

Wedding Planning Checklist

16 TO 9 MONTHS BEFORE

- ☐ Begin gathering wedding-day inspiration. Page through bridal, fashion, food, and other magazines; store clippings in a folder.
- ☐ Determine your budget. Include contributions of your own, your families', and any others.
- ☐ Choose wedding date with fiancé.
- ☐ Choose your wedding party. Contact the individuals and ask if they'd like to serve as your attendant.
- ☐ Start building the guest list. Create an electronic database to store contact info, RSVPs, gifts, etc.
- ☐ Hire a planner (if desired). A local planner will have insight about vendors in your area.
- ☐ Reserve ceremony and reception venues. Remember to factor in travel time if utilizing separate sites.
- ☐ Book your officiant.
- ☐ Host an engagement party (if desired). Keep in mind that everyone invited to the party should also be on your wedding guest list.
- ☐ Research and hire a photographer and videographer. Be sure those you hire are open to doing the shots you want.

8 MONTHS BEFORE

- ☐ Research and hire musical entertainment. Attend performances and then book your favorite.
- ☐ Research and hire a caterer. If the wedding venue doesn't offer catering of its own, do this now.

- ☐ Shop for and purchase a dress. Doing so now allows for at least three fittings before the wedding.
- ☐ Reserve a block of hotel rooms. Select three hotels close to the reception venue that represent three different price points.
- ☐ Register. Submit a gift registry at a minimum of three retailers.
- ☐ Launch a wedding website. There are many free wedding website providers. Be sure to include the date of the wedding, travel information, and accommodations. Provide the link to invitees.

7 TO 6 MONTHS BEFORE

- ☐ Select, purchase and send Save-the-Date announcements by Carlson Craft.
- ☐ Select and purchase invitations by Carlson Craft. Ask your caterer when the final guest count is needed and set your RSVP date one week before that. (RSVP date should be two to three weeks prior to the wedding date.) Also consider enlisting an addressing service or hiring a calligrapher for the time consuming task of addressing envelopes.
- ☐ Start planning a honeymoon. Are passports required for your destination? If so, are your passports current? Are any immunizations needed for travel to your destination? If so, make doctor appointments.
- ☐ Shop for bridesmaids' dresses. Allow at least six months for the dresses to be ordered and sized.
- ☐ Shop for men's formal wear. Allow at least six months for the formal wear to be ordered and sized.

- ☐ Meet with the officiant. Create a rough outline of the ceremony and confirm that you have all the official documents required for the wedding.
- ☐ Reserve rental necessities (if needed). These include tents, portable toilets, coat racks, extra chairs, light components, sound apparatus, etc.
- ☐ Book a florist.
- ☐ Arrange transportation. Consider limos, town cars, minibuses, trolleys, and horse-drawn carriages.
- ☐ Compose a wedding-day timeline. Build a schedule of the day's events. Include components such as the toasts, the cake-cutting, the first dance, and so on.

5 TO 4 MONTHS BEFORE

- ☐ Book the rehearsal and rehearsal-dinner venues. If you're planning to host a day-after brunch for guests, book that venue as well.
- ☐ Select and order the cake. Visit several bakeries for tastings before committing to one.
- ☐ Give your guest list to host of your bridal shower. Refer host to the Bridal Shower Checklist. This is assuming you are aware it's being planned.
- ☐ Shop for and purchase wedding shoes.
- ☐ Schedule the first dress fitting. So the tailor can measure the proper length for your dress, be sure to bring the shoes you'll be wearing on your wedding day to the fitting.
- ☐ Schedule hair and makeup artists. Visit a few local professionals, take pictures to compare the results, and then choose your favorite.
- ☐ Create your music playlist. Decide what you'd like playing when the wedding party is announced, during dinner, to kick off the dancing, etc. Also make a list of any songs you do not want played.

