

PLANNER

WEDDING CHECKLIST

TICK, TICK, TICK...

Use this handy checklist to help you plan a wedding filled with wonderful, stress-free memories!

10 to 12 months before

- Announce your engagement.
- Set a date for the wedding.
- Create a budget based on the style of wedding you want.
- Select a color scheme.
- Choose a qualified wedding coordinator.
- Select attendants, best man and ushers.
- Begin shopping for your gown, headpiece and accessories.
- Have engagement pictures taken.

Select and reserve:

- Ceremony site
- Reception site
- Clergy
- Caterer
- Photographer
- Videographer
- Musician(s)
- Florist
- Store(s) for bridal registry

6 to 10 months before

- Decide on the number of guests and begin compiling a list with names and addresses.
- Select and order bridesmaids' gowns and groomsmen's attire.
- Coordinate mothers' dresses and fathers' attire.
- Send engagement notices to your local newspapers.
- Select music for ceremony and reception.
- Send your out-of-town guests information packets that include hotel, car rental, local attractions and other visitor information.
- Order your invitations, matchbooks, napkins, programs, etc.
- Reserve rental items for ceremony and reception.

4 to 6 months before

- Purchase your wedding rings. Order engraving.
- Arrange a time for and begin planning the wedding rehearsal.
- Finalize honeymoon plans.
- Arrange wedding-night accommodations for the two of you.
- Order your wedding cake.
- Reserve transportation to and from the ceremony and reception.
- Start addressing envelopes.

2 to 4 months before

- If you plan on having a wedding shower, discuss dates and themes with maid of honor and best man.
- Make name and address changes on charge cards, driver's license, etc.
- Buy gifts for attendants, parents and fiancé.
- Purchase wedding shoes; begin breaking them in.
- Ask relatives and friends to help at wedding and reception.
- Select ceremony readings and write personal vows.
- Consult with vendors to confirm contracts and be sure communication is clear and requests are understood.
- Select wedding extras: the guest book, ring pillow, favors, and of course, something old, something new, something borrowed, and something blue.

6 to 8 weeks before

- Confirm hotel reservations for out-of-town guests and your own wedding night.
- Mail the invitations. Include a map and travel and accommodation information.
- Confirm honeymoon travel plans.
- Set up new bank account.
- Pick up the rings and check the engravings.
- Have the final fittings for your gown and the attendants' dresses.
- Arrange to have the dresses pressed.
- Get your marriage license.

3 to 6 weeks before

- Plan seating arrangements at the ceremony and reception.
- Speak with the DJ/band about important musical requests.
- Arrange for gown, bouquet and/or cake preservation.
- Have programs printed for the ceremony.
- Write thank-you notes as you receive gifts.

2 weeks before

- Prepare payment envelopes for fees and gratuities: clergy, soloist, hotel staff, etc.
- Put someone in charge of transporting gifts at the end of the event.

- Arrange health and life insurance policies or make changes to existing policies to specify new beneficiaries, etc.
- Submit change of address to the post office.
- Give photographer and videographer list of "must-have" shots.

1 week before

- Submit final guest count to the caterer and confirm all details.
- Review details and timetables with all vendors. Provide them a contact name, arrival time and where to set up.
- Write and mail a note to both sets of parents, thanking them for their love and support.
- Put together your wedding day emergency kit, including aspirin, antacid, bobby pins, safety pins and mints.
- Begin packing for the honeymoon.
- Advise the head usher of any unique seating arrangements.

1 day ahead

- Greet out-of-town guests as they arrive or have someone meet them at the airport.
- Pack things to take to the wedding site.
- Give envelopes with fees and gratuities to assigned person for distribution.
- Give marriage license to maid of honor or best man and remind this person to bring it to the ceremony.
- Rehearse the wedding and attend the rehearsal dinner.
- Give attendants their gifts at the rehearsal dinner.
- Find a quiet moment to exchange wedding gifts with your fiancé.

Day of the wedding

- Allow plenty of time for dressing, makeup and hair styling.
- Give maid of honor and best man the appropriate wedding band.
- Gather all of your pre-packed belongings and head for the altar. Get there on time.

Enjoy your day!