style, icing options, flavors & design)
 - Research bakery vendors
 - Schedule cake tastings and add them to your calendar
 - Assign bar supplier or confirm bar menu and bar supplies with caterer
 - Research entertainment options
 - Start the playlist for the ceremony, cocktail hour and reception
 - Discuss and decide on ceremony sound system preferences

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038

COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- Book ceremony entertainment & sound system and add the vendor(s), contact information, invoice and payment details into your Vendor Team spreadsheet
- Book reception entertainment and add their contact information, invoice and payment details into your Vendor Team spreadsheet
- Research transportation options
- Book transportation and add their contact information, invoice and payment details to your Vendor Team spreadsheet
- Set the transportation schedule Add the details to your wedding day Timeline
- Make parking arrangements or hire valet services, as needed for the ceremony and reception
- Post guest transportation information & schedule to wedding website, or include on invitation for transportation RSVP
- Design your preliminary layout
- Select tent style, if needed
- Select table shape and size
- Select linen
- Select chair style
- Select dance floor
- Select lighting
- Request preliminary equipment quote from your rental company
- Reserve equipment rentals for the wedding date and schedule equipment delivery, setup & breakdown based on the venue's parameters Add the rental company's contact information, invoice and payment details to your Vendor Team spreadsheet and add the setup and breakdown schedule to your wedding day Timeline
- Work through the details with your floral designer and update the floral proposal as needed
- Discuss general rehearsal dinner preferences & research options
- Establish the rehearsal dinner guest list & estimated guest count using our Guest Manager
- Confirm travel itinerary & book airline tickets Add details to your Calendar
- Research passport and visa requirements for your honeymoon location
- Reserve hotel rooms or vacation rental
- Research recommended vaccinations for the areas you will travel to

4-5 MONTHS

- Confirm hotel reservations for out of town guests and add additional rooms to your room block if

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038

COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- needed
- Consider Something Old, Something New, Something Borrowed, Something Blue
 - Select ring bearer's attire & shoes
 - Purchase lingerie & undergarment essentials before your first fitting
 - Choose accessories, such as shoes and jewelry, for your bridesmaids and purchase them or share the information with your bridesmaids
 - Select flower girl's dress & shoes
 - Purchase/Rent your tuxedo, suit or other formal attire Add vendor contact information, invoice and payment details into your Vendor Team spreadsheet
 - Purchase any tuxedo or suit accessories or other items you may need, such as a shirt, tie, cufflinks, pocket squares, etc
 - Select groomsmen attire and shoes, and share appropriate information such as providing measurements, fittings, etc if necessary
 - Select ring bearer's attire & shoes
 - Decide where you will be getting ready for the wedding
 - Set the wedding day styling schedule with your stylist Add the times and details to your wedding day Timeline
 - Research hair and makeup styles you love and create a Style Guide to share with your stylist
 - Select & order/engrave Bride's wedding band
 - Select & order/engrave Groom's wedding band
 - Pick up your wedding bands and confirm fit
 - Book your calligrapher, if desired
 - Address invitation envelopes or drop them off to your calligrapher
 - Select a wedding certificate, as desired
 - For Jewish weddings, order a Ketubah
 - For Jewish weddings, order yarmulkes
 - Discuss ceremony personalization / preferences with your officiant and select any ceremony readings
 - Confirm ceremony rehearsal time & location with your ceremony venue and officiant Add the ceremony rehearsal time to your Timeline
 - Determine whether you will serve or save the top tier
 - Book your wedding cake and add your baker's contact information, invoice and payment details into your Vendor Team spreadsheet
 - If desired, begin taking dance lessons or start choreographing the first dance
 - Book the getaway car

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038

COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- Confirm your rehearsal dinner location Add related vendor, contact and payment details to your Vendor Team spreadsheet Add the rehearsal and rehearsal dinner times to your wedding Timeline
- Order rehearsal dinner invitations as needed
- DecIde who will be inviting to the brunch and create the guest list using the Guest manager
- Reserve Brunch Location
- Add the Brunch schedule into your wedding Timeline
- Reserve wedding night accommodations, if desired
- For destination weddings, reserve rental car
- Obtain necessary paperwork and passports, update vaccinations as needed
- Reserve rental car

