



THE HOUSE
of PLANNING

The Ultimate Wedding Planning Checklist



Wedding Planning Checklist

12 Months +

- Create a preliminary color pallet
- Create full wedding budget
- Begin a preliminary guest list
- Hire a Wedding Planner
- Set a general date (be flexible)
- Begin Researching venues
- Schedule Venue Tours
- Review Officiant & ceremony Options

9-12 Months

- Secure your date by booking your venue
- Create an Engagement party guestlist
- Collect addresses
- Order and Send Engagement party Invitations
- Choose your Bridesmaids & Groomsmen
- Choose your Flower girl & ring bearer
- Secure hotel blocks for out of town guests
- Begin looking at stationery and invitations
- Secure your ceremony location
- Secure your officiant
- Review Photographers & videographers
- Secure your Photographer & Videographers
- Review catering Options

NOTES

9-12 Months Cont.

- Request preliminary menu proposals
- Secure caterer
- Draft Bar menu (generally with caterer)
- Discuss ceremony & reception entertainment
- Secure any guest transportation
- Secure wedding party transportation
- Discuss room layout, rental/equipment needs
- Review floral designers
- Discuss honeymoon ideas

6-8 Months

- Schedule Engagement photo Session
- Research and purchase wedding insurance
- Send out thank you notes from the engagement party
- Begin Wedding Dress Shopping
- Order your wedding dress
- Schedule dress fitting/alteration appointments\
- Choose Bridesmaids Dresses
- Help mother of the Bride & Mother of the groom select their dresses
- Review Hair and Makeup artists
- Secure Hair and Makeup Artists
- Complete your Wedding Registry
- Order & Send Save the Dates
- Create a Wedding Website
- Finalize & order Invitations
- Schedule Menu tastings
- Finalize Menu & Service details
- Design place settings & Determine rental needs
- Review Bakery Options (if not through caterer)

NOTES



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6-8 Months Cont.

- Schedule Cake Tasting
- Review entertainment options
- Secure entertainment
- Begin creating playlists for ceremony & Reception
- Hire Valet Services, as needed
- Select & secure rental items (linen, chairs, tables, dancefloor, lighting, etc)
- Secure Floral Designer
- Begin finalizing Floral Design
- Discuss Rehearsal Dinner options
- Establish a Rehearsal dinner guest list
- Secure Passport or visa for honeymoon

4-5 Months

- Purchase something old, something new, something borrowed, Something blue
- Purchase accessories - shoes, jewelry, etc
- Set 'Getting Ready' Schedule with stylists
- Purchase wedding bands
- Book Calligrapher or address invitations
- Discuss ceremony personalization with the officiant
- Secure your baker
- Begin taking Dance Lessons
- Secure your rehearsal Dinner location & menu
- Order & send Rehearsal dinner invitations
- Discuss if you will be having a Farewell brunch
- Create a guest list for farewell brunch
- Secure location for Farewell brunch
- Secure honeymoon itinerary

NOTES

2-3 Months

- Discuss bachelor/bachelorette party with MOH & Best Man
- Confirm Delivery Date for Bridesmaid Dresses
- Purchase veil or headpiece
- Purchase brides shoes
- Purchase rehearsal dinner & Farewell brunch outfits
- Schedule Hair & makeup trial
- Schedule Hair color & cut
- Drop off completed invitations to the post office
- Order reception stationery - ceremony programs, menus, table cards, escort cards, etc.
- Begin writing your vows
- Order grooms cake - if desired
- purchase cake topper
- Book child care - if desired
- Select & purchase wedding favors

5-6 Weeks

- Have your first dress fitting
- Purchase wedding gift for fiance
- Arrange Welcome baskets for out of town guests
- Track RSVP's
- Purchase a guest book and pens
- Purchase a card box
- Fill in any timeline information you have
- Have a final site walkthrough - if needed
- Create a contingency plan for outdoor ceremony or reception
- Submit song selections to Dj/band
- Submit photo requests to the photographer
- Provide a timeline & layout instructions to all vendors

NOTES

5-6 Weeks Cont.

- Confirm arrival and set up times with all vendors
- Purchase cake knife and server & toasting flutes
- Purchase wedding party & parents gifts
- Confirm all honeymoon reservations

3-4 Weeks

- Confirm Final payment dates with all vendors
- Share rehearsal & wedding details with the wedding party
- Assign wedding duties to the bridal party
- Update records if you plan to change your name
- If moving send change of address to Post office
- Have second and hopefully final dress fitting
- Make any final hair appointments
- Follow up with guests who have not RSVP'd
- Finalize seating plan - if necessary
- Prepare marriage license application & any required paperwork
- Obtain marriage license
- Designate ushers for the ceremony
- Notify Caterer of final guest count
- Adjust bakery order to reflect final guest count
- If supplying alcohol, purchase, or order based on your final guest count
- Update layout based on final guest count
- Adjust and finalize floral order

2 Weeks

- Schedule Final dress fitting - if needed
- Confirm bridesmaids & groomsmen have outfits, shoes, and accessories
- Schedule Grooms haircut
- Schedule any beauty appointments
- Confirm rehearsal dinner guest count & timeline

NOTES

1 Week

- Pay final payments
- Prep and pack all wedding items
- Pack an emergency kit
- Pack an overnight bag
- Pack all wedding day attire
- Deliver all welcome gifts to hotels for out of town guests
- Provide a copy of vows to your officiant
- Confirm transportation

Day Before

- Rehearse the ceremony with your wedding planner, wedding party, and officiant
- Enjoy your rehearsal dinner
- Give your bridal party their gifts
- Get a good nights sleep

NOTES

WEEK OF:

Weekly Planner

MONDAY	TUESDAY	WEDNESDAY
THURSDAY	FRIDAY	SATURDAY

NOTES:

DATE:

Daily Planner

TO-DO LIST:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

NOTES:

REMEMBER:

I can & I will. Watch Me.
