

WEDDING CHECKLIST

WEDDING DATE _____

12-18 MONTHS OR UPON ENGAGEMENT

- Determine budget and contributors
- Create your guest list and begin collecting email and home addresses
- Choose wedding date/time of year
- Begin your venue search; staying flexible with the date is always helpful!
- Book your caterer if not included in the venue
- Hire your wedding planner/coordinator if desired
- Create a Pinterest board and discuss the overall theme
- Research and book your photographer and videographer
- Begin researching stationery designers if you plan to send save-the-dates
- Choose wedding party
- Start wedding dress shopping (12- 14 months)
- Start researching florists
- Choose dates for engagement party, bridal showers and other celebrations

12 MONTHS

- Send Save-The-Dates
- Book your florist
- Reserve hotel blocks for out-of-town guests if necessary (*most hotels do not reserve blocks more than one year out*)
- Hire your band/ DJ/ Musicians
- Search for bridesmaids dresses and/or formal wear for your wedding party (*menswear can wait a little longer*)

10-12 MONTHS

- Create a wedding website
- Start a wedding registry
- Book your officiant
- Work with your stationery designer on your invitation and day of event design
- Finalize guest list and populate addresses for printing
- Book your honeymoon if you are planning to travel

8-10 MONTHS

- Hire your pastry artist if you are planning to have a wedding cake/sweets table
- Hire wedding day transportation
- Select wedding accessories
- Begin choosing music for your special moments *ie. ceremony & first dance(s)*

6-8 MONTHS

- Finalize and order wedding invitations
- Consider day of stationery and hire your stationery designer if you don't already have one *ie. Seating chart, place cards, menus, signage*
- Book and confirm rehearsal date with officiant/venue
- Book your rehearsal dinner location
- Select and order menswear/groomsmen attire
- Research and order wedding favours

WEDDING CHECKLIST

WEDDING DATE _____

5 MONTHS

- Book your menu tasting
- Begin finalizing ceremony inclusions and details with your officiant
- Select and order gifts for each other and/or your wedding party

4-5 MONTHS

- Mail wedding invitations
- Book hair and make-up trials; *A tip is to book these on the same day as an event such as your bridal shower*
- Begin dress fittings
- Secure your menswear

3-4 MONTHS

- Create and adjust your seating arrangements as RSVPs come in
- Apply for your marriage license! *You can do this any time from 90 days before the wedding.*
- Finalize your ceremony script and write your vows
- Create a list of immediate family photos for your photographer

2 MONTHS

- Finalize your decor and rental numbers as your final guest count is solidified
- Begin reaching out to guests to confirm their RSVP
- Begin printing and assembling day of stationery
- Prep for and confirm all final vendor payment dates

2-4 WEEKS

- Finalize wedding day itinerary and send to all service providers/wedding party
- Confirm all seating arrangements and final floor plans
- Send caterer/venue final head count with meal choices, allergies and dietary requirements
- Send MC the itinerary and overview of speeches
- Confirm rehearsal plans and dinner
- Prepare tip envelopes and assign someone to hand them out

VENDOR MASTERLIST

- | | |
|--|--|
| <input type="checkbox"/> Ceremony Venue | <input type="checkbox"/> DJ/Musicians |
| <input type="checkbox"/> Reception Venue | <input type="checkbox"/> Officiant |
| <input type="checkbox"/> Planner/Coordinator | <input type="checkbox"/> Stationery Designer |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Florist |
| <input type="checkbox"/> Photographer | <input type="checkbox"/> Hair/Make-up |
| <input type="checkbox"/> Videographer | <input type="checkbox"/> MC |

WEDDING VENDOR LIST

CEREMONY VENUE

Vendor Name:

Location Address:

Contact Person:

Contact Info:

RECEPTION VENUE

Vendor Name:

Location Address:

Contact Person:

Contact Info:

CATERER

Vendor Name:

Contact Person:

Contact Info:

OFFICIANT

Vendor Name:

Contact Info:

PLANNER/COORDINATOR

Vendor Name:

Contact Person:

Contact Info:

DJ/MUSICIANS

Vendor Name:

Contact Info:

FLORIST

Vendor Name:

Contact Person:

Contact Info:

PHOTOGRAPHER

Vendor Name:

Contact Info:

HAIR & MAKE-UP

Make-up Contact Person:

Contact Info:

Hair Contact Person:

Contact Info:

VIDEOGRAPHER

Vendor Name:

Contact Info:

WEDDING BUDGET

TOTAL BUDGET _____

VENDOR/ITEM	TOTAL AMOUNT	DEPOSIT PAID	REMAINING

WEDDING BUDGET

TOTAL BUDGET _____

VENDOR/ITEM	TOTAL AMOUNT	DEPOSIT PAID	REMAINING