



THE ULTIMATE WEDDING PLANNING CHECKLIST

Wedding Planning Checklist

12+ Months Out

- Determine who will be contributing to the wedding budget
- Discuss and set a budget
- Discuss and decide on general ceremony preferences (civil, religious)
- Create guest list
- Research officiants in your area
- Research religious requirements for pre-marital courses as needed
- Choose wedding date
- Choose and book wedding location
- Decide on wedding style
- Decide on color palette
- Start Pinterest board for wedding ideas by categories (i.e. ceremony, personal flowers, reception, cake)
- Book wedding planner
- Create wedding website
- Purchase wedding planning app or binder OR create your own planning binder

9 - 12 Months Out

- Choose your bridesmaids/groomsmen and invite them to be in your bridal party
- Choose your flower girl and ring bearer
- Set a date and location for engagement party
- Create guest list for engagement party
- Order invitations for engagement party
- Send out engagement party invitations
- Begin shopping for a wedding dress
- Determine who will need wedding day styling services

- Get addresses for invitations from guests
- Research accommodations for out of town guests as needed
- Make arrangements for out of town guests i.e. hotel room blocks/wedding rates
- Start your wedding gift registry
- Review your stationery needs
- Review and confirm the recommended stationery timeline & RSVP date
- Start looking at wedding invitations
- Create a list of any cultural traditions or wedding customs you'd like to incorporate into the wedding
- Create a general wedding day timeline
- Determine the time the sun will set on your wedding day and add to timeline
- Confirm wedding officiant
- Begin pre-marital counseling as needed
- Research and book photographer
- Research and book videographer
- Discuss general catering, menu & service preferences
- Research catering options and schedule tastings
- Request preliminary menu proposals
- Book caterer
- Review bar menu supplier options (Caterer, bar service or self provided)
- Discuss ceremony & reception entertainment preferences
- Discuss guest transportation preferences if needed, including pickup locations & schedule
- Discuss bridal party transportation preference as needed, including pickup locations & schedule
- Discuss transportation for bride
- Discuss transportation for groom
- Discuss room layout and equipment needed (i.e. staging, lighting, tables, chairs, linens)
- Research rental options
- Research floral designers
- Meet with floral designers, request preliminary floral quotes
- Book floral designer

- Create wedding website
- Research honeymoon locations

6 - 8 Months Out

- Purchase wedding insurance
- Give a small gift to your engagement party host
- Send out thank you notes for all gifts received at engagement party
- Order your wedding dress
- Confirm delivery date for wedding dress and schedule dress fittings
- Choose bridesmaids' dresses and ask them to order dress, schedule fittings
- Confirm all bridesmaids have ordered dresses
- Choose groom's & groomsmen's outfits and ask them to order
- Confirm all groomsmen have ordered outfits
- Send travel/hotel/destination information to out of town guests and include on wedding website
- Order Save the Dates (or create on-line)
- Send out Save the Dates
- Work on invitation wording, details and design
- Finalize invitation wording
- Order invitations and thank you cards
- Purchase required site/liability insurance and any insured or permit requirements from venue
- Research marriage license and requirements for your location
- Schedule engagement photo session
- Schedule any additional photo sessions i.e. formal portraits, trash the dress, boudoir
- Finalize menu and service
- Determine and order any catering equipment not covered by the caterer
- Discuss wedding cake preferences (style, icing, flavor, size, design)
- Research wedding cake vendors
- Schedule cake tastings
- Book cake maker
- Determine bar options and supplies

- Research entertainment options
- Start creating music playlist for ceremony, cocktail hour and reception
- Discuss and decide on ceremony sound system
- Book ceremony entertainment & sound system
- Book cocktail hour entertainment
- Book reception entertainment
- Research transportation options
- Book transportation options
- Create transportation schedule
- Make parking arrangements or hire valet services as needed for ceremony and reception locations
- Post guest transportation information & schedule to wedding website and include on invitation RSVP
- Design preliminary ceremony layout
- Design preliminary cocktail hour layout
- Design preliminary reception layout
- Select tent, if needed
- Select table shape and size
- Select linens
- Select chair styles for ceremony and reception
- Select dance floor
- Select lighting
- Request preliminary rental item quote
- Book rental items
- Schedule rental delivery, set up & breakdown based on venue's rules
- Work with floral designer
- Research rehearsal dinner options
- Create rehearsal dinner guest list
- If having a destination wedding, confirm travel itinerary and book air tickets, reserve hotel rooms or rental villa
- Research passport and visa requirements for destination wedding or honeymoon location
- Book honeymoon accommodations

