

Wedding Plan Checklist

16 to 9 Months Prior

Start a wedding binder or folder.

Begin looking through magazines such as bridal, lifestyle, fashion, gardening, design, and food magazines for inspiration.

Focus on your budget for the wedding.

Figure out how many dollars you must spend, based on contributions from your family as well as your resources.

Think about your wedding party choices.

People will start to wonder who is in your wedding party as soon as you are engaged.

Draft a preliminary list of guests.

Create a spreadsheet database to use throughout your planning process, with columns for contact info, RSVPs, guests, gifts, and any other information that is relevant. Keep in mind to reduce cost, unfortunately, means to reduce the size of the list of your guests.

Hire a planner if desired.

[A planner has relationships](#) with multiple vendors and has insights about each vendor.

At this time, reserve your wedding date and venue locations.

Decide whether or not to have separate locations for the ceremony and the reception, factoring in travel time between the two places.

Book your officiant.

Do some research on photographers, bands, florists, and caterers.

Keep their contact information in your binder.

Throw an engagement party if you wish.

However, remember that your invitees should be on your wedding guest list as well.

8 Months Prior

Hire the videographer and the photographer.

This time, you will not need to go into great detail with them, brief them as to what shoots you prefer and what you expect of them.

Book the entertainment.

Ask around for recommendations and attend their gigs to see how they perform in front of audiences, then reserve your favorite.

Meet the caterers.

If your wedding venue doesn't offer a catering service, you need to search for one at this time and hire their service this month or at the latest early next month.

Purchase your dress.

Try to schedule time for at the minimum three fittings. You can postpone shopping for a Veil for another two to three months if you prefer.

You'll need to reserve several hotel rooms for your out-of-town guests.

Choose at least three hotels that have different price points that are close to the reception venue.

Retailer Registration.

Register your name with at least three or four retailers.

Launch a wedding website.

Create a personal page through a free provider such as weddingwire.com. Post the date of the wedding, travel information, and accommodations. Then send the link to invitees.

7 to 6 Months Prior

Select and purchase invitations.

Hire a calligrapher if you can. Addressing cards are time-consuming, don't forget to add to the cost of the calligrapher to your budget.

Start to plan your honeymoon.

If you are traveling, that requires a passport be sure they are up to date. Make any appointments to the doctors if any shots are needed.

Shop for bridesmaids' dresses.

Six months is about the time for the dress to arrive and allow some time to have the dress sized to fit.

Meet with the officiant.

Plan out the ceremony and double check that you have all the official documents for the service. Check with your county and religion as these vary.

Send save-the-date announcement cards.

Reserve structural and electrical necessities.

Rent extra chairs if needed, schedule portable toilets for outdoor events if necessary, lighting components, and so forth.

Book a florist.

Florists can serve several clients in a day; you can wait a bit longer to hire one. Plus, at this time, you will be firm on what your wedding palette will be.

Arrange transportation.

Consider limousines, minibusses, town cars and trolleys. Keep in mind, vehicles that are low-to-the-ground, if you are wearing a fitted gown, getting into and out of can be dicey.

Begin composing a day-of timeline.

You'll need to plan your day and create a schedule of the events and slot in each component, such as the cake-cutting, the first dance. If you hired a wedding planner, such as [Galloway Weddings & Events, Inc.](#), they would assist you with scheduling.

5 to 4 Months Prior

Book the rehearsal and rehearsal dinner venue.

The cost and the menus are often negotiable. Book your day-after brunch for guests, if you are planning one as well.

Check on the wedding invitations.

Review the finalized invitations and revise them to meet your needs.

Select the cake and have it ordered.

You'll want to attend several tastings before committing to any baker. Keep in mind; most bakers require a long lead time.

Have someone provide the host of your wedding shower your guest list.

Make sure the host of your shower has your guest list.

Purchase your wedding shoes and start your dress fittings.

Be sure to bring the shoes you'll be wearing along to your first fitting. It will make life easy for the tailor; he can choose the appropriate length accurately for your gown.

Decide on hair and makeup artists you are going to use and schedule appointments.

Make several appointments with local experts to give them a try. Take a photo at each so you can compare results.

Choose your music.

When it is time to announce the wedding party, what music would you like to have played during the announcement? To kick off the dancing? During the dinner? Keep a running list handy of what music you would like to have played, as well as what you do not want—played.

3 Months Prior

Finalize the menu as well as the flowers.

Since food and flowers are affected by seasons, you'll want to wait until now to see what will be available.

Order favors if desired.

