

WEDDING PLANNER CHECKLIST

When it comes to planning, being prepared is the key to a successful wedding. We've made it easy with our step-by-step wedding planner checklist! From engagement responsibilities to honeymoon plans, countdown to your special day in a fun, organized fashion. Check everything off of the list as the tasks are accomplished and add on as needed.

Nine to Twelve Months Ahead

- Announce your engagement
- Arrange a get-together for the families if they have not met.
- Set the date, time and place for your wedding.

- Choose Attendants (and ushers) for your wedding party.
- Plan your budget and how expenses will be divided.
- Estimate the size of your guest list.
- Reserve your officiant, ceremony site and reception hall.
- Book your photographer & videographer. Give them a checklist.
- Choose your bridal gown and headpiece.
- Plan for travel, passports, identification, etc.
- If plan to hire a wedding consultant, do it now.

Six to Nine Months Ahead

- Decide on a style & color theme.
- Order attendants gowns, shoes and choose wedding attire for men. Schedule the fittings.
- Book caterer.
- Book florist & select arrangements.
- Plan the music for ceremony.
- Hire a DJ or band for reception entertainment.
- Arrange for decorations.
- Consult your travel agent to make honeymoon plans and reservations.
- Order wedding rings.

Four to Six Months Ahead

- Choose other attendants. You'll need someone for the guest book, cake, punch, food, flowers, clean-up, etc.
- Purchase attendants gifts.
- Purchase bride and groom gifts.

- Select choose and accessories for the bride and bridesmaid.
- Make hotel reservations for out-of town attendants & guests.
- Take engagement pictures.
- Finalize guest list.
- Plan rehearsal dinner.
- Select your tableware, linens and gift choices at your favorite stores and websites and list them with the bridal registry.
- Order your invitations, inserts, placards, and thank-you notes.
- Plan for wedding party transportation. Hire limousine driver if necessary.

Two to Four Months Ahead

- Order cake.
- Order decorations and party favors.
- Purchase all wedding accessories such as a cake knife, wine glasses, tablecloths, guest book, ring pillow, etc.
- Start addressing invitations.
- Order wedding programs.
- Order liquor, beer and beverages for reception.
- Make final decisions for vows.

One to Two Months Ahead

- Mail out invitations 6 weeks prior to your wedding
- Start gathering RSVPs and determine amount of guests for the caterer.
- Send out thank-you notes for prior shower gifts.
- Verify all bookings.
- Plan the rehearsal and rehearsal dinner.
- Get your marriage license.
- Make copies of the rehearsal and wedding day schedule and give one to each attendant.
- Pick up your wedding rings.
- Make beauty appointments for hair, make-up and nails.

- Determine receiving line order, head table and immediate family seating for the reception.
- Plan your bridesmaids luncheon and bachelor/bachelorette parties.

One to Two Weeks Ahead

- Get everyone in for final fittings and make arrangements to pick up wedding attire.
- Make arrangements for someone to pick up the mail, newspaper and care for your plants & pets while you're on your honeymoon.
- Phone anyone who didn't RSVP and give your caterer the final number of guests.
- Address announcements if you plan on sending any out after the ceremony.
- Generally, the bachelor and bachelorette parties are one to two weeks before the ceremony. Have fun, but stay out of trouble!
- Check the weather forecast the week of your wedding and plan accordingly.

The Night Before - Rehearsal & Dinner

- Finish packing.
- Make a list of things to remember tomorrow.
- Deliver all wedding accessories, party favors, etc. to the ceremony and reception sites. Begin decorating if possible.
- Have the final payments ready.
- Go over itinerary and seating with attendants.
- Give your attendants their gifts after dinner.
- Instruct your attendants to eat properly and avoid alcohol before the ceremony to avoid any fainting spells.

Your Wedding Day

- Check your to-do list. Pack everything in your car. Don't forget your marriage license, rings, luggage, make-up, extra pantyhose, etc.
- Do any last minute arranging or decorating.
- Get to the ceremony site or church early and be ready at the time advised by your photographer.
- The bride should transfer her engagement ring from her left hand to her right.
- Don't worry about things beyond your control and enjoy your special day!