- Research recommended vaccinations for destination or honeymoon locations

4 - 5 Months Out

- Consider your Something Old, Something New, Something Borrowed, Something Blue
- Purchase lingerie & undergarments for wedding dress before first fitting
- Choose accessories i.e. shoes, jewelry, for yourself and your bridesmaids
- Select flower girl's dress and shoes
- Select ring bearer's attire and shoes
- Decide where you will get ready on the wedding day
- Set wedding day schedule with stylist
- Research hair and makeup styles you like and share with stylist
- Select and order/engrave wedding bands
- Pick up wedding bands and confirm fit
- Confirm hotel reservations for out of town guests
- Book calligrapher
- Address invitations or send to calligrapher
- Discuss ceremony with officiant
- Confirm rehearsal time with officiant and venue
- Select a wedding certificate
- Order a Ketubah (Jewish wedding)
- Order yarmulkes (Jewish wedding)
- Decide if you will save the top tier of wedding cake
- Take dance lessons for first dance
- Book getaway car
- Confirm rehearsal dinner location
- Order rehearsal dinner invitations
- Create brunch guest list and decide on location
- Reserve brunch location
- Book wedding night honeymoon suite

2 - 3 Months Out

- Discuss any pre-wedding gatherings (i.e. bridal shower, bachelor/bachelorette party) with Maid of Honor/Best Man
- Plan a luncheon or cocktails to thank your bridal party
- Confirm delivery date for bridesmaids' dresses
- Purchase veil or headpiece before final fitting
- Purchase wedding shoes before final fitting
- Shop or rent wedding shower outfit
- Shop or rent rehearsal dinner outfit
- Shop for honeymoon clothing
- Purchase groom's shoes
- Purchase ring pillow
- Order groom's cake
- Purchase cake topper
- Choose favors and their packaging, placement
- Schedule hair/makeup trial
- Get teeth whitened
- Confirm your insurance policy covers wedding rings and gifts
- Take a complete, stuffed envelope to the post office to weigh for postage
- Stuff and stamp invitations
- Take invitations to post office for mailing. Ask that they hand cancel if possible
- Create wedding day stationery design (ceremony program, menus, table cards, escort cards, place cards)
- Confirm readers for ceremony and share what they'll be reading
- Begin writing your vows
- Decide on processional and recessional order
- Decide on ceremony standing order for bridal party
- Begin working on ceremony programs
- Decide on place setting (charger, dishes, glassware, utensils, napkin fold)
- Book babysitter for kids. Research ideas to keep kids entertained during reception
- Share child care info with parents attending

- Choose Brunch menu
- Order Brunch invitations
- Plan any guest activities and update website (destination weddings)

5 - 6 Weeks Out

- Make necessary adjustments for insurance policies (i.e. health, auto, homeowner's, life) and name your fiance the beneficiary
- Give bridal shower guest list to your bridesmaids
- Purchase wedding gift and card for bride
- Purchase wedding gift and card for groom
- Purchase gifts and cards for bridal party
- Purchase gifts for parents
- Arrange for welcome baskets for out of town guests/if having a destination wedding
- Track RSVPS as they arrive
- Update Guest list spreadsheet with meal choices/dietary restrictions as RSVPs arrive
- Send out Brunch invitations
- Purchase or make guest book or equivalent
- Purchase or make something to hold gift cards i.e. card box or basket
- Designate greeters to welcome guests at the seating card table and assist guests as needed
- Purchase pens for guest book
- Purchase garter
- Purchase flower girl basket
- Purchase or rent cake knife & server
- Purchase champagne flutes
- Have first dress fitting
- Send thank you notes for any gifts received at bridal shower
- Record gifts and send thank you notes as wedding gifts arrive
- Send wedding announcement to local papers
- Finalize wedding day timeline
- Make arrangements for emcee and any speakers (toasts, etc) for reception

- Final site walkthrough with vendors
- Finalize Plan B for inclement weather if having outdoor ceremony
- Finalize Plan B for inclement weather if having outdoor reception
- Create photo shot list for photographer
- Submit song selections or photos as needed by videographer
- Provide timeline and layout to caterer
- Finalize ceremony song list (prelude, processional, recessional, postlude) and give to ceremony musicians/DJ
- Finalize reception song list (entrance, cake cutting, first dance, father/daughter dance, groom/mother dance, bouquet toss, garter toss, last dance) and give to reception musicians/DJ
- Begin seating plan for the reception
- Reconfirm all honeymoon reservations
- Create wedding day timeline (include all vendor names/contact information as well as bridal party information)

3 - 4 Weeks Out

- Confirm all final payment amounts and dates with your vendors
- Assign any wedding duties/responsibilities to bridal party as needed
- Share important wedding and rehearsal information with your bridal party i.e. timeline, directions
- If you are going to change your name, prepare name change documents to update all records
- If you will be moving, send change of address information to post office
- Have second fitting of wedding dress
- Ask dress salon how to manage any stains i.e. food, wine, lipstick
- Break in wedding shoes by wearing around the house
- Get your hair cut
- Have hair/makeup trial (*be sure to take along any hair accessories or veil)
- Schedule any manicures/pedicures/morning-of massages
- Confirm who will be taking wedding rings to ceremony
- Follow up with guests who have not responded to RSVP deadline
- Finalize seating plan for the reception
- Designate someone to be responsible for gifts/gift cards at end of night
- Designate someone to be responsible for gifts/gift cards at end of night
- Finalize, order/print wedding day stationery (ceremony program, menus, place cards, table cards, escort cards)