2-3 MONTHS

- Discuss any pre wedding gatherings, such as bridal shower or bachelorette party with your maid of honor
- Plan a bridesmaids luncheon or cocktails to thank your attendants for their help and support
- Confirm the delivery date for bridesmaids dresses, and add the date to your Calendar
- Purchase a veil or headpiece, if desired, before your final fitting
- Purchase shoes & foot comfort items, if needed, before your final fitting
- Purchase any items you'll need to accessorize your look: necklace, earrings, bracelets, a clutch
- Shop for your wedding shower outfit
- Shop for your rehearsal dinner outfit
- Shop for honeymoon outfits
- Discuss any pre wedding gatherings, such as a bachelor party, with your best man
- Purchase Shoes
- Get measured and schedule necessary fittings
- Schedule stylist trial session Add this appointment to your Calendar
- Get your teeth whitened
- Confirm that your insurance policy covers engagement rings, wedding bands & gifts
- Drop off your wedding bands for engraving
- Purchase ring pillow or alternative
- Take a complete, stuffed invitation to the post office and weigh for postage
- Visit the post office to send out wedding invitations, request for them hand cancel wedding invitations if possible, if desired

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038

COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- Begin to work on reception stationery design (ceremony program, menus, table cards, escort cards, place cards, etc)
- Confirm readers for the ceremony and share with them appropriate information
- Begin writing your own vows, if desired
- Review and decide on processional & recessional order and details
- Determine the ceremony standing order for the bridal party
- Start working on your ceremony programs
- Decide on place setting needs (charger, dishes, glassware, utensils, napkin fold, etc)
- Order Groom's Cake if desired
- Purchase a cake topper
- Make a plan to keep kids entertained at the reception, or determine child care needs, if needed, and research options
- Book child care provider or arrange for kids activities and update your child care vendor worksheet
- Share child care information with any parents attending, especially if you are planning on remote child care services, such as at a hotel room or other location
- Select favors & determine favor packaging/presentation & placement at the reception
- Choose Brunch Menu
- Order Brunch Invitations
- For destination weddings, plan any guest activities and update your Calendar and wedding website
- Research and book advance activities as needed

5-6 WEEKS BEFORE

- Arrange for welcome baskets or gifts for out of town guests
- Track RSVPs as they arrive
- Purchase guest book or alternative & guest book pens
- Purchase something to hold gift cards, such as a card box, basket or other
- Designate greeters to welcome guests at the receiving / welcome table and assist guests as needed
- Make necessary adjustments for insurance policies, including your health, automobile, homeowner's and life insurance policies and name your fiance as a beneficiary to your insurance policy and will
- Give a bridal shower guest list to your bridesmaids
- Purchase your garter, if desired
- Have your first dress fitting
- Give bachelor party guest list to your groomsmen

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038

COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- Purchase a wedding gift and card for the Bride
- Enjoy your bachelor party
- Send thank you notes for any gifts received at your bridal shower
- Record gifts & send thank you notes as wedding gifts arrive
- If you are moving, order change of address announcements
- Send wedding announcements to local newspapers
- Review & fill in the details of the wedding day schedule and program in your Timeline
- Make arrangements for an emcee & any speakers (toasts, etc) at the reception
- Have a final site walk through with vendors as needed
- For outdoor ceremonies, determine a contingency plan for inclement weather
- For outdoor receptions, determine a contingency plan for inclement weather
- Create a photo shot list for any group and family photos that can later be shared with your photographer
- Submit song selections and/or photos as requested by videographer
- Provide timeline and layout(s) to caterer and confirm catering arrival and set up schedule, add times and details to your wedding day Timeline
- Purchase or rent cake knife & server
- Purchase champagne toasting flutes, if desired
- Finalize the ceremony song list (prelude, processional, recessional & postlude) and share it with your Ceremony musician/band or DJ
- Finalize the reception song list (cake cutting, first dance, father/daughter dance, bouquet toss, last dance, etc) and share it with your reception DJ or band
- Finalize your reception song list (cake cutting, first dance, father/daughter dance, bouquet toss, last dance, etc) and share it with your reception DJ or band
- Purchase flowergirl basket(s)
- Purchase gifts and cards for your Maid of Honor and bridesmaids
- Purchase gifts and cards for your Best Man and groomsmen
- Purchase flowergirl & ringbearer gifts
- Purchase gifts for parents to thank them for their support, if desired
- Send out Brunch Invitations
- Reconfirm all honeymoon plans and reservations

