

Calendar Checklist



Notes:

12 Months

- Discuss a budget and size and style of the wedding with parents. Decide who pays for what
- If using a wedding consultant, enlist their services
- Meet with clergy member; schedule premarital counseling
- Reserve wedding and reception sites; make initial catering contacts
- Contact photographers, hire one
- Check out videographers, hire one
- Make arrangements for the music at the wedding and reception
- Make all transportation arrangements to and from the wedding and the reception. Consider hiring a limousine, party bus, trolley or horse drawn carriage



9 to 6 Months

- Compile the guest list
- Reserve a block of hotel rooms for out of town guests
- Choose wedding rings
- Send engagement announcement to newspapers
- Select and order wedding gown
- Select the attendants (bridesmaids and groomsmen). Choose and order bridesmaids dresses
- Select on user for every 50 guests
- Enroll in a bridal gift registry
- Check out bakers. Get estimates and book the date
- Plan beauty preparations (nails diet hair skin care and makeup)
- Complete all homey moon plans. If traveling outside the country, check on visas, passports and inoculations
- Sign up for dance lessons. Talk to the instructor about choreographing a special dance routine to "wow" the guests
- Hire a florist and get estimates

Calendar Checklist



4 months

- Complete the guest list and confirm final details with the caterer
- Order invitations (25 extra) and personal stationery or “Thank You” Notes
- Order napkins and purchase any other items needed for the ceremony and reception. Check with the caterer to see what he or she includes
- Confirm cake order and estimate with baker
- Visit the photographer again to discuss specifics. Use the *“Photography Worksheet”*
- Get confirmation and order flowers and floral arrangements for wedding and reception
- Get estimates and order balloons, decorations and favors for wedding and reception
- Book room for wedding night
- Three months before
- Order wedding rings. Allow time for any final engraving
- Order tuxedos for the groomsmen and father

Notes:



2 months

- Mail invitations (six to eight weeks before the wedding, eight weeks to out of town guests)
- Make appointments with the hair dresser for the bride and attendants or out of town guests
- Call count clerk office for marriage license requirements. Get blood test if necessary
- Buy a wedding gift for future spouse and gifts for attendants and helpers
- Finalize arrangements of accommodations for out of town attendants and guests
- Order part favors and welcome baskets
- Arrange rehearsal dinner

Calendar Checklist



Notes:

1 month before

- Ready all accessories, shoes and lingerie for bridal gown
- Have final fitting for bridal gown and bridesmaids' dresses
- Have beauty consultant do a trial run with bride's hair and makeup.
Schedule this appointment on the day the bridal portrait take
- Have groomsmen registered and measured at the formal wear store
- Check with the newspapers on wedding announcements requirements
- Finalize plans for rehearsal dinner
- Plan seating arrangements for the rehearsal dinner and reception
- Review this checklist to be sure nothing has been missed complete change of address information for post office
- Keep current with "Thank You" notes for shower and early wedding gifts



Two weeks before

- Get the marriage license. Be sure to bring all needed documents
- Inform or send rehearsal invitations including exact time and location to those who will attend the rehearsal and rehearsal dinner
- Inquire about where bride, groom and attendants will dress for the ... ceremony
- Review all details. Walk through the entire event considering things like parking access for handicapped guests, etc.
- Confirm all transportation plans
- Check in with caterer, photographer, videographer, musicians, DJ, florist, etc. to confirm all arrangements.
- "Break in" Wedding shoes at home

Calendar Checklist



One week before

- Appoint someone to act as an organizer to handle any last minute problems
- Give a final guest count to the caterer
- Review final details for those in the wedding party
- Confirm honeymoon arrangements
- Pack for the honeymoon
- Enjoy a day with family and friends. Visit a da spa, have a massage, facial and relax
- Write toasts

Notes:



One day before

- Attend the rehearsal dinner and give gifts to attendants
- Give the rings and clergy members fee to the best man
- Organize gown, accessories, etc. to go to ceremony



On wedding day

- Mail wedding announcements
- Get hair, makeup, etc. done