

# On-the-Go Productions

## Wedding Planner Checklist



### 12+ Months

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Have fun announcing your engagement!

- ☐ Choose a date (or up to 3 so you can be flexible).
- ☐ Talk budget and decide who's contributing what.
- ☐ Discover your wedding style.
- ☐ Choose your wedding party:  
maid of honor, bridesmaids, best man, groomsmen,  
flower girl and ring bearer.
- ☐ Create a wedding website.
- ☐ Get engagement ring insured and consider purchasing  
wedding insurance.
- ☐ Begin compiling a guest list.
- ☐ Explore ceremony and reception venue options.
- ☐ Start assembling a team of wedding pros:  
planner, photographer, videographer, caterer, florist,  
and musicians.
- ☐ Browse wedding dress and veil styles.
- ☐ Get engagement photos taken.

### 10-11 Months

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- ☐ Choose bridal party attire and accessories.
- ☐ Reserve ceremony and reception venues.
- ☐ Book officiant.
- ☐ Hire photographer, videographer, caterer,  
DJ/band, florist, and planner.
- ☐ Mail your Save the Dates.
- ☐ Purchase wedding dress, veil and undergarments.
- ☐ Establish a fitness routine if you desire.
- ☐ Establish a skin care/beauty routine if you desire.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## 8-9 Months

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- ☐ Find 3 hotels (at different price points) for out-of-town guests.
- ☐ Browse wedding invitation designs and coordinating stationery (Enclosures, Programs, Menu Cards, Thank Yous, and Favors).
- ☐ Refine guest list.
- ☐ Create gift registries at 3 national retailers.
- ☐ Begin planning honeymoon.
- ☐ \_\_\_\_\_

## 6-7 Months

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- ☐ Explore wedding day hair and makeup styles.
- ☐ Meet with officiant to discuss plans for ceremony.
- ☐ Reserve rentals: chairs, linens, lighting, décor, etc.
- ☐ Choose cake style and schedule tastings.
- ☐ Decide on groomsmen attire.
- ☐ Hire ceremony musicians.
- ☐ Book transportation to and from venues.
- ☐ Purchase wedding bands.

## 4-5 Months

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- ☐ Choose flowers for: wedding party, attendants, venues, cake, etc.
- ☐ Schedule dress fittings.
- ☐ Book honeymoon flights and hotels.
- ☐ Book room for wedding night.
- ☐ Order wedding cake.
- ☐ Plan welcome baskets for out-of-town guests.
- ☐ Prepare {play/do not play} lists for DJ/band.
- ☐ Finalize wedding guest list.
- ☐ Assemble rehearsal dinner guest list.
- ☐ Book rehearsal dinner venue.
- ☐ Order rehearsal invitations
- ☐ \_\_\_\_\_

## 3 Months

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- ☐ Finalize honeymoon plans and ensure all documents are in order.
- ☐ Plan ceremony and reception seating.
- ☐ Experiment with hair and veil with stylist.
- ☐ Finalize readers and readings.
- ☐ Order wedding signs.
- ☐ Purchase: toasting flutes, serving pieces, guestbook, flower basket and ring bearer pillow.
- ☐ Finalize reception menu.

## 2 Months

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- ☐ Mail Wedding Invitations.
- ☐ Develop system for organizing RSVPs.
- ☐ Begin writing vows.
- ☐ Review ceremony details with officiant.
- ☐ Lay out the content for Wedding Programs.
- ☐ Apply for marriage license: order 2-3 extra.
- ☐ Finalize seating arrangements.
- ☐ Finalize playlists with musicians.
- ☐ Finalize fittings for wedding party and parents.
- ☐ Create wedding day timeline and send to your vendors, officiant and wedding party.
- ☐ Write out honeymoon itinerary for family at home.
- ☐ Decide "Something Old, New, Borrowed, Blue."
- ☐ Book spa and beauty treatments for you and your bridal party.
- ☐ Book wedding day transportation.
- ☐ Purchase gifts for attendants.

## 1 Month

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- ☐ Call vendors to confirm date, times and location.
- ☐ Confirm honeymoon reservations.
- ☐ Pack for honeymoon.
- ☐ Pick up wedding rings.
- ☐ Pick up marriage license.
- ☐ Order wedding programs.
- ☐ Final dress fitting (with shoes & undergarments).
- ☐ Write Thank You notes as gifts are received.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## 2 Weeks

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- ☐ Follow up with guests who have not RSVP'd.
- ☐ Give final count to caterer.
- ☐ Update registries.
- ☐ Begin breaking in wedding shoes.
- ☐ Make arrangements for the caring of pets and plants while on honeymoon.
- ☐ Send playlists to DJ/band/ceremony musicians.
- ☐ Get final haircut and color.
- ☐ Delegate wedding day duties: gift table, guestbook, etc.
- ☐ Delegate someone to return tuxes, rentals and tend to wedding dress.
- ☐ Send directions to wedding day limo/transportation driver.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# 1 Week

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- ☐ Prepare final payments to vendors + cash tips for service personnel.
- ☐ Give readers their scripts.
- ☐ Give photographer and videographer your image and video requests.
- ☐ Lay out wedding clothes.

- ☐ Prepare wedding day emergency kit.
- ☐ Get spa treatments for you and the bridal party.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# The Day Before

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- ☐ Deliver welcome baskets.
- ☐ Get mani/pedi/massage.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

- ☐ \_\_\_\_\_
- ☐ Attend wedding rehearsal.
- ☐ Have fun at the rehearsal dinner.
- ☐ Get to bed at a decent hour!

# Wedding Day

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- ☐ Eat a good breakfast!
- ☐ Allow yourself plenty of time to get ready.
- ☐ Give wedding rings and officiant fee to best man.
- ☐ Relax, smile, and soak in every incredible moment.

*congratulations*

# After the Wedding

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- ☐ Ensure tuxes and rentals have been returned.
- ☐ Get wedding dress to preservationist or cleaners.
- ☐ Order photo thank you cards.  
(include a wedding photo).
- ☐ Order personalized stationery  
with your new last name.