

# WEDDING PLANNING CHECKLIST 101

## UP TO ONE YEAR BEFORE, STARTING \_\_\_\_\_, 20\_\_

- Define the budget
- Hire a wedding planner
- Set the date and pick the location
- Choose the wedding party
- Determine the guest list
- Decide on wedding look and feel
- Send save-the-date cards or emails
- Design wedding website

## EIGHT MONTHS BEFORE, OR BY \_\_\_\_\_, 20\_\_

- Research and book photographer
- Research and book videographer
- Research and book florist
- Research and book caterer (if not included at venue)
- Shop for and order wedding dress
- Research and book band or DJ
- Plan honeymoon

## FOUR MONTHS BEFORE, OR BY \_\_\_\_\_, 20\_\_

- Shop for and order bridesmaid dresses
- Coordinate male attire
- Register for gifts
- Order invitations (and book calligrapher)
- Prepare necessary paperwork
- Reserve transportation
- Book rehearsal space
- Reserve rehearsal dinner location
- Order the cake
- Order the flowers
- Buy wedding rings

## THREE MONTHS BEFORE, OR BY \_\_\_\_\_, 20\_\_

- Finalize catering order
- Plan "day-of" timeline
- Write vows
- Book hairdresser
- Book makeup artist
- Order gifts for wedding party
- Order or start making favors

## TWO MONTHS BEFORE, OR BY \_\_\_\_\_, 20\_\_

- Address and mail invitations
- Finalize music playlist
- Finalize photo shot list
- Print programs and/or menu cards
- Prepare "day-of" emergency kit

## ONE MONTHS BEFORE, OR BY \_\_\_\_\_, 20\_\_

- Get marriage license
- Confirm all vendors
- Final dress fitting
- Catch up on thank-you notes

## THREE WEEKS BEFORE, OR BY \_\_\_\_\_, 20\_\_

- Confirm RSVP list
- Plan reception seating

## TWO WEEKS BEFORE, OR BY \_\_\_\_\_, 20\_\_

- Pay outstanding bills.
- Prepare "day-of" checks and tip envelopes.

## ONE WEEK BEFORE, OR BY \_\_\_\_\_, 20\_\_

- Personal care appointments
- Pick up wedding dress
- Confirm that groom and wedding party have their outfits.
- Pack for honeymoon.
- Give instructions to transportation service(s).
- Distribute schedule and contact list.
- Double-check with all vendors.
- Give guest count to caterer by \_\_\_\_\_, 20\_\_.
- Rehearsal and dinner
- Buy gift for your groom
- Collect special items for ceremony