- If having a receiving line, determine who will be in it and order
- Provide timeline, layout, vendor list to ceremony venue
- Provide timeline, layout, vendor list to reception venue
- Prepare marriage license application and obtain
- Confirm witnesses for marriage license
- Purchase pen for signing marriage license/certificate/ketubah
- Finish writing ceremony vows
- Reconfirm ceremony with officiant and provide all final details/timeline/readings/music
- Designate ushers for ceremony
- Finalize cake size with baker
- Designate someone to retrieve cake topper/top tier/cake knife set/flutes/leftover cake
- Confirm final guest count and schedule with transportation company
- Finalize dinner and drink menu
- Confirm bar quantities and purchase items
- If self-hosting the bar, designate someone to drop off all beverages to venue and pick up leftovers at end of night
- Send out rehearsal dinner invitations
- Share rehearsal timeline/location with all involved
- Reconfirm all travel and hotel reservations
- Designate someone to look after your home and pets while on your honeymoon
- If preserving your bouquet, make necessary arrangements
- Decide what to do with leftover flowers and make necessary arrangements
- If transporting flowers from ceremony to reception, make necessary arrangements with florist or helper
- Designate someone to set up any ceremony items and take down afterwards (unity candle)

2 Weeks Out

- Send final orders, head count and timeline for rentals/flowers/meals to vendors
- Have final dress fitting
- Schedule dress cleaning/preservation of dress for after wedding
- Confirm bridal party all have their outfits/shoes/accessories

- Groom to get haircut
- Reconfirm all beauty appointments
- Designate someone to set up guest book/pens at reception and collect at end
- Prepare toast/thank you speeches for rehearsal dinner
- Prepare toast/thank you for wedding reception
- Send timeline to bridal party/parents
- Review timeline with emcee and everyone giving a toast or speech
- Confirm final head count, timeline and menu with rehearsal dinner venue
- Request hold on all mail/newspaper delivery while you're away on honeymoon
- Request stores hold registry gifts until you return from honeymoon
- Send honeymoon itinerary with contact info to a family member and friend in case of emergency

1 Week Out

- Reconfirm all orders/timeline with every vendor (music, officiant, florals, rentals, cake, transportation, caterer, venues, photographer, videographer, baby sitters)
- Make final payments to vendors
- Prepare any gratuities (i.e. cash in a marked envelope with recipient's name) and give to planner/best man to hand out on the wedding day
- Reconfirm and review wedding related duties with wedding day helpers/vendors
- Print reception seating lists: 1. alphabetized 2. by table
- Print reception map of table layout
- Print table map indicating who is sitting where with their meal choices color coded (if having plated dinner with pre-ordered choices)
- Send map of table layout to venue/coordinator and have copies in your wedding day kit
- Arrange to have guest book/pens dropped off at the reception or give to planner
- Have welcome baskets delivered
- Print wedding day timeline and distribute to vendors and bridal party
- Prep and pack all items for the wedding day
- Pack a wedding day emergency kit
- Pack an overnight bag for the honeymoon suite and determine how it will get to the hotel
- Pack for honeymoon
- Have bridal party take outfits to be professional pressed (especially men's shirts!)

- Designate someone to return rented bridal party outfits
- Pick up wedding dress. Take a bridesmaid along to learn how to bustle the train
- Reconfirm bridal party/groom/bride have all accessories (shoes, socks, ties, pocket squares, jewelry)
- If leaving for honeymoon from wedding, designate someone to pick up wedding dress/accessories
- Clean your engagement ring
- Provide copy of vows to officiant
- Review ceremony seating with ushers
- Wrap all gifts for bridal party/parents/bride/groom and write notes
- Send change of address to photographer and videographer
- Assemble wedding favors
- Designate someone to drop off and set up favors
- Pick up all wedding day stationery (programs, menus, seating cards, escort cards, table numbers)
- Arrange escort cards in alphabetical order
- Arrange seating cards by tables
- Designate someone to set up wedding day stationery
- Confirm final guest count, timeline, menu for Brunch with venue

Day Before

- Have manicure/pedicure and try to relax
- Have bar items dropped off at venue
- Rehearse the ceremony and double-check duties/information with bridal party/family
- Give presents to bridal party/family at rehearsal dinner
- Get to bed early

Wedding Day

- Spend some time alone to center yourself (a massage works wonders)
- Eat breakfast
- Eat lunch
- Drink water
- Relax and enjoy!

Afterwards

- Have bouquet preserved
- Freeze top tier of cake and store in freezer for 1st anniversary
- Have your wedding dress and veil dry cleaned and preserved or post on-line to sell
- Write and send thank you notes for gifts
- Write thank you notes and reviews for vendors
- If changing your name, submit all documents once you've received your wedding certificate
- Relax and enjoy Club Wed!