



# Wedding Planning Checklist Guide

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For The Wedding Of:

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To:

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Date:

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Venue:

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# Calendar Checklist

The following is a checklist of an ideal timetable to use as a guide. Print and check things off as they are completed...

## Nine months and earlier...

- Choose a wedding date (you may have to check vendor availabilities)
- Discuss a budget and how the expenses will be shared
- Establish the style of your wedding, location, number of guests, and formality
- Decide who must be invited, who should be invited and those who would be nice to invite
- If hiring a wedding planner, enlist in their services
- Collect ideas by creating a binder with ideas, photos, worksheets, etc
- Make initial contact with vendors
- Reserve wedding and reception venues and make catering contacts if applicable
- Meet with clergy member, or officiate and schedule pre-marital counselling
- Hire a photographer/videographer
- Select and order bridal gown and accessories

## Six To Eight Months Before...

- Begin shopping for Bridesmaids dresses
- Select a flower girl and a ring bearer
- Select and book a DJ or a band

- Select and book a florist
- Interview and select cake designer, sample cake flavours
- Make arrangements for transportation to and from the wedding and reception, including hiring a limousine, party bus etc
- Purchase invitations and thank you cards

#### Four to Six Months before...

- Place final order for bridesmaids' gowns and accessories
- If needed, reserve any rental equipment for the wedding day (chairs/tables; tents; glassware etc)
- Finalize flower arrangements
- Shop for an purchase wedding bands
- Select grooms and groomsmen attire, place order for tuxedos
- Research and reserve rehearsal dinner location
- Schedule makeup and hair trials
- Meet the venue wedding specialist to finalize menus, table numbers, etc
- Meet with wedding officiate to review details for the ceremony
- Draft a seating plan

#### Two to Four Months before...

- Begin rough schedule for the wedding day (Ceremony, speeches, first dance etc)
- Send out invitations (six weeks before the wedding and eight weeks for out-of-town guests)

- Finalize accommodations & where the bride/groom will get dressed
- Purchase gifts for wedding party and groom/bride
- Select and purchase favours
- Finalize rehearsal dinner location and attendees
- Select any special readings and choose readers if necessary
- Begin writing personal vows if applicable
- Finalize music selection with DJ/band
- Apply for marriage license

*Two to Six Weeks before...*

- Get the marriage license (be sure to have all documents needed)
- Prepare a photo/video shot list, listing all important family and guests
- Final bridal dress fitting
- Finalize seating arrangement for the reception
- Confirm ceremony details with the officiate
- Reconfirm Bride's dressing room and accommodations
- Make a detailed timeline for your wedding party and parents
- Contact guests who haven't responded
- Send final payments to vendors
- 'Break in' wedding shoes at home

### 1 Week before

- Appoint someone to act as an organizer to handle any last minute problems
- Give final guest counts to caterer/venue
- Pick up bridal gown and accessories
- Pack an emergency kit for the wedding day (including safety pins, needle and thread, bobby pins, tissues, band aids etc)
- Pick up grooms' and groomsmen attire
- Give your marriage license to the officiate

### On the Wedding Day...

- Eat a healthy well balanced breakfast
- Remember to wear a button-down shirt for hair and makeup appointments
- Give wedding bands to the Best Man/Maid of Honour
- Enjoy the day!