



# 12 MONTHS OR MORE

- Announce engagement \_\_\_\_\_
- Select date \_\_\_\_\_
- Select and reserve location for ceremony & reception \_\_\_\_\_
- Start your wedding binder or buy a wedding organizer \_\_\_\_\_
- Work out your budget \_\_\_\_\_
- Discuss where wedding money is coming from and who pays for what \_\_\_\_\_
- Contact and book officiant \_\_\_\_\_
- Discuss and choose theme and style of wedding & reception \_\_\_\_\_
- Choose color theme \_\_\_\_\_
- Attend bridal shows \_\_\_\_\_
- Hire wedding consultant if desired \_\_\_\_\_
- Start looking at dresses and accessories \_\_\_\_\_
- Start your guest lists \_\_\_\_\_
- Discuss children attending and/or child care options \_\_\_\_\_
- List potential wedding attendants (best man, maid of honor, ushers, etc.) \_\_\_\_\_

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# 9 TO 12 MONTHS

- ✓ Finalize ceremony and reception location date and time \_\_\_\_\_
- ✓ Photograph and print your ceremony and reception locations \_\_\_\_\_
- ✓ Order 'Save the Date' cards \_\_\_\_\_
- ✓ Start interviewing, pricing and booking your vendors \_\_\_\_\_
- ✓ Make a list of your favorite foods \_\_\_\_\_
- ✓ Visit your officiant \_\_\_\_\_
- ✓ Decide on maid of honor, best man, bridesmaids, ushers, flower girl, etc \_\_\_\_\_
- ✓ Create a wedding website \_\_\_\_\_
- ✓ Complete your guest list \_\_\_\_\_
- ✓ Evaluate budget and estimated wedding costs \_\_\_\_\_
- ✓ Finalize decision attire for bride groom and attendants \_\_\_\_\_
- ✓ Obtain birth certificates, passports, etc. far in advance \_\_\_\_\_
- ✓ Have an engagement party \_\_\_\_\_
- ✓ Shop for rings \_\_\_\_\_

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# 6 TO 9 MONTHS

- Discuss insurance needs for rings, gifts, reception location liability, etc. \_\_\_\_\_
- Register for bridal gifts \_\_\_\_\_
- Start planning your honeymoon \_\_\_\_\_
- Continue working on contracts with vendors \_\_\_\_\_
- Revisit guest list totals \_\_\_\_\_
- Start planning seating arrangements \_\_\_\_\_
- Shop for bridesmaids dresses \_\_\_\_\_
- Plan outfits for best man, ushers, etc. \_\_\_\_\_
- Shop for invitations \_\_\_\_\_
- Order / purchase gown and accessories \_\_\_\_\_
- Mail out 'Save the Date' cards \_\_\_\_\_

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# 3 MONTHS

- ✓ Continue working to complete guest list \_\_\_\_\_
- ✓ Confirm dates and details with vendors \_\_\_\_\_
- ✓ Complete medical tests if needed \_\_\_\_\_
- ✓ Make appointments for all needing hair dresser and make-up \_\_\_\_\_
- ✓ Finalize flowers \_\_\_\_\_
- ✓ Continue working on seating arrangements \_\_\_\_\_
- ✓ Meet with caterer and finalize menu \_\_\_\_\_
- ✓ Meet facilities coordinator and finalize decorations, lighting, etc \_\_\_\_\_
- ✓ Purchase wedding rings \_\_\_\_\_
- ✓ Meet officiant and discuss ceremony vows, music, etc \_\_\_\_\_
- ✓ Arrange rehearsal dinner \_\_\_\_\_
- ✓ Plan or purchase wedding favors \_\_\_\_\_
- ✓ Shop for gifts for bridesmaids, ushers, etc. \_\_\_\_\_
- ✓ Plan a welcome basket for out of town guests \_\_\_\_\_
- ✓ Contact all wedding guests with speaking parts \_\_\_\_\_
- ✓ Purchase undergarments and arrange for fitting \_\_\_\_\_

