

## THE ULTIMATE WEDDING PLANNING CHECKLIST

Congratulations! You've decided to tie the knot. Now that was the easy part. From this day until the day of your wedding, you will be busy planning for the special day in your life! This experience will be Fun and Memorable with thorough preparation!

Below you will find our ultimate wedding checklist, which will assist you as a general guideline through the process. Always remember, these dates are no definite, and can be shifted according to your own timeline.

### 12 MONTHS OR MORE BEFORE THE WEDDING

- Announce your intention to marry to BOTH sets of parents. Arrange to have them meet if they haven't already.
- Determine type (formal, semi-formal, informal), style and theme of the wedding.
- Make a list of what is important to you for your wedding; this will help you determine your budget.
- Sit down with your fiancé and ALL parents and discuss the wedding budget, and who will pay for what.
- Get or make a wedding organizer (a 3 ring binder with pockets works great). Use it to store all your information, contracts, ideas, photos, etc.
- Speak with your minister/officiant and review synagogue/church requirements.
- Come up with 2 or 3 possible wedding dates and start looking for ceremony and reception venues.  
*(Tips: If a venue you like is available on one of your chosen dates, book it immediately; many venues will often be booked up to 2 years in advance, so have several choices in mind beforehand in case they are already booked.)*
- If you are using one, start looking for and book a wedding consultant.

### 9 TO 11 MONTHS BEFORE THE WEDDING

- Start looking for and interviewing all the remaining vendors:
  - Photographer
  - Videographer
  - Caterer (if needed)
  - Officiant (if needed)
  - Florist*(Tips: If any vendor you like is available on your date and is within your budget, book them IMMEDIATELY! Like reception and ceremony venues, many of these vendors can be booked up to a year in advance.)*
- Together with your parents, begin compiling your preliminary guest list. You can always narrow down this list to fit within your size requirements and budget limitations at a late date.
- Start getting ideas by looking through bridal magazines, going to Bridal Fairs and doing research on the internet.

- Finalize your wedding colors, theme and style.
- Select your attendants (bridesmaids, groomsmen, ushers, flower girl and ring bear) and ask them to honor you by being in your wedding. Make sure they are aware of what their "duties" are.
- Choose and purchase your wedding rings.
- Begin looking at honeymoon options. Discuss where you both would like to go, and if needed visit a travel agent.
- Start looking for a wedding gown, veil, accessories and your attendants' attire.

#### **6 TO 8 MONTHS BEFORE THE WEDDING**

- Start planning ceremony and reception music choices.
- If you haven't already finalize and purchase your wedding gown, veil, and accessories.
- If you are having a prenuptial agreement, take care of that now.
- Finalize attire for attendants.
- Start pre-marriage counseling (if required)
- Start looking at invitations.
- Sign up for your gift registry
- Send save-the-date cards/newsletter

#### **4 TO 5 MONTHS BEFORE THE WEDDING**

- Work with your florist and finalize your arrangements.
- Place wedding announcement in local newspaper, if desired.
- Order wedding stationary (invitations, envelopes, programs, etc.)
- Start shopping for bridal party tuxedos
- Book limo/transportation
- Start planning the wedding decorations
- Arrange accommodations for out of town guests (book blocks of hotel rooms)
- Select wedding cake (and Groom's cake if you are having one)
- Start making arrangement for rehearsal and rehearsal dinner
- Book calligrapher
- Decide on wedding favors
- If you decided not to use a Wedding Coordinator, consider asking a close friend not in the wedding party to be your Wedding Coordinator/Personal Assistant.

#### **3 MONTHS BEFORE THE WEDDING**

- Order your wedding cake and groom's cake
- Meet with your officiant to discuss details of the ceremony
- Finalize the guest list

- Reconfirm the rehearsal dinner plans
- Buy the cake knife, guest book, toasting glasses and garter
- Choose gifts for your attendants, parents, helpers.
- Have the male members of the wedding party, including fathers, fitted for tuxedos.
- Reconfirm honeymoon arrangements.
- Start writing your wedding vows, if you are doing them yourself.
- Start addressing the invitations (or drop them off with calligrapher)

## **2 MONTHS BEFORE THE WEDDING**

- Send out invitations
- Schedule a hair and make up consultation to do a trial run.
- Start making/buying wedding favors
- Obtain wedding license
- Schedule your first wedding dress fitting.
- Write thank you notes for any gifts that may start arriving.
- If you are having one, begin putting together your ceremony program.
- Meet with vendors (caterer, florists, etc.) to finalize arrangements.
- If you are changing your name, complete the proper documents.
- Finalize music selections for the ceremony and reception and turn them in to the DJ/Band/etc.
- Have formal wedding portrait taken.
- Finalize music selections for the ceremony and reception and turn them in to the DJ/Band/etc.
- Meet with your officiant to finalize ceremony details.
- Reserve room for wedding night.

## **1 MONTH BEFORE THE WEDDING**

- Confirm honeymoon your reservations.
- Meet with photographer and/or videographer to discuss last minute details.
- Start working on the reception seating chart.
- Have final wedding gown fitting.
- Arrange for a reception babysitter, if needed.
- Finish (and print) the wedding program.
- Finalize wedding vows
- Confirm all final payment amounts with your vendors as well as date, time, etc.
- Pick up marriage license.

## **2 WEEKS BEFORE THE WEDDING**

- Finalize reception seating chart.

- Confirm delivery time and locations with florist.
- Contact any guests who did not respond to the invitation.
- Give final guest count to reception venue/caterer.

### **1 WEEK BEFORE THE WEDDING**

- Pick up wedding gown, attendants' gowns and all accessories.
- Reconfirm everything with vendors one last time.
- Make sure men get their final fitting for their tuxedos.

### **1 DAY BEFORE THE WEDDING**

- Attend rehearsal.
- Attend rehearsal dinner. Give attendants their gifts.
- Have a manicure and/or a pedicure.
- Put together the tip envelopes (for the vendors) and give them to the designated "tip person" (generally the best man).
- Confirm wedding day transportation.
- Reconfirm hair and make up appointments.
- If you have access to the ceremony and/or reception venues, bring everything over there that you may need (decorations, guest book, etc).
- Layout everything you need for the next day in a safe place (marriage license, dress, shoes, etc.).
- Speak with everyone in the wedding party and make sure everyone knows where to be at what time.
- Try to go to bed early and get some sleep.

### **YOUR WEDDING DAY**

- Eat breakfast, even if you think you aren't hungry.
- Share a private moment with your fiancé.
- Have your hair and makeup done.
- Give the best man the groom's ring.
- Begin dressing two hours before ceremony is scheduled to begin.
- Spend a quiet moment looking at yourself in the mirror before you walk down the aisle.