3-4 WEEKS BEFORE

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038



COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- Follow up with guests who have not responded past the RSVP deadline
- Begin seating plan for the reception
- Confirm all final payment amounts with your vendors
- Share important wedding and rehearsal information with your bridesmaids, including timeline, directions, duties, etc
- Assign any Wedding Duties / Responsibilities to Bridesmaids as needed
- If you plan on changing your name, prepare name change documents to update all records
- If you will be moving, send change of address information to post office
- Have your second gown fitting
- Ask bridal salon or dress designer how to handle common spills and stains such as wine, food, lipstick/makeup, etc
- Break in wedding shoes by wearing them around the house
- Share important wedding and rehearsal information with your groomsmen, including timeline, directions, duties, etc
- Assign any Wedding Duties / Responsibilities to Groomsmen as needed
- Break in wedding shoes by wearing them around the house
- Get your haircut, if desired
- Have a trial session with your hairstylist and makeup artist
- Pick up Bride's wedding band, confirm fit & check inscriptions
- Pickup Groom's wedding band, confirm fit & check inscriptions
- Determine who will bring wedding bands to the ceremony, keep in mind the photographer may want to take photos of them before the ceremony
- Designate a trusted person to be responsible for gift cards & gifts at the end of the night
- Finalize, order or print reception stationery (ceremony program, menus, table cards, escort cards, place cards, etc)
- If you are planning on having a receiving line, determine who will be involved and their standing order
- Provide timeline, final layout, headcounts & vendor list to the ceremony venue, as needed
- Provide timeline, final layout, headcounts & vendor list to the reception venue, as needed
- Prepare marriage license application & any required paperwork
- Finalize your ceremony programs
- Finish writing your ceremony vows
- Designate ushers for the ceremony
- Confirm witnesses for the marriage license, if required

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038

COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- Purchase a suitable pen for marriage license or certificate signing, if you desire
- Obtain a marriage license
- Reconfirm and share all final details with your officiant, including your final ceremony outline, processional and recessional details, final reading selections and any personalized additions
- Submit final guest/meal count (which can be found by clicking on the Event Info & Options button in your Guest manager) and vendor count to caterer and reconfirm final menu, set up, seating details and timeline
- Adjust your cake order for your headcount and reconfirm delivery time and location with your baker
- Assign a designated person to retrieve your cake topper and take home any leftover cake
- Confirm beverage quantities and shopping list based on final guest count
- Purchase or order beverages and any necessary bar supplies your caterer is not providing (coolers, ice, cocktail napkins, garnishes, bar tools, etc)
- If you are providing your own beverages, designate someone to drop off all beverages to the catering company or reception site
- Assign designated person to take home any leftover beverages
- Assign designated person to bring plastic tubs or coolers to wedding for leftover beverages
- Confirm final guest count for guest transportation and reconfirm schedule and pick up location details with all transportation providers
- Update final layout based on your final guest count
- Update and finalize equipment order based on final guest count and reconfirm setup and breakdown schedule
- Adjust & finalize the floral order pending final guest count and confirm delivery, set up times and locations Add floral delivery and setup details to your wedding day Timeline
- If you plan to preserve your bouquet and other notables, make the necessary arrangements
- Decide what to do with centerpieces at the end of the reception If you're renting vases or other items from your floral designer, make a plan for the collection and return of any rental items
- Purchase favors and packaging
- Finalize the dinner and drink menu If you need to track meal selections for guests, add menu options for the Rehearsal Dinner by clicking on the Event Info & Options button in your Guest manager
- Send out rehearsal dinner invitations
- Share or email important rehearsal information (date, time, location, directions, etc) with your immediate family and bridal party

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038



COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- Track guest responses and follow up with anyone who hasn't responded
- Reconfirm all travel and hotel room reservations
- Designate someone to look after your home and pets, as needed, while you are away

