

# Wedding Checklist

Fill in the blanks next to the item used. Delete lines that are not applicable

WEDDING DATE

TIME TO WEDDING
0 Days

## At Time of Engagement

Description	Planned Date	Completion Date	Person Responsible
Purchase engagement ring			
Announce the Engagement to Family & Friends			
Arrange for both families to meet if they haven't already done so			
Decide on the type of wedding and size of wedding			
Have an engagement party			

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Ten - Twelve Months Before

Description	Planned Date	Completion Date	Person Responsible
Set your wedding budget			
Decide on whether you are having a religious or non-religious ceremony			
Start creating your guest list			
Set the wedding date and time			
Choose your Maid of Honor & Best Man			
Choose your bridesmaids & groomsmen (if required)			
Choose your flower girls & page boys (if required)			
Visit 2 or-3 ceremony locations			
Visit 2 or 3 reception venues			
Reserve 1st choice ceremony venue (if booked - could you change days/venue?)			
Reserve 1st choice reception venue (if booked - could you change days/venue?)			
Book your officiate / clergy / celebrant			
Meet with 2 or 3 florists & see samples of their work			
Meet with 2 or 3 photographers & view their portfolio			
Meet with 2 or 3 videographers & view an edited DVD			
Meet with recommended caterers and taste samples			
Meet with DJ's or Bands			
Start looking at wedding dress styles & color			

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## Seven - Nine Months Before

Description	Planned Date	Completion Date	Person Responsible
Purchase your wedding dress			
Shop for and order bridal accessories such as veil, shoes, jewelry			
Decide on color of bridesmaid dresses and order bridesmaid dresses			
Book the florist - be sure to sign a contract			
Book the photographer - be sure to sign a contract			
Book the videographer - be sure to sign a contract			
Book the DJ/Band - be sure to sign a contract			
Book caterer - be sure to sign a contract (will the caterer do cake cutting?)			
Meet with 2 or 3 bakers and taste samples			
Decide on music for the ceremony / reception			
Decide on transport for the wedding			
Start planning your honeymoon			
Start making wedding favors if not buying			
Start looking at samples of wedding invitations			
Start thinking about the wording of your invitations			
Start planning a rehearsal dinner			
Schedule premarital classes if needed			
Keep working on the guest list			

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## Four - Six Months Before

Description	Planned Date	Completion Date	Person Responsible
Finalize guest list			
Book the baker for your wedding cake			
Join a bridal and/or honeymoon registry			
Decide who will be your ushers			
Order your wedding invitations/place cards/personalized napkins, etc.			
Contact out-of-town guests about the wedding (prior to sending out the invitations)			
Finalize dinner menu with caterer			
Select flower girl's dress and pass details onto the parents			
Order Bridesmaid and flower girl dresses			
Purchase wedding guests favors			
Finalize wedding ceremony decorations			
Finalize wedding reception decorations			
Book the transport / limousine			
Book honeymoon			
Book a hotel room for the wedding night			
Book rehearsal dinner site			
Book a calligrapher (if you are using one)			
Book a photo session for engagement announcements in local newspapers			
Buy bridal lingerie in time for first dress fitting. Also purchase garter			
Groom should start looking at tuxedos or other formal wear			

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Two - Three Months Before

Description	Planned Date	Completion Date	Person Responsible
Give the photographer a list of important shots you want included			
Schedule Wedding Dress fitting			
Decide on accessories for bridesmaids and groomsmen; purchase what is needed			
Schedule hair & makeup appointments			
Organize beauty salon appointment			
Purchase your wedding rings			
Purchase presents for each other			
Purchase gifts for maid of honor and best man			
Groom: Finalize tuxedo/formal attire and pass details to groomsmen			
Groom: Finalize ring bearer attire and pass details onto the parents			
Groom: Purchase accessories including shoes, cuff links, handkerchiefs, etc.			
Organize bachelor party			
Organize bachelorette party			
Organize bridal shower			
Book accommodation for out of town guests			
Address and send out wedding invitations (they should be mailed at 2-month mark)			
Write wedding vows			
Decide on whether to light a unity candle or honor past loved ones during the ceremony			
Decide on wedding ceremony program with the officiant			
Order wedding ceremony programs			
Order guest book and pen			
Find out marriage license requirements / organize marriage licence			

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Three Weeks - One Month Before

Description	Planned Date	Completion Date	Person Responsible
Organize marriage license if not already done			
Confirm parking at the ceremony and reception venues			
Discuss final details with photographer			
Discuss final details with videographer			
Finalize song list with DJ or band			
Contact any guests who have not replied to the invitation			
Finalize list of attendees			
Organize ceremony order e.g. dessert before speeches			
Confirm who will be the Master of Ceremonies (MC) for the wedding			
Start working on the seating plan			
Order liquor, wine & soft drinks (if not provided by the caterer)			
Have final wedding dress fitting			
Attend bridal shower			
Attend bachelorette party			
Attend bachelor party			
Send out thank-you cards for bridal shower gifts			
Do trial run for your hair and makeup			
Confirm honeymoon details and reservations			
Increase household insurance for estimated amount of wedding gifts			

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One - Two Weeks Before

Description	Planned Date	Completion Date	Person Responsible
Schedule wedding rehearsal & dinner			
Finalize seating plan and write place cards			
Arrange and fill in forms for name change			
Confirm times with reception venue			
Confirm times with photographer / videographer			
Confirm times with limousine driver			
Confirm flower arrangements			
Confirm details with DJ/Band			
Confirm details with officiant			
Confirm head count with caterere, baker and liquor/wine provider			
Write out all checks for wedding			
Pick up wedding dress			
Pick up bridesmaid / flower girl dresses			
Start wearing bridal shoes around the house to wear them in			
Pick up wedding rings			
Pick up "something old, something new, something borrowed and something blue"			
Plan your wedding day itinerary			
Plan your receiving line			
Leave your honeymoon travel plans, itinerary and copy of your passport with your family			
Start writing wedding speeches			

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## Few Days Before

Description	Planned Date	Completion Date	Person Responsible
Have wedding rehearsal with the officiant and wedding party			
Have wedding rehearsal dinner			
Give wedding party their gifts			
Give wedding checks to best man to look after			
Confirm final seating plan			
Confirm with ushers guest list			
Pick up tuxedos			
Visit beauty salon for manicure and pdeicure			
Make a wedding emergency kit - Lipstick, spare pantyhose, band aids etc.			
Decorate the ceremony and reception venues if possible			
Pack for honeymoon			
Pick up any tickets required for honeymoon			