

Wedding Planner's Checklist

12 Months Before – by Date ____/____/____

1. Attend consultation with Couple.
2. Have Couple complete Wedding Registration Form.
3. Have Couple select bridal party and other attendants. Rule of thumb is one usher per 50 guests.
4. Provide Couple with wedding etiquette information (as required).
5. Have Couple finalize wedding date.
6. Prepare budget and review it with Couple.
7. Book ceremony venue and pay deposit.
8. Book reception venue and pay deposit.
9. Determine if venues require proof of liability insurance, and if so, make arrangements.
10. Have Couple prepare list of guests to attend.
11. Coordinate engagement party, if requested.

10 – 11 Months Before – by Date ____/____/____

1. Determine customs and/or traditions, personalized vows, readings and/or exchanges the Couple would like to include in the ceremony (lighting of unity candle, flowers to mother, etc.).
2. Have Couple meet with you and the wedding officiant.
3. Book caterer.
4. Book musicians for the ceremony (soloist, organist, etc.).
5. Book musicians for the reception (band, DJ, etc.).
6. Book photographer.
7. Book videographer.

8 – 9 Months Before – by Date ____/____/____

1. Book florist.
2. Book cake designer/baker.
3. Book transportation for wedding and related events.
4. Have Couple sign up for premarital counseling, if required or desired.
5. Have Bride select and purchase wedding dress, headpiece/veil, shoes, lingerie, and accessories.
6. Have Bride select bridesmaid and flower girl dresses and accessories.

6 – 7 Months Before – by Date ____/____/____

1. Make arrangements to have bridesmaids and flower girl fitted with dresses.
2. Have mothers of the Couple select their dresses.
3. Have Couple sign up with a gift registry and select desired gifts.
4. Book calligrapher.
5. Book rentals such as tents, tables, chairs, linens, china, glassware, cake knife, toasting glasses, candelabras, etc., as required or requested.
6. Have Couple send any required deposits to vendors and suppliers.
7. Remind Couple to book their honeymoon and update passports, obtain visas and any inoculations required.
8. Reserve rooms for out-of-town guests (if requested).
9. Review all vendor/supplier contracts and provide advice to Couple.

5 Months Before – by Date ____/____/____

1. Order invitations, RSVP cards, thank you cards, etc.
2. Select and order all flowers.
3. Plan reception including finalizing theme, décor, etc. Select favors, table centerpieces, decorations, candles, etc.
4. Have Couple finalize ceremony music selections.
5. Have Couple finalize reception music selections.
6. Provide music requests and lists to all musicians.
7. Have Couple finalize wedding invitation list.

4 Months Before – by Date ____/____/____

1. Review budget and checklists with Couple to ensure everything is on track.
2. Remind Couple to select their wedding rings and arrange for engravings.
3. Have Groom select and get fitted for tuxedo or alternative formalwear and shoes.
4. Have groomsmen (and ring bearer and ushers, if applicable) fitted for tuxedos or alternative formalwear including shoes.
5. Meet caterer (with Couple) for tasting and review menu options.
6. Order wedding cake and partner's cake (if desired).

7. Have Couple arrange for emcee and other speakers (I.e. individuals making toasts) at the reception.
8. Have Couple select and arrange with individuals to handle guest book.
9. Have Couple select and arrange with individuals to hand out programs.
10. Talk to Maid of Honor and Best Man about planning a bridal shower and bachelor party.
11. Have Couple book honeymoon suite for wedding night.
12. Have Couple book suite to get ready in on the day of the wedding, if applicable.
13. Have Couple arrange for planning of a rehearsal dinner and day after wedding brunch, if desired.

3 Months Before – by Date ____/____/____

1. Have Couple make all appointments for hair, make-up, and manicure/pedicure.
2. Have Couple get blood tests and/or have medical examinations, if required.
3. Provide caterer with food/menu and beverage selections.
4. Plan additional liquor needs, if required.
5. Have Couple select any readings (and readers) for the ceremony.
6. Have Couple meet with the officiant to review ceremony and finalize vows.
7. Determine what customs and/or traditions the Couple would like to include at the reception, such as formal cake cutting, toasts, etc.
8. Finalize time and location of rehearsal.
9. Prepare maps, directions, information sheets, and hotel recommendations for out-of-town guests.
10. Prepare wedding program, wedding weekend itinerary, and wedding day schedule.
11. Obtain wedding invitations list from couple.
12. Provide wedding list to calligrapher.
13. Meet with stationer to have invitations, RSVP cards, thank you cards, itineraries, programs, menus, and any accessories printed.

2 Months Before – by Date ____/____/____

1. Pick up and mail out wedding invitations (together with RSVP cards, etc.)
2. Contact booked venues to confirm arrangements and arrange with Couple to pay balances due, as required.
3. Have Bride and bridesmaids attend follow-up wedding attire fittings.

4. Prepare information and instruction sheets for all members of the bridal party and for all vendors.
5. Have Bride prepare guest list for shower and give to Maid of Honor.
6. Have Groom prepare guest list for Groom's get together and give to Best Man.
7. Have Bride select going away outfit.

