




The
SIGNATURE
Wedding Checklist


Twelve Months

- 
- SET A DATE AND TIME FOR THE WEDDING-
CHECK WITH CLOSE FAMILY AND FRIENDS IF
THEY ARE AVAILABLE.
 - CHOOSE A STYLE FOR YOUR WEDDING
 - CREATE A BASIC BUDGET & IDENTIFY FUNDERS
 - TOUR AND BOOK CEREMONY AND RECEPTION
VENUES
 - DETERMINE IF HAVING A CIVIL OR RELIGIOUS
CEREMONY
 - RESEARCH RELIGIOUS REQUIRMENTS IF
APPLICABLE
 - CHECK PASSPORT EXPIRATIONS
 - BOOK OFFICIANT
 - START A NEW EMAIL FOR WEDDING ITEMS ONLY
 - BUY THE DRESS!
 - RESEARCH VENDORS (CATERERS, OFFICIANTS,
PHOTOGRAPHERS, VIDEOGRAPHERS, LIVE
ENTERTAINMENT, BAKERIES, MAKE UP/HAIR
STYLIST, BARTENDER)
 - BOOK ENGAGEMENT PHOTOS
 - DETERMINE YOUR WEDDING ENTOURAGE
INCLUDING RING BEARER, FLOWER GIRL,
USHERS
 - BEGIN CREATING A PRELIMINARY GUEST LIST
 - START COLLECTING GUEST ADDRESSES
 - SET UP A WEDDING WEBSITE



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Eleven Months

- 
- PURCHASE A WEDDING INSURANCE PLAN
 - BOOK YOUR VENDORS
 - BEGIN SHOPPING FOR WEDDING ENTOURAGE ATTIRE
 - FINALIZE YOUR WEDDING ENTOURAGE - BE SURE TO EXPLAIN ANY DUTIES THEY MAY HAVE
 - SET HONEYMOON BUDGET
 - RESEARCH THE REQUIREMENTS FOR A MARRIAGE LICENSE (IF APPLICABLE DIVORCE DECREE OR DEATH CERTIFICATES MAY BE NEEDED)



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Ten Months

- ACQUIRE ANY NECESSARY VENUE PERMITS
- VISIT LAWYERS TO UPDATE WILLS AND WRITE A PRENUPTIAL AGREEMENT
- PREPARE AND ORDER SAVE THE DATES
- FINALIZE GUEST LIST
- ORDER WEDDING BANDS

Nine Months

- SET UP GIFT REGISTRY
- SELECT RECEPTION MEAL STYLE AND TENTATIVE MENU
- CONFIRM FINAL BAR MENU AND SIGNATURE COCKTAILS
- LOOK INTO TRAVEL ACCOMODATIONS FOR OUT-OF-TOWN GUESTS
- MAIL SAVE THE DATES
- ORDER SHOES, ACCESSORIES, & UNDERGARMENTS
- PLAN AND BOOK HONEYMOON



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Eight Months

- REVIEW BUDGET
- SETUP DRESS FITTINGS
- MAKE RAINY DAY CONTINGENCY PLAN
- PREPARE WEDDING INVITATIONS
- PLAN RELATED EVENTS (REHEARSAL DINNER, POST-WEDDING BREAKFAST, BRIDAL SHOWER, BACHELOR/BACHELORETTE)
- BOOK A CALLIGRAPHER IF DESIRED

Seven Months

- CONFIRM WHERE WEDDING PARTY, BRIDE, & GROOM GET READY
- REMIND WEDDING ENTOURAGE ABOUT DRESS AND SUIT FITTINGS
- CONSIDER THROW ITEMS (FLOWER PETALS, RICE, BUBBLES, SPARKLERS) & VERIFY VENUE APPROVED
- DECIDE ON DESSERT
- DISCUSS ATTIRE FOR PARENTS OF THE BRIDE AND GROOM
- BOOK A ROOM FOR YOUR WEDDING NIGHT



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Six Months

- FINALIZE SELECTIONS WITH VENDORS
- APPROVE AND ORDER INVITATIONS
- SCHEDULE TIME OFF WORK FOR THE WEDDING AND HONEYMOON
- BOOK TRIAL HAIR AND MAKEUP APPT
- DECIDE ON WEDDING FAVORS, IF ANY
- PRACTICE YOUR FIRST DANCE/GET LESSONS
- BEGIN FACIALS OR OTHER AESTHETIC TREATMENTS
- PLAN TRANSPORTATION TO AND FROM THE VENUE
- UPDATE WEDDING WEBSITE WITH ANY NEW INFORMATION



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Five Months

- MAKE RESTAURANT RESERVATIONS FOR REHEARSAL DINNER, WEDDING DAY BREAKFAST, & POST/WEDDING BRUNCH
- REVIEW READINGS FOR CEREMONY
- START WRITING VOWS
- REMINDERS TO WEDDING ENTOURAGE & FAMILY FOR REHEARSAL, REHEARSAL DINNER, AND OTHER WEDDING EVENTS
- FINALIZE CAKE ORDER

