

WEDDING PLANNING CHECKLIST

12-18 MONTHS OUT

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|--|--|
| <input type="checkbox"/> SET A BUDGET | <input type="checkbox"/> CREATE A WEDDING EMAIL |
| <input type="checkbox"/> BRAINSTORM 3-5 DATES | <input type="checkbox"/> HIRE A WEDDING OFFICIANT |
| <input type="checkbox"/> RESEARCH AND VISIT VENUES | <input type="checkbox"/> DECIDE AND CHOOSE WEDDING PARTY |
| <input type="checkbox"/> BEGIN VENDOR RESEARCH | <input type="checkbox"/> DESIGN AND SEND SAVE THE DATES |
| <input type="checkbox"/> SET A WEDDING DATE AND TIME | <input type="checkbox"/> BOOK A VIDEOGRAPHER |
| <input type="checkbox"/> START BOOKING VENDORS | <input type="checkbox"/> BOOK A PHOTOGRAPHER |
| <input type="checkbox"/> DRAFT A GUEST LIST | <input type="checkbox"/> CREATE A WEDDING WEBSITE |
| <input type="checkbox"/> DECIDE YOUR STYLE OR THEME | <input type="checkbox"/> GET WEDDING INSURANCE |
| <input type="checkbox"/> ORDER SAVE-THE-DATES | <input type="checkbox"/> |
| <input type="checkbox"/> THROW AN ENGAGEMENT PARTY | <input type="checkbox"/> |
| <input type="checkbox"/> PICK MAID OF HONOR & BEST MAN | <input type="checkbox"/> |
| <input type="checkbox"/> HIRE A WEDDING PLANNER (IF DESIRED) | <input type="checkbox"/> |

9-11 MONTHS OUT

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| <input type="checkbox"/> SECURE CATERING + CREATE MENU | <input type="checkbox"/> CAKE TASTING + DECIDE ON CAKE |
| <input type="checkbox"/> BOOK ENTERTAINMENT (MUSIC/DJ) | <input type="checkbox"/> FINALIZE GUEST LIST |
| <input type="checkbox"/> BOOK CEREMONY | <input type="checkbox"/> BOOK HAIRSTYLIST |
| <input type="checkbox"/> RECEPTION VENUES | <input type="checkbox"/> BOOK MAKEUP ARTIST |
| <input type="checkbox"/> BOOK EVENT LIGHTING + RENTALS | <input type="checkbox"/> PLAN HOTELS/ACCOMMODATIONS |
| <input type="checkbox"/> BOOK FLORIST | <input type="checkbox"/> CREATE WEDDING REGISTRY |
| <input type="checkbox"/> SET ON WEDDING COLORS + THEME | <input type="checkbox"/> PLAN DECOR (CEREMONY/RECEPTION) |
| <input type="checkbox"/> DELIVER BRIDESMAID PROPOSALS | <input type="checkbox"/> |
| <input type="checkbox"/> TAKE ENGAGEMENT PHOTOS | <input type="checkbox"/> |
| <input type="checkbox"/> WEDDING DRESS SHOPPING + FITTINGS | <input type="checkbox"/> |
| <input type="checkbox"/> PURCHASE A WEDDING DRESS | <input type="checkbox"/> |

WEDDING PLANNING CHECKLIST

6-8 MONTHS OUT

- PLAN BACHELOR TRIP
- PLAN BACHELORETTE TRIP
- PLAN/BOOK HONEYMOON
- PURCHASE WEDDING BANDS
- DESIGN INVITATIONS
- DECIDE ON BRIDESMAID DRESSES
- DECIDE ON GROOMSMEN OUTFITS
- BOOK REHEARSAL DINNER VENUE
- BLOCK HOTEL ROOMS FOR TRAVELERS
- DECIDE ON WEDDING FAVORS
- DECIDE ON ATTIRE FOR ATTENDANTS
- FINALISE CAKE DETAILS
- PLAN OUT CEREMONY WITH OFFICIANT
- BOOK TRIAL WEDDING HAIRSTYLE
- BOOK TRIAL WEDDING MAKEUP
- BLOCK OUT HOTEL ROOMS
- COMPLETE WEDDING REGISTRY
- ORDER STATIONERY (PROGRAMS, MENUS, PLACE CARDS, THANK YOUS)
- PREPARE RSVP TRACKING SYSTEM

