

Wedding Planning Checklist

Mark an "X" when the task is completed!!

9 to 12 Months

- Announce Engagement
- Select Wedding Date
- Hire wedding consultant/coordinator
- Determine type of wedding: location, theme, # of guests, formality, time of day
- Determine budget & how expenses will be shared
- Buy a daytimer to keep track of appointments & events
- Develop a record keeping system for payments
- Create an approximate # guest list
- Decide if you will be inviting children or not
- Select and reserve ceremony site
- Select and book Officiant/Priest/Minister/Rabbi
- Select and book reception location
- Select and order bridal gown
- Determine color scheme
- If ceremony or reception is at a home, arrange for any home improvements
- Obtain, passports, visas, birth certificates, any documents need for travel and/or marriage licenses

6 to 9 Months

- Select and book caterer, if needed
- Select and book photographer
- Select wedding party
- Give wedding party a list of their responsibilities
- Select and buy attire or bridesmaids & flower girl
- Select and buy attire for mothers of the bride and groom
- Select and book ceremony musicians

- Select and book [In The Mix Productions](#) – Professional DJ & Master of Ceremonies
- Select and book videographer
- Select and book florist
- Register for your wedding gifts (this can be done sooner)

4 to 6 Months

- Schedule fittings for custom made bridesmaids gowns
- Arrange marriage prep-courses, if necessary
- Reserve rental items
- Select and book decorator
- Finalize an A and B list of guests
- Select and order invitations and other wedding stationary
- Set date, time and location for rehearsal dinner
- Select and book honeymoon night suite
- Arrange accommodations for out-of-town guests
- Start planning your honeymoon
- Shop for your wedding gifts to each other
- Shop for your wedding gifts to your wedding party
- Shop for your wedding gifts to your parents
- Buy shoes, lingerie and accessories for the bride
- Buy shoes and accessories for the bridesmaids
- Select and order wedding bands

2 to 4 Months

- Take formal engagement picture
- Select and order wedding cake
- Order party favours/bombonniere
- Select and order decorations
- Purchase honeymoon attire and luggage
- Select and book wedding day transportation

- Start addressing your invitations
- Plan activities for out-of-town guests (optional)
- Go on trials and book wedding day hair and makeup. Bring your headpiece and wear a white shirt
- Obtain marriage license (expires in 3 months)
- Send out your invitations
- Select ceremony readers
- Select ushers to seat your guests
- Select guest book attendant
- Meet with [In The Mix Productions](#) to discuss announcements and introductions
- Mail invitations to shower
- Get photography permit, if needed

6 to 8 Weeks

- Maintain a record of RSVP's and early wedding gifts
- Maintain a record of shower gifts and send thank you's
- Purchase all ceremony and reception accessories: guest book, toasting glasses, garter, ring pillow, etc.
- Select and reserve wedding attire for all gentlemen
- Mail invitations to rehearsal dinner
- Plan bridesmaid luncheon
- Select your something old, new, borrowed, blue

2 to 6 Weeks

- Finalize all food and beverages for wedding
- Finalize all ceremony details with Officiant
- Finalize all rehearsal arrangements
- Finalize all floral arrangements
- Final fittings for yourself and bridesmaids
- Make a [wedding day itinerary](#)
- Give a copy of the itinerary to your wedding party and vendors
- Finalize all details with all your vendors

- Decide order of receiving line and head table setting
- Contact guest that haven't replied
- Pick up wedding rings
- Give photographer a photo checklist
- Visit reception site for floor plan
- Create reception seating plan
- Give [In The Mix Productions](#) a list of your music selection
- Inform attendants when and where to pick up attire
- Determine VIP seating for ceremony seating
- Print out seating cards
- Pick up honeymoon tickets

1 Week

- Give caterer/reception venue final tally of guests
- Pack of your honeymoon
- Wrap reception flavours/bombonniere
- Arrange mail collection while you are on honeymoon

Day of Rehearsal Dinner

- Drop all wedding accessories and decor off at ceremony and reception locations
- Make sure you bring all gifts that will be handed out at dinner
- Make sure you have all final payments in envelopes for wedding day
- Pack over night bag for honeymoon suite
- Make sure wedding party has their itinerary
- Make sure gentlemen have black socks
- Go to church for rehearsal
- Review VIP seating with ushers at ceremony location

Wedding Day

- Most of the details will be on your wedding day itinerary
- Eat breakfast
- Pack anything remaining on your "To Bring" list in cars
- Make sure Maid of Honor has groom's ring and Best Man has bride's ring
- Make sure you have your marriage license, photo permit and Special Occasions Permit, if needed
- Put your engagement ring on your right hand
- Use your wedding day itinerary to get you through the day on some sort of trouble
- Remember to look around and soak in the views of the day you planned so long and hard for.**