

# The Checklist

You've said "yes," now it's time to plan! Here is a timeline of important to-dos to help you stay on schedule and make your big day worry free.

## 10-12 MONTHS *Before Your Wedding*

- Set a wedding date.
- Set budget.
- Hire wedding coordinator, if desired.
- Reserve ceremony and reception sites.
- Research photographers, bands, caterers, florists, rentals, officiants, etc.
- Book your officiant.
- Compile guest list, and organize addresses.
- Choose a color scheme.

## 6-8 MONTHS *Before Your Wedding*

- Choose your bridal party and attire.
- Shop for a dress, shoes, and accessories.
- Book hotel rooms or reserve a block of rooms for out of town guests.
- Reserve music for ceremony and reception.
- Select your photographer and videographer.
- Book a florist.
- Envision reception food.
- Order wedding cake.
- Register for gifts.
- Contact rental companies if you need to rent anything for the ceremony or reception, such as chairs, tables and a tent.
- Send save-the-date cards, if using.

## 4-6 MONTHS *Before Your Wedding*

- Order your wedding stationery.
- Secure your transportation: Arrange for guests without cars to be picked up from the airport.
- Book a hotel room for day of prep and wedding night.
- Reserve any rentals needed for ceremony and/or reception.
- Book the rehearsal dinner venue.
- Book your honeymoon.
- Hire a hair stylist and makeup artist and reserve trials.
- Order bridesmaid dresses.

## 2-4 MONTHS *Before Your Wedding*

- Have bridal portraits taken.
- Discuss details of menu with hotel or caterer.
- Select and prepare your ceremony service with officiant.
- Schedule the rehearsal time.
- Mail out your invitations.
- Hire a calligrapher, if you want your invitations professionally addressed.
- Shop for wedding rings.
- Rent the men's formalwear.
- Purchase gifts for parents, attendants and each other.

## 1-2 MONTHS *Before Your Wedding*

- Buy a guest book.
- Obtain your marriage license.
- Dress fitting with veil, shoes, and accessories. Don't forget to break in your wedding shoes!
- Confirm final guest count with vendors.
- Prepare a seating plan.
- Prepare toasts for rehearsal dinner and wedding reception.
- Make last-minute adjustments with vendors.
- Create a wedding program to hand out to guests.
- Order and plan in-room welcome baskets for out-of-town guests.
- Pre-plan for attendants to take the bride's gown for cleaning and return the groom's tux to the rental shop.

## 1-2 WEEKS *Before Your Wedding*

- Review final RSVP list and call any guests who have not yet sent a response.
- Prepare tip and payment envelopes for Officiant and vendors.
- Deliver welcome baskets to the hotel concierge; include names and delivery instructions.

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