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# 2 MONTHS

- Address and mail invitations \_\_\_\_\_
- Manage guest lists, RSVP's and gifts \_\_\_\_\_
- Plan bridesmaids luncheon \_\_\_\_\_
- Organize rehearsal and/or rehearsal dinner \_\_\_\_\_
- Get marriage license \_\_\_\_\_
- Make sure cake is ordered and confirmed \_\_\_\_\_
- Schedule final fitting of gown \_\_\_\_\_
- Contact movers for any household goods, furniture, etc. \_\_\_\_\_
- Purchase guest book and pen \_\_\_\_\_
- Create a wedding day schedule \_\_\_\_\_
- Provide photographer with shot list and do 'walk thru' \_\_\_\_\_
- Review playlist with band, DJ or VJ \_\_\_\_\_
- Confirm music for ceremony \_\_\_\_\_
- Write vows \_\_\_\_\_
- Design programs \_\_\_\_\_

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# 1 MONTH

- Get fitting done with all accessories \_\_\_\_\_
- Have bachelor and bachelorette party \_\_\_\_\_
- Confirm hair and make-up appointments \_\_\_\_\_
- Schedule trial run for hair and make-up \_\_\_\_\_
- Have formal portrait taken \_\_\_\_\_
- Finalize bride and groom's transportation and lodging \_\_\_\_\_
- Send announcement and bridal portrait to newspaper \_\_\_\_\_
- Start the name change process if desired \_\_\_\_\_
- Write thank you cards as you receive gifts and document on guest list \_\_\_\_\_
- Buy each other an 'I love you' gift \_\_\_\_\_
- Send change of address to post office \_\_\_\_\_
- Finalize vows \_\_\_\_\_
- Print programs \_\_\_\_\_
- Send invitations for rehearsal and rehearsal dinner (include map) \_\_\_\_\_
- Confirm possession of wedding license and verify accuracy \_\_\_\_\_
- Stay on top of all RSVPs and document in binder or organizer \_\_\_\_\_
- Finalize seating arrangements for reception \_\_\_\_\_
- Write speeches and toasts \_\_\_\_\_
- Make sure all gifts for bridesmaids, ushers, etc. are purchased \_\_\_\_\_
- Send wedding day schedule to all vendors \_\_\_\_\_

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# 2 WEEKS

- Confirm details of bachelor and bachelorette parties \_\_\_\_\_
- Confirm transportation for leaving the reception \_\_\_\_\_
- Reconfirm honeymoon reservations and pick-up or print all tickets \_\_\_\_\_
- Break in wedding and reception shoes and scuff the soles to prevent slipping \_\_\_\_\_
- Make final payments to vendors \_\_\_\_\_
- Confirm all details of wedding attire for bride and groom \_\_\_\_\_
- Contact newspaper and post office to suspend services while on honeymoon \_\_\_\_\_

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# 1 WEEK

- Confirm arrival time of each vendor \_\_\_\_\_
- Pack for honeymoon \_\_\_\_\_
- Present gifts to attendants at parties or rehearsals \_\_\_\_\_
- Reconfirm times, locations and responsibilities with all in wedding party \_\_\_\_\_
- Communicate needs and responsibilities to ushers \_\_\_\_\_
- Place fee for officiant in sealed envelope \_\_\_\_\_
- Select and pack clothing and accessories for reception and day after \_\_\_\_\_
- Give final/final guest count to caterer \_\_\_\_\_
- Assemble programs and favors \_\_\_\_\_
- Get facials and waxing done days before ceremony \_\_\_\_\_
- Contact guests who did not RSVP \_\_\_\_\_
- Familiarize yourselves with all names on guest list \_\_\_\_\_
- Finalize all guest baskets contents and delivery times \_\_\_\_\_
- Prepare emergency kit including extra hosiery, sewing kit, medications, etc. \_\_\_\_\_
- Prepare a list of things you need to bring to the ceremony \_\_\_\_\_
- Delegate wedding day tasks \_\_\_\_\_
- Confirm rehearsal and rehearsal dinner \_\_\_\_\_

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# WEDDING DAY SCHEDULE

6 am \_\_\_\_\_

7 am \_\_\_\_\_

8 am \_\_\_\_\_

9 am \_\_\_\_\_

10 am \_\_\_\_\_

11 am \_\_\_\_\_

Noon \_\_\_\_\_

1 pm \_\_\_\_\_

2 pm \_\_\_\_\_

3 pm \_\_\_\_\_

4 pm \_\_\_\_\_

5 pm \_\_\_\_\_

6 pm \_\_\_\_\_

7 pm \_\_\_\_\_

8 pm \_\_\_\_\_

9 pm \_\_\_\_\_

10 pm \_\_\_\_\_

11 pm \_\_\_\_\_

Midnight \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