Four Months

- FINALIZE WEDDING VOWS
- START ADDRESSING ENVELOPES
- BUY WEDDING ENTOURAGE/FIANCE GIFTS
- GIVE DJ MUST PLAY AND DO NOT PLAY LISTS
- ENSURE WEDDING ENTOURAGE HAS ACCESSORIES



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Three Months

- MAIL WEDDING INVITATIONS
- SELECT ATTIRE FOR REHEARSAL DINNER
- START ASSEMBLING GUEST FAVORS IF ANY
- SCHEDULE SPA, MANI, PEDI, ETC APPTS
- GIVE PHOTOGRAPHER MUST-TAKE PHOTOS
- BOOK REMAINING CEREMONY AND RECEPTION SERVICES (VALET, COAT CHECK, PARKING ATTENDANTS, SERVING STAFF)
- FINALIZE FITTINGS
- FINALIZE HONEYMOON PLANS
- FINALIZE MENU
- LAST MINUTE PURCHASES (RING PILLOW, FLOWER BASKET, GUEST BOOK, DANCE FLOOR PROPS, ETC)




Two Months

- APPLY FOR MARRIAGE LICENSE
- CHECK SIZE OF WEDDING BANDS
- WELCOME GIFTS
- CREATE/TRACK RSVP'S
- TRANSFER VOWS INTO VOW BOOKS
- MEET WITH OFFICIANT
- FINALIZE WEDDING PROGRAM
- FINALIZE TIMELINE
- SOMETHING OLD, NEW, BORROWED, & BLUE
- ORDER PHOTOS FOR MEMORY/LOVE STORIES TABLE



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One Month

- 
- SEND OUT INVITATIONS FOR REHEARSAL AND REHEARSAL DINNER
 - GO TO TRIAL MAKEUP/HAIR APPTS
 - CONFIRM BAR MENU WITH BARTENDER
 - DECIDE HOW PROGRAMS WILL BE DISTRIBUTED
 - FINALIZE GUEST LIST & SEATING CHART
 - GUEST NUMBERS TO CATERERS & VENUE
 - ENSURE CEREMONY READINGS ARE ORGANIZED
 - IDENTIFY ANY SPEAKERS (LENGTH, TONE, ETC)
 - IF CHILDREN ARE INVITED- ENTERTAINMENT/BABYSITTER
 - DELIVER FINAL ITEMS TO ELEGANCE BY HEATHER
 - FINALIZE VENDOR PAYMENTS
 - APPOINT WITNESSES TO SIGN THE MARRIAGE LICENSE


Two Weeks

- START WEARING DRESS SHOES
- WRITE YOUR SPEECHES/TOASTS
- PICK UP MARRIAGE LICENSE
- PREPARE BOX FOR DETAIL SHOT
- TIP ENVELOPES FOR VENDORS
- DELEGATE WEDDING DUTIES (DELIVERING ALCOHOL, RETURNS OF RENTED ITEMS, CAKE, CARDS/GIFTS)



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One Week

- 
- START PACKING HONEYMOON BAGS!
 - PROVIDE ELEGANCE BY HEATHER'S CONTACT INFORMATION TO THE WEDDING PARTY/FAMILY
 - APPOINT SOMEONE TO TAKE WEDDING ATTIRE FOR CLEANING/PRESERVATION
 - GIVE WEDDING DAY SCHEDULES TO YOUR ENTOURAGE
 - WRAP PRESENTS FOR YOUR WEDDING PARTY FOR REHEARSAL DINNER
 - STEAM/PRESS WEDDING ATTIRE- CHECK TAG FOR CARE INSTRUCTIONS
 - PLAN DAY-OF FOOD FOR WEDDING PARTY

The Day Before

- DROP OFF WELCOME BASKETS AT THE HOTEL
- ATTEND MANICURE AND PEDICURE APPTS
- ATTEND REHEARSAL AND REHEARSAL DINNER
- APPOINT SOMEONE TO BRING THE MARRIAGE LICENSE TO THE CEREMONY
- GIVE WEDDING RINGS TO APPROPRIATE PERSON
- SET AN ALARM AND BACKUP ALARM



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It's Wedding Day!



Today has arrived.

Take a breath... and let it settle in.

For months, you've poured your heart into every detail. And now, everything you've envisioned is unfolding around you.

But the most important thing—

Your only role today is to be present.

Be here for the anticipation.

Be here for the moment you see each other.

Be here for the joy, the energy, the quiet in between.

Savor it.

Celebrate it.

Let it all sink in.

If anything unfolds differently than expected, trust that it's already being taken care of. You don't need to manage a thing. You don't need to think about what's next. We've taken care of it. It has been a true honor to bring your vision to life and to be part of something so meaningful.

Now step into it... and enjoy every second.

♥ Your Wedding Besties



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The Day After

- SUBMIT NAME CHANGE FORMS FOR DRIVER'S LICENSE, PASSPORT, SOCIAL SECURITY CARD, ETC.
- SEND OUT THANK YOU CARDS
- CONFIRM RENTALS WERE RETURNED
- PRESERVE BOUQUET/DRESS
- UPDATE BANK ACCOUNTS, WILLS, & INSURANCE