Cookies that have monogrammed names or a treat that represents your city or region are always a party favorite. If you have planned to have welcome baskets for out-of-town guests, prepare those now as well.

List those who are giving toasts.

Choose loved ones that you would like to speak at your reception. Now is a perfect time to ask them.

Review and finalize the readings.

Finalize what material you would like to have read at your wedding ceremony and the person you wish to do the readings.

Purchase your undergarments.

Now is a great time to have your second fitting scheduled.

Review and finalize your plans for the order of the ceremony and the reception.

Have printed menu cards and programs.

If it is in your budget have a professional printer create these. However, you can easily create these yourself on a computer.

Purchase the wedding rings.

Purchasing your rings now will give you plenty of time for engraving and resizing.

Send your event schedule to the vendors.

Send your vendors a first draft of the event schedule. Ask them for any feedback or any tweaks to be made.

2 Months Prior

Touch base again with all the vendors.

Make sure you addressed all questions and answered that might be floating around by you or your vendors.

Schedule a meeting with the photographer.

Meet with the photographer and discuss specific shots. Take a walk through the locations to point out areas that are most appealing.

Review the playlist with the band or deejay.

Give the band or deejay a prepared list of songs to be played at the ceremony and reception.

Send out the invitations.

At least six to eight weeks of your wedding, have your invitations already in the mail. Make sure the RSVP cutoff time is around three weeks after the postmark date, that is a great timeline to meet.

Submit a wedding announcement to the newspaper.

If you're planning to include a photograph, be sure to check with the publication's website for rules: Some may have rules about how the look of the photo should be.

Have a blast at the bachelorette party.

The maid of honor usually has the responsibility of arranging a night out with your girlfriends. However, if she hasn't mentioned one to you by now, feel free to ask—for scheduling purposes, of course! —if a celebration is in the works.

1 Month Prior

Enter RSVPs into your guest-list database.

You may want to give those who have not responded to your RSVP a phone call.

Acquire your marriage license.

The process of acquiring your marriage license can take about to six days; however, it is great to give yourself some leeway. If your name is changing, order a few copies.

Mail the invitations for the rehearsal dinner.

Give the dressmaker a visit for (with luck!) your last dress fitting.

It is best to schedule your dress fitting the week of your wedding. Planning a week before your wedding will give you peace of mind. The option to cancel the appointment is there if your dress fits you perfectly.

Stock the liquor and soda bar.

Now that you have an accurate headcount you can order correctly.

Pay and mail out as many final payments as you can.

Confirm times for your hair and makeup and all your vendors.

You may consider E-mailing and texting directions for drivers of transport vehicles.

Proper directions give the chauffeurs plenty of time to find their way.

Assign seating arrangements.

Draw and create the shape of the tables on a layout of the reception area to help plan place settings. Write the names of the guests that are female on pink sticky notes and the names of the guest that is male on blue sticky notes. You can move the names of the people about without redesigning the entire setting.

Purchase gifts for the bridesmaids'.

At the rehearsal dinner is where you'll present the gifts.

Write your vows, if necessary.

Get your hair styled, cut and colored if desired.

The Week of Your Wedding

Confirm arrival times with all vendors.

Delegate small wedding-day tasks.

Choose a person to bustle your dress, choose a person to carry your things, someone to take charge of gifts (especially the enveloped sort), a person to hand out the tips, and another person to be the go-to person for every vendor.

Send an up to date timeline to the bridal party.

Include each member's contact information, along with the point people you've asked to deal with the vendors if problems arise.

Pick up your dress.

Alternatively, make delivery arrangements.

Check in on the photographer one last time.

Provide the photographer with a list of moments you want them to capture on film.

Set aside checks for the vendors.

Tips should be given out in the payment envelopes at the time of the event.

Book a spa treatment.

Make the appointment with a spa for a pedicure and manicure the day before the wedding. If you are completely stressed, a full body massage would be in order.

The caterer and all venues receive the final guest list that is hosting your wedding-related events.

Typically, vendors close their lists within 72 hours in advance.

Break in your shoes.

Assemble and distribute the welcome baskets.

Pack for your honeymoon.

Don't forget your pack your documents.

Your Wedding Day

ENJOY YOUR DAY!

- Eat a good breakfast! Allow yourself enough time to get ready.
- Be sure to give the best man the wedding rings and the officiant fee.
- Relax and soak in every moment. Don't forget to smile.

After the Wedding

WRAPPING It All UP

- Double check and be sure to return rentals and tuxes to the vendors.
- Get your wedding dress to the cleaners or preservationist.
- Place an order for thank you cards and if you can, include a wedding photo.



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