1 Month Before – by Date ____/____/____

1. Have Couple obtain marriage license (within legal time period).
2. Track gifts received and send out thank you cards (if requested to handle this).
3. Have Couple pick up wedding rings and ensure proper fit.
4. Provide photographer with list of photos to be taken.
5. Provide instructions to videographer.
6. Confirm music lists and arrangements with musicians.
7. Confirm rental requirements and drop-off times.
8. Pick up any ceremony or reception accessories not provided by the rental company or caterer (candles, goblets, ring pillow, guest book, cake knife, etc.)
9. Have Couple purchase gifts for bridal attendants, parents, ushers, and each other.

3 Weeks Before – by Date ____/____/____

1. Follow up with guests who have not sent in an RSVP.
2. Prepare seating plan for reception.
3. Prepare name plates/seating cards.
4. Have Bride go in for trial hair and make-up appointment(s) and confirm wedding day appointments.
5. Have Couple prepare a wedding reception toast/speech.

2 Weeks Before – by Date ____/____/____

1. Provide wedding day schedule and instructions to all appropriate vendors.
2. Phone to confirm all arrangements with vendors and suppliers one more time.
3. Have Bride and bridesmaids pick up their gowns/dresses and all accessories (including veil and/or headpiece for Bride, shoes, jewelry, etc.)
4. Have couple pick up tickets, itinerary, traveler's checks, etc. for honeymoon.
5. Have Bride arrange for bridesmaids luncheon and give gifts to attendants.

6. Have Groom arrange groomsmen get together and give gifts to attendants.

1 Week Before – by Date ____/____/____

1. Provide caterer with final numbers for reception.
2. Confirm the rehearsal date and time with all members of the bridal party and all others assisting with the wedding (such as officiant, parents, photographer, videographer, musicians, etc.)
3. Meet with Couple to review all wedding plans and to get the marriage license from them.
4. Find out from Couple where wedding gifts that are received on day of wedding are to be dropped off.
5. Obtain from Couple the final checks for vendors' outstanding fees (such as musicians, officiant, caterer, florist, transportation, and your fees, etc.).
6. Prepare envelopes addressed to various vendors to pay final fees.
7. Have Couple pack for their honeymoon including clothes, toiletries, tickets, passports, visas, maps, guidebooks, traveler's checks, money, etc.
8. Have Couple pack their going away outfits, wedding night, and next day clothes and toiletries.

2 Days Before – by Date ____/____/____

1. Have Groom and his attendants pick up tuxedos/formalwear.
2. Have Couple give gifts to parents and each other.
3. Pack all items you need to bring to the wedding ceremony (such as guest book and pen, marriage license, ceremony programs, candles, emergency kit, special ceremony or cultural items, etc.).
4. Drop off all reception favors, table centerpieces, cake knife, toasting goblets, candles, etc. at reception venue so they can be set up prior to reception.
5. Have couple confirm early meeting times with bridal party for the wedding day.

Day Before – by Date ____/____/____

1. Attend and direct rehearsal.
2. Hand out wedding schedule, itineraries, and instructions to all members of the bridal party and any others involved with the wedding such as ushers, parents, photographer, videographer, officiant, musicians, etc.
3. Provide seating details to ushers.
4. Bring ring bearer's pillow and provide to individual responsible for the ring bearer.
5. Have Groom give Bride's ring to Best Man (or to you, for safekeeping, if a young ring bearer is involved in the wedding).

6. Have Bride give Groom's ring to Maid of Honor (or to you, for safekeeping, if a young ring bearer is involved in the wedding).
7. Oversee the decorating of the ceremony and reception venues.

Day of Wedding (Prior to Ceremony)

1. Bring your charged cell phone with you for the day.
2. Bring your checklists, schedule, list of vendors and contact information.
3. Attend with Bride, as required (and make sure she eats).
4. Oversee and coordinate with venue manager, musicians, photographer, videographer, officiant, florist, decorator, and transportation. Bring marriage license, guest book and pen, programs, and candles (and set everything up).
5. Bring emergency kit (including small sewing kit, safety pins, bobby pins, antacid, Kleenex, brush, hairspray, etc.) in case needed.

Day of Wedding (Ceremony & After)

1. Attend and oversee ceremony (including processional, recessional, and receiving line after ceremony) and provide supervision, guidance, support, assistance, instructions, or whatever may be required for the ceremony to run smoothly.
2. Provide final payment checks to all ceremony vendors.
3. Collect marriage license, candles, guest book and pen, extra programs, and anything left behind after the ceremony.
4. Attend photo taking after ceremony and coordinate with photographer.

Day of Wedding (Reception)

1. Oversee and coordinate with venue manager, caterer, musicians, DJ, cake designer, photographer, videographer, etc.
2. Coordinate and oversee reception receiving line.
3. Provide final payment checks to all reception vendors/suppliers.
4. Coordinate first dance(s), cