

# Wedding Planning Checklist



## **12 or more Months Before**

- Finalize the date and times for your wedding.
- Choose the kind of wedding you want to have; the size, style, etc.
- Create a wedding budget.
- **Consider hiring a wedding planner**
- Reserve the locations for your wedding and reception.
- Book your wedding officiator or clergy.
- Choose your wedding party (maid of honour, groomsmen, honoured roles...)
- Choose your wedding rings.
- Draw up an initial guest list.
- Organize your engagement party.

## **9–12 Months Before**

- Order your wedding dress and your wedding party attendants' attire.
- Arrange time off work
- Book your photographer and videographer.
- Reserve a caterer.
- Arrange for decor, chair covers and linens.
- Book your live entertainment or DJ.
- Reserve your florist.
- Reserve any rental items from the rental company.
- Register your gift choices at your favourite stores.
- Research accommodation for out-of-town guests.
- Plan your honeymoon.

## **6–9 Months Before**

- Decide on your menu.
- Reserve the musicians and soloist for your ceremony.
- Reserve your limousine service.
- Order your invitations and any other stationery.
- Order wedding favours for your guests.

- Choose outfits for mother of the bride and mother of the groom.
- Check marriage licence requirement

### **3–6 Months Before**

- Finalize your guest list.
- Choose the reader for your ceremony.
- Finalize your order with the florist.
- Order your wedding cake and groom's cake
- Reserve the men's wedding attire.
- Make an appointment with your hairdresser

### **2 Months Before**

- Decide on your wedding vows or compose your own.
- Finalize the reception menus.
- Confirm the wedding details with the musicians and clergy or officiator.
- Plan rehearsal dinner
- Have the programs printed.
- Purchase gifts for parents and attendants.
- Make appointments for nails and make-up.

### **1 Month Before**

- Apply for a marriage licence.
- Meet with photographer and videographer.
- Draft the speeches.
- Finalize reception details.
- Call any guests who have not replied.
- Meet with your hairdresser and make-up artist for consultation.
- Deliver song lists to musicians or playlists to disc jockey.
- Confirm honeymoon reservations.

### **1 Week Before**

- Finalize seating plan.
- Determine the order for the procession.
- Have your rehearsal.
- Pick up the attire for the groomsmen.
- Confirm the final numbers with the caterer.
- Confirm details with the limousine company.
- Deliver your marriage licence to the officiator.
- Draw up a seating arrangement for the reception and write out the place cards.
- Write any cheques required for the wedding day.

- Consider **hiring a wedding planner for your wedding day** (if you have not already hired one full time)
- Pack for your honeymoon

### **On the Day**

- Give the wedding bands to the best man.
- Present the attendants and parents with their gifts.
- Relax and enjoy your special day!

### **After the Wedding**

- Make a gift list and send out your thank-you notes.
- Send thank-you letters to suppliers and attendants.
- If you are changing your name, you can purchase a kit to make the job easy.
- Arrange for cleaning and preservation of your gown.
- Return all rentals

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