4-6 MONTHS OUT

- FINALIZE INVITATIONS
- PLAN REHEARSAL DINNER
- PURCHASE GROOMS ATTIRE
- BEGIN PLANNING BRIDAL EVENTS
- RESERVE WEDDING NIGHT ACCOMMODATIONS
- BEGIN PLANNING CEREMONY DETAILS
- PURCHASE NON-RENTAL ITEMS (NAPKINS, TABLE DECOR, ETC)
- FINALIZE WEDDING MENU
- ARRANGE TRANSPORTATION
- PICK WEDDING MUSIC
- REVISIT THE BUDGET
- ORDER GIFTS FOR FAMILY, BRIDAL PARTY, AND EACH OTHER
- PURCHASE WELCOME BAGS
- DESIGN FLOOR PLAN FOR RECEPTION
- BRAINSTORM FLOOR PLAN FOR COCKTAIL HOUR
- PLAN AND THROW BRIDAL SHOWER
- SCHEDULE DRESS FITTINGS

WEDDING PLANNING CHECKLIST

3-4 MONTHS OUT

- SEND OUT INVITATIONS
- PURCHASE DAY OF ACCESSORIES
- ASK FRIENDS/FAMILY ABOUT CEREMONY READINGS ETC.
SCHEDULE HAIR + MAKE UP TRIALS
- BOOK WEDDING REHEARSAL
- APPLY FOR MARRIAGE LICENSE
- ORDER STATIONERY (MENUS, SIGNS, ETC.)
- SCHEDULE REMAINING DRESS FITTINGS AND ALTERATIONS
- FINALIZE MENU WITH CATERER
- FINALIZE DECOR DETAILS
- FINALIZE FLORAL DETAILS
- FINALIZE WEDDING CAKE DETAILS
- CREATE SONG LIST FOR CEREMONY + RECEPTION
- DRAFT WEDDING DAY TIMELINE
- DRAFT SEATING CHART
- PLAN PHOTOGRAPHY SHOT LIST
- REVIEW CEREMONY WITH OFFICIANT
- FINALIZE CEREMONY AND RECEPTION DETAILS

1-2 MONTHS OUT

- BEGIN WRITING YOUR VOWS
- SEND REHEARSAL DINNER INVITES
- BACHELORETTE / BACHELOR PARTY
- CREATE CEREMONY PROGRAMS
- ORDER WEDDING PROGRAMS
- FINALIZE CEREMONY DETAILS WITH OFFICIANT
- PURCHASE OR MAKE A GUEST BOOK
- ATTEND DRESS FITTING
- BEGIN WRITING THANK YOU NOTES FOR SHOWER GIFTS
- SCHEDULE WALKTHROUGH WITH YOUR VENUES
- REVIEW SONG LIST WITH DJ/BAND
- CONFIRM HAIR + MAKEUP TIMES WITH BRIDESMAIDS AND ARTISTS
- SEND FINAL (VENDOR) PAYMENTS
- PURCHASE ALCOHOL (IF APPLICABLE)
- FINALIZE NUMBER OF TABLES + CENTERPIECES
- CONFIRM TRANSPORTATION + ACCOMMODATIONS

WEDDING PLANNING CHECKLIST

2 WEEKS OUT

- CONFIRM ALL RENTAL + FLORAL DELIVERY TIMES
- FOLLOW UP WITH GUESTS THAT HAVEN'T RSVP'D
- ATTEND FINAL DRESS FITTING
- FINALIZE SEATING CHARTS
- CONFIRM SHOT LIST WITH PHOTOGRAPHER
- CONFIRM VIDEOGRAPHER SHOT LIST
- HAVE ENGAGEMENT RING CLEANED
- PICK UP WEDDING DRESS
- CONFIRM REHEARSAL PLANS WITH ATTENDANTS
- DESIGNATE FRIENDS AND FAMILY TO TAKE HOME GIFTS AND DECOR AFTER THE WEDDING

