



## Your Event, Your Way LLC

Wedding Planning Checklist

330.550.7628

### 12-15 Months before the Wedding

- ✚ Announce engagement to family and friends
- ✚ Envision wedding with partner and both sets of parents
- ✚ Create binder for ideas and paperwork
- ✚ Determine budget and who's contributing
- ✚ Pick wedding date
- ✚ Create guest list
- ✚ Hire wedding consultant (optional)
- ✚ Meet with officiant
- ✚ Research vendors
- ✚ Look for wedding dress

### 9-11 Months before the Wedding

- ✚ Choose attendants'
- ✚ Order wedding gown and attendants' dresses
- ✚ Select ushers
- ✚ Book ceremony and reception sites
- ✚ Choose caterer and start planning menu
- ✚ Book rental items (table, chairs, linens, etc)
- ✚ Book cake designer
- ✚ Book photographer and videographer
- ✚ Book band or DJ
- ✚ Book limousine service
- ✚ Book florists
- ✚ Begin plans for the honeymoon

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### 6-8 Months before the Wedding

- ✚ Update or purchase visas or passports
- ✚ Choose wedding stationery
- ✚ Send save-the-date cards
- ✚ Set appointment for engagement portraits
- ✚ Send engagement announcement to newspaper
- ✚ Wedding gift registries
- ✚ Plan beauty preparations (hair, nails, make-up)
- ✚ Dance lessons (first dance as husband & wife)
- ✚ Plan bridal shower
- ✚ Discuss rehearsal dinner

### 3-5 Months before the Wedding

- ✚ Purchase wedding rings
- ✚ Marriage license requirements
- ✚ Schedule dress fittings
- ✚ Bridal shower party
- ✚ Order invitations
- ✚ Mother's order their gowns
- ✚ Pick out groom & groomsmen attire
- ✚ Choose gifts for wedding party
- ✚ Choose favors
- ✚ Reserve accommodations for wedding night
- ✚ Reserve accommodations for out-of-town guests
- ✚ Book venue for rehearsal dinner

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### 6 Weeks-2 Month before the Wedding

- ✚ Send out invitations
- ✚ Obtain marriage license
- ✚ Prepare ceremony programs
- ✚ Work on wedding vows (if writing your own)
- ✚ Discuss service with officiant
- ✚ Send thank you cards (bridal shower and as gifts arrive)
- ✚ Have final dress fittings (bride, mother's, attendants')
- ✚ Purchase accessories (shoes, stockings, cake knife, guest book, etc)
- ✚ Make appointment with hairdresser and make-up artist (practice session)
- ✚ Confirm ceremony and rehearsal dates and times
- ✚ Groom & groomsmen measurements for tuxedos
- ✚ Finalize menus
- ✚ Plan attendants' luncheon party
- ✚ Prepare the necessary documents for name change
- ✚ Send change-of-address information to post office
- ✚ Contact local newspaper for wedding announcement
- ✚ Finalize all details with vendors through wedding consultant

### 3-4 Weeks before the Wedding

- ✚ Have formal portrait taken
- ✚ Submit wedding announcement to newspaper
- ✚ Pick up wedding rings
- ✚ Meet with officiant
- ✚ Finalize ceremony details
- ✚ Create song list for ceremony and reception
- ✚ Confirm honeymoon reservation
- ✚ Finalize rehearsal dinner plans
- ✚ Send rehearsal dinner invitations
- ✚ Work on reception seating plan
- ✚ Finalize flowers with florist
- ✚ Prepare welcome baskets and arrange for delivery to guests' hotel room
- ✚ Select wedding gifts (Bride & Groom)

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### 1-2 Weeks before the Wedding

- ✚ Pick up wedding gown and final fitting
- ✚ Confirm final details with wedding consultant and service providers
- ✚ Follow up with guests who have not RSVP'd
- ✚ Finalize seating chart and make place cards
- ✚ Final fitting for groom and groomsmen
- ✚ Finalize honeymoon plans and pack
- ✚ Bachelorette party

### The Day before the Wedding

- ✚ Confirm transportation to ceremony and reception
- ✚ Manicure and pedicure appointment
- ✚ Wedding consultant will direct wedding rehearsal
- ✚ Hold rehearsal dinner
- ✚ Give best man wedding rings and marriage license

### Your Wedding Day!

- ✚ Eat a small breakfast
- ✚ Relax with your attendants' while getting dressed
- ✚ Go to the ceremony site
- ✚ Wedding Consultant take care of details for ceremony and reception
- ✚ Walk down the aisle
- ✚ You are finally married!!

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