2 WEEKS BEFORE

- Finalize seating plan for the reception
- Arrange for someone to drop off / set up the guest book and pens at the reception, or box and give them to your wedding planner
- Have your final gown fitting
- Schedule dress cleaning and preservation for after the wedding, if desired
- Confirm bridesmaids have dresses, shoes, and accessories
- Get a haircut, if needed
- Schedule additional beauty appointments (manicure/pedicure, massage etc) as needed and add them to your calendar and/or wedding day Timeline
- Reconfirm wedding day beauty appointments and make any final adjustments as needed
- Address and stamp wedding announcements
- Prepare your wedding toasts or thank you speeches
- Share timeline & program with family and bridal party
- Share vendor specific timelines and details with all vendors
- Review timeline & program with emcee & anyone who may be giving a toast or speech
- Confirm final guest count and reconfirm final details with restaurant
- Compose toasts for the rehearsal dinner
- Pick up travelers checks for the honeymoon
- Request a hold on mail and newspaper delivery while you are away
- Call stores to have registry gifts held until your return
- Provide your honeymoon travel itinerary to a family member and friend in case of an emergency

1 WEEK BEFORE

- Deliver or arrange delivery of welcome baskets or welcome gifts for out of town guests
- Prepare unpaid vendor balance payments due on the wedding day and any cash gratuities in marked envelopes for the wedding day, and give to your wedding planner or designated family member or the best man to distribute on the wedding day

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038



COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- Reconfirm and review wedding related duties with wedding day volunteers and helpers
- Print out vendor contact list and wedding weekend timeline
- For outdoor weddings, begin to watch the weather forecast
- Print your Aisle Planner wedding day packet and share with your wedding planner or designated individual
- Prep and pack all wedding items and supplies, with delivery labels and any instructions and give to your wedding planner or designated individual
- Pack a wedding day emergency kit for the unexpected
- Pack an overnight bag for the honeymoon suite and determine how it will get to the hotel
- Pick up your wedding dress & learn how to bustle the train
- Pick up your veil or headpiece, if you haven't already
- Show bridesmaid or family/friend how to bustle the train
- Have your dress pressed or steamed as needed
- Gather all of the important things for the wedding day (wedding dress, veil, shoes, jewelry, lingerie, etc)
- Pick up your suit or tuxedo and try it on to assure the perfect fit
- Confirm groomsmen have picked up their formal wear and have everything they need (socks, shoes, etc)
- Designate someone to return formal wear and rental items
- Clean your engagement ring, just before the wedding
- Give wedding announcements to an attendant to mail on the wedding day
- Pick up reception stationery and be sure that all escort cards are in alphabetical order and that place cards, table cards and personalized menus are arranged in order by table
- Review seating details with ushers and provide a list of guests as needed
- If you wrote your own vows, provide a copy to the officiant
- Reconfirm your photographer and provide them your timeline, location, shot list & additional detail information
- Provide change of address information to your photographer for photo or album shipment, if needed
- Reconfirm your videographer and provide them your timeline, location and other detail information as needed
- Provide change of address information to your videographer for DVD shipment, if needed
- Reconfirm all details, including date, location, timeline, etc with your ceremony, cocktail hour and reception entertainment
- Reconfirm all details, including date, location, timeline, total number of children, etc with your

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038



COMPREHENSIVE ABF WEDDING PLANNING CHECKLIST

- child care provider
- Wrap all gifts for the bridal party and parents and include a heartfelt note
- Assemble favors
- Arrange for someone to drop off the favors at the reception, or box and give them to your wedding planner
- Confirm final guest count and reconfirm final details with restaurant
- Pack for the wedding night and honeymoon
- Confirm transportation to the airport
- If you are departing immediately after the wedding, arrange for someone to pick up your wedding dress and other personal items from the hotel after your departure

1 DAY BEFORE

- Relax and enjoy the wedding day with some pampering (manicure/pedicure, massage, etc)
- Have beverage items delivered to the caterer or reception site
- Rehearse the ceremony and review any important wedding day information with family & bridal party
- Enjoy your rehearsal dinner
- Give bridal party and parents their gifts to thank them for their love and support

AFTER THE WEDDING

- Have your wedding dress and veil professionally cleaned and preserved
- Continue to work on and send thank you notes for any wedding gifts received
- Freeze the top tier of your wedding cake to enjoy on your first anniversary
- Have your bouquet preserved, if desired
- Have your wedding dress and veil professionally cleaned and preserved
- Continue to work on and send thank you notes for any wedding gifts received
- Write & send thank you notes to vendors
- If you are moving, submit change of address forms as needed
- Upon receipt of marriage certificate, continue with your name change process

Need Planning Assistance? We'd Love to Help!

A Beyoutiful Fête Events & Design

www.abeyoutifulfete.com

(202) 203 9038