1 WEEK OUT

- SEND OUT WEDDING DAY SCHEDULE
- CONFIRM HEADCOUNT WITH VENUES (INCLUDE VENDORS YOU'RE EXPECTED TO FEED)
- CONFIRM HONEYMOON RESERVATIONS
- PACK FOR HONEYMOON
- GATHER TRAVEL DOCUMENTS
- SEND TIMELINE TO ALL VENDORS, FAMILY, AND BRIDAL PARTY
- ARRANGE FOR SOMEONE TO RETURN RENTALS (TUX, CHAIRS, ETC.) POST-WEDDING
- CONFIRM RESERVATIONS FOR OUT OF TOWN GUESTS
- CONFIRM REHEARSAL DINNER DETAILS
- CONFIRM VENDOR DELIVERY, SET UP TIMES, CONTACT NUMBERS
- GET HAIR TOUCHED UP (TRIMMED AND/OR TONING)
- DISCUSS RECEPTION TOASTS AND A SMALL SPEECH WITH THE INDIVIDUALS OF YOUR CHOOSING

WEDDING PLANNING CHECKLIST

2 DAYS OUT

- REHERSE RECEPTION TOAST / SPEECH
- HAND OVER WELCOME ITEMS TO HOTEL
- PACK WEDDING DAY ESSENTIALS' BAG
- GET A MANI AND PEDI FROM YOUR FAVORITE SALON
- GET SPRAY TAN (IF DESIRED)
- FINALIZE WEDDING VOWS
- BREAK IN WEDDING SHOES
- ATTEND FINAL SUIT OR TUX FITTING
- STEAM WEDDING DRESS
- DROP OFF TABLE PLACE CARDS, ESCORT CARDS, GUEST BOOK, AND ANY RECEPTION EXTRAS TO VENUE MANAGER/COORDINATOR
- DROP OFF AISLE RUNNER, CANDLES/LANTERNS, ETC. AT CEREMONY SITE
- PACK WEDDING-DAY EMERGENCY KIT

THE DAY BEFORE

- STEAM BRIDESMAIDS DRESSES
- ATTEND REHEARSAL + REHEARSAL DINNER
- GIVE RINGS TO BEST MAN
- FINISH PACKING FOR HONEYMOON
- DOUBLE-CHECK CONTENTS OF OVERNIGHT BAG FOR WEDDING
- SET ASIDE CHECKS/CASH FOR VENDOR TIP
- GIVE VENDOR CONTACT DETAILS TO BEST MAN AND MAID OF HONOR
- APPOINT LAST MINUTE WEDDING DAY DUTIES
- GET A GOOD NIGHT'S SLEEP!

WEDDING PLANNING CHECKLIST

WEDDING DAY

- EAT A LIGHT, HEALTHY BREAKFAST
- MEDITATE TO CALM THE NERVES
- ENSURE ALL VENDORS HAVE ARRIVED AND ARE SET UP
- CONFIRM MUSIC AND SOUND SYSTEM
- ENSURE RINGS AND VOWS ARE READY AND SECURE
- SET UP GIFT TABLE AND AREA
- REVIEW AND PRACTICE YOUR VOWS
- STAY HYDRATED!

POST-WEDDING CHECKLIST

- ORGANIZE GIFTS AND CARDS
- WRITE AND SEND THANK YOU NOTES
- RETURN / CLEAN ANY RENTED OR BORROWED ITEMS
- PRESERVE WEDDING ATTIRE (CLEAN AND STORE WEDDING DRESS)
- FREEZE TOP LAYER OF WEDDING CAKE (IF PART OF YOUR TRADITION)
- CLEAN AND STORE WEDDING ACCESSORIES
- CREATE/UPDATE YOUR WILL
- DONATE / SELL UNUSED WEDDING ITEMS
- CLOSE YOUR WEDDING REGISTRY
- SETTLE ANY OUTSTANDING VENDOR PAYMENTS
- LEAVE REVIEWS FOR VENDORS
- TAG AND GIVE CREDIT TO VENDORS ON SOCIAL MEDIA
- PICK UP AND STORE MARRIAGE CERTIFICATE
- REVIEW AND SHARE WEDDING PHOTOS
- LEGALLY CHANGE YOUR NAME
- REVIEW AND UPDATE INSURANCE POLICIES