

YAY! YOUR

WEDDING PLANNING CHECKLIST

CHECK IT OUT



The Hidden Spot RVA
All-Inclusive Event Center
7485 Midlothian Turnpike
North Chesterfield, VA. 23225

DOWNLOAD IT NOW

The Hidden Spot RVA

WEDDING PLANNING CHECKLIST

* = optional



12+ months

- Congratulations! Announce engagement.
- Choose a date.
- Discuss budget and determine who is contributing what.
- Research/discuss wedding colors.

- Choose wedding party:** (*Maid of Honor and Bridesmaids, Best Man and Groomsmen, Flower Girl and Ring Bearer*)
- Create a wedding website. ([The Knot](#), [The Wedding Wire](#), [With Joy](#)) *
- Get engagement ring insured and consider purchasing wedding insurance. *
- Take engagement photo.
- Start browsing save the date ideas.
- Begin compiling guest list.
- Reserve wedding date with **The Hidden Spot RVA, All-Inclusive Event Center** and fill out info sheet. (*ask about all-inclusive packages that include: photographer, videographer, caterer, coordinator, decor and dj*)
- Research wedding dress and veil styles.
- Research and create wedding style/theme.
- _____
- _____

10-12 months

- Finalize discussed budget and start saving or start collecting from contributors ☺ .
- Research Save the dates & options (*mail, email, social media*)
- Request the honor of chosen wedding party
- Choose bridal party attire and accessories.
- Book **The Hidden Spot RVA, All-Inclusive Event Center** if you have not done so & confirm your wedding date.

- Book officiant.
- Purchase wedding dress and veil.
- Establish a fitness routine.
- Establish a skin care/beauty routine.
- _____
- _____

NOTES

8-10 months

- Research up to three hotels for out-of-town guests. *
- Finalize guest list.
- Finalize wedding website. *
- Send out save the dates via mail, email or social media.
- Register at three registries. *
- Book florist if not using floral arrangement services of ***The Hidden Spot RVA, All-Inclusive Event Center***
- _____
- _____

6-8 months

- Request/Order Color Swatches according to your desired wedding colors.
- Research Wedding Invitation designs.
- Research Favors and Thank You Cards.
- Research wedding day hair and makeup styles.
- Meet with officiant to discuss plans for ceremony.
- Begin planning honeymoon.
- Choose cake style and schedule tastings.
- Choose groomsmen attire.
- Book ceremony musicians if not using services of ***The Hidden Spot RVA, All-Inclusive Event Center***
- Book transportation to and from venue if not using services of ***The Hidden Spot RVA, All-Inclusive Event Center***
- Purchase wedding bands.
- _____
- _____

4-6 months

- Choose flowers for bridal bouquet, throw away bouquet, bridesmaids, boutonnieres, corsages, officiant, ushers/hostesses
- Plan welcome baskets for out-of-town guests. *
- Schedule dress fittings.
- Prepare {play/do not play} playlists for DJ/band.
- Book honeymoon flights and hotels. *

- Book room for wedding night. *
- Order wedding cake.
- Order Wedding Invitations if not using services of ***The Hidden Spot RVA, All-Inclusive Event Center***
- Schedule/Plan Rehearsal Dinner *
- _____
- _____

BREATHE!!!

3 months

- Plan ceremony and reception seating arrangements. *
- Experiment with hair and veil with stylist. *
- Finalize participants of wedding program (*soloist, ushers, hostesses, etc*)
- Book rehearsal dinner venue. *
- Purchase: toasting flutes, serving pieces, guestbook, flower basket and ring-bearer pillow. (*may purchase w/The Hidden Spot*)
- Finalize reception menu/cocktail hour/bar options.
- Order Menu Cards if not using services of ***The Hidden Spot RVA, All-Inclusive Event Center.*** *
- Order Favors and Thank You Cards. *
- _____
- _____

2 months

- Mail, Email, Wedding Invitations.
- Develop system for organizing RSVPs. (*suggest using wedding website OR consult w/your assigned coordinator*)
- Begin writing vows. *
- Review ceremony details with officiant.
- Lay out the content for Wedding Programs.
- Apply for marriage license.
- Finalize wedding day timeline with coordinator.
- Finalize seating arrangements. *
- Finalize playlists with musicians/DJ. *
- Finalize fittings and attire for wedding party and parents.

Create “wedding day” schedule and send to vendors and officiant, if not using services of ***The Hidden Spot RVA, All-Inclusive Event Center.***

Create honeymoon itinerary for family at home. *

Decide “Something Old, New, Borrowed, Blue.” *

Purchase gifts for Bridal Party & Parents. *

BREATHE!!!

1 month

Call vendors to confirm date, times and location, if not using services of ***The Hidden Spot RVA, All-Inclusive Event Center.***

Final dress fitting.

Confirm honeymoon reservations. *

Pick up wedding rings.

Pick up marriage license.

Pack for honeymoon. *

Write Thank You notes as gifts are received. *

Order Wedding Programs, if not using services of ***The Hidden Spot RVA, All-Inclusive Event Center.***

2 weeks

Follow up with guests who haven't yet RSVP'd.

Give final count to your hired coordinator or your assigned coordinator at ***The Hidden Spot RVA, All-Inclusive Event Center.***

Update registries.

Begin breaking in wedding shoes.

Make arrangements for the caring of kids, pets and plants while on honeymoon. *

Get playlists to DJ/Musicians.

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, if not using services of ***The Hidden Spot RVA, All-Inclusive Event Center.***

ALMOST THERE!!!

1 week

Prepare final payments to ***The Hidden Spot RVA, All-Inclusive Event Center,*** or your hired vendors + cash tips for service personnel.

Prepare wedding day emergency kit. *

Lay out wedding clothes.

Give readers their scripts, if necessary.

Give photographer and videographer your image and video requests. *

Pamper yourself with a relaxing spa day. *

The Day Before

Deliver welcome baskets to hotel for out of town guests. *

Get mani/pedi/massage.

Attend wedding rehearsal.

Have fun at the rehearsal dinner. *

Get to bed at a decent hour!

Wedding Day

Eat breakfast!

Allow yourself plenty of time to get ready.

Give wedding rings to Best Man & Maid/Matron of Honor or a Bridesmaid.

Relax, smile, and soak in every incredible moment.

CONGRATULATIONS MR. & MRS!!!

After the Wedding.

Return tuxes, rentals if necessary.

Get wedding dress to preservationist or cleaners. *

After the Honeymoon

Send Thank You Cards as soon as possible. *

Change your last name on all documentation, if necessary. *

Enjoy your marriage!