3 MONTHS BEFORE

- ☐ Finalize the menu.
- ☐ Finalize the flowers.
- ☐ Order favors from Quite Personally! by Carlson Craft album. If you're giving welcome baskets to out-of-town guests, prepare those now, as well.
- ☐ Create a toast list. Decide who you'd like to speak at the reception. Contact them and ask if they are willing to do the honor.
- ☐ Finalize the readings. Decide who you'd like to present the readings during the ceremony. Contact them and ask if they are willing.
- ☐ Shop for and purchase undergarments.
- ☐ Schedule the second dress fitting. Again, bring your shoes to check dress length, and if you want to check fit of undergarments with dress, bring those, as well.
- ☐ Finalize the order of the ceremony and the reception.
- ☐ Select and order programs and menu cards by Carlson Craft.
- ☐ Purchase your wedding rings. This allows time for re-sizing and engraving.
- ☐ Give your events schedule to the vendors. This allows time for feedback and adjustments.

2 MONTHS BEFORE

- ☐ Touch base with all the vendors. Make sure all are on track and any questions are answered.
- ☐ Meet with the photographer. Discuss specific shots and spots at venue site(s) to consider.
- ☐ Review playlist with the music/entertainment provider.
- ☐ Mail your invitations by Carlson Craft. The invitations should be mailed six to eight weeks prior to the ceremony. Take a fully

assembled invitation to the post office to see if extra postage is necessary.

- ☐ Submit your newspaper wedding announcement. If you plan on including a photograph, check the publication's image requirements.
- ☐ Purchase wedding party gifts from *Quite Personally!* by Carlson Craft album. Present them to your attendants at the rehearsal dinner.
- ☐ Attend your bachelor/bachelorette party. If you haven't heard anything about a party by now, feel free to ask the best man/maid of honor if you should be marking it on your calendar.

1 MONTH BEFORE

- ☐ Enter RSVPs into your guest-list database. Contact those who have not yet responded.
- ☐ Get your marriage license. Order several copies if you are changing your name.
- ☐ Mail the rehearsal-dinner invitations by Carlson Craft.
- ☐ Schedule your final dress fitting. For peace of mind, you may want to schedule a fitting the week of your wedding. You can always cancel the appointment if you feel confident the dress fits properly.
- ☐ Stock the bar. With a firm guest count you can purchase accordingly.
- ☐ Submit as many final payments as possible. This avoids forgetting to do so in the near future and is a definite stress reliever.
- ☐ Confirm times for all vendors including hair and makeup appointments.
- ☐ Provide addresses and directions for drivers of transport vehicles. This allows time for them to navigate a route.
- ☐ Prepare a seating chart. Plan seating by drawing out table shapes on a layout of the room. Use colored sticky notes labeled with guests' names to rearrange seating without

redoing the entire layout.

- ☐ Write your vows. If you've decided to write your own vows, take this time to consider the words you want to use.
- ☐ Get your hair cut and colored (if desired).
- ☐ Arrange to move belongings to new home

WEEK OF THE WEDDING

- ☐ Reconfirm arrival times with vendors.
- ☐ Delegate wedding-day tasks. Assign miscellaneous tasks to your personal attendant(s) and others as needed: carrying your things; minding the cards and gifts; handing out tips; directing vendors as needed; and so on.
- ☐ Send a timeline to the wedding party. Be sure to include each attendant's contact information.
- ☐ Pick up your dress (or arrange to have it delivered).
- ☐ Check in one last time with photographer. Provide a list of "must-have" photos you want.
- ☐ Set aside payments for the vendors. Place tips in envelopes to be given at the event site(s).
- ☐ Visit the spa. Get a manicure, pedicure, and relaxing massage the day before the wedding.
- ☐ Send final guest list to the caterer and all venues hosting your wedding-related events.
- ☐ Break in your shoes.
- ☐ Distribute the assembled welcome baskets (if applicable).
- ☐ Pack for your honeymoon.