



YOUR WEDDING CHECKLIST

Wedding Couple: _____ Coordinator: _____

Wedding Date: _____ Initial Meeting: _____ Follow-Up Meeting: _____

SIXTEEN TO NINE MONTHS BEFORE

- Hire a planner!
- Start a wedding folder or binder.
- Work out your budget.
- Develop a record keeping system for payments
- Determine type of wedding: location, theme, # of guests, formality, time of day
- Pick your wedding party.
- Start the guest list.
- Buy a daytimer to keep track of appointments & events
- Reserve your date and venues.
- Book your officiant.
- Book the entertainment.
- Research photographers, bands, florists, and caterers.
- Throw an engagement party, if you wish.
- Decide if you will be inviting children or not
- Purchase a dress.
- Obtain, passports, visas, birth certificates, any documents need for travel and/or marriage licenses

EIGHT MONTHS BEFORE

- Hire the photographer
- Hire the videographer.
- Select and book ceremony musicians
- Meet caterers.
- Reserve a block of hotel rooms for out-of-town guests.
- Register.
- Give wedding party a list of their responsibilities
- Select and book decorator
- Select and buy attire for your parents (if applicable)
- Select and buy attire or wedding attendants – young and old!
- Select and book florist
- Launch a wedding website.

SEVEN TO SIX MONTHS BEFORE

- Start planning a honeymoon.
- Meet with the officiant.
- Send save-the-date cards.
- Reserve structural and electrical necessities.
- Schedule fittings for custom made attendants' apparel
- Arrange marriage prep-courses, if necessary
- Select and reserve tuxedos (if required)
- Reserve rental items
- Select and order decorations
- 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 babysitter
- 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
- Buy shoes and accessories for the wedding attendants
- Select and order wedding bands
- Arrange transportation.
- Start composing a day-of timeline.

FIVE TO FOUR MONTHS BEFORE

- Book the rehearsal and rehearsal-dinner venues.
- Check on the wedding invitations.
- Select and order the cake.
- Send your guest list to the host of your shower.
- Schedule wedding dress fitting.
- Schedule hair and makeup artists.
- Choose your music.
- Order party favours/bombonniere

THREE MONTHS BEFORE

- Take formal engagement picture
- Purchase honeymoon attire and luggage
- 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

- Select your MC
- Finalize the menu and flowers.
- Make a list of the people giving toasts.
- Finalize the readings.
- Purchase your undergarments.
- Finalize the order of the ceremony and the reception.

TWO MONTHS BEFORE

- Touch base again with all the vendors.
- Mail invitations to shower
- Send out wedding invitations
- Select ceremony readers
- Select guest book attendant
- Select ushers to seat your guests
- Meet with the photographer.
- Review the playlist with the band or deejay
- Submit a newspaper wedding announcement.
- 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.
- Mail invitations to rehearsal dinner
- Plan wedding attendant luncheon
- Select your something old, new, borrowed, blue
- Enjoy a bachelorette party.

ONE MONTH BEFORE

- Get your marriage license.
- Print menu cards, if you like, as well as programs.
- Enter RSVPs into your guest-list database.
- Stock the bar.
- Send your event schedule to the vendors.
- Send out as many final payments as you can.
- Confirm times for hair and makeup and all vendors.
- E-mail and print directions for drivers of transport vehicles.
- Write vows, if necessary.
- Get your hair cut and colored, if desired.
- 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 wedding attendants

- 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 musicians 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

WEEK OF THE WEDDING

- Reconfirm arrival times with vendors.
- Make a wedding day itinerary
- Give a copy of the itinerary to your wedding party and vendors
- Delegate small wedding-day tasks.
- Send a timeline to the bridal party.
- Pick up your dress.
- Check in one last time with the photographer.
- Set aside checks for the vendors.
- Give caterer/reception venue final tally of guests
- Pack for your honeymoon
- Wrap reception flavours/bombonniere
- Arrange mail collection while you are on honeymoon
- Book a spa treatment.
- Send the final guest list to the caterer and all venues hosting your wedding-related events.
- Break in your shoes.
- Assemble and distribute the welcome baskets.

REHEARSAL DAY

- 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 Honour Attendants have rings
- 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
- Remember to look around and soak in the views of the day you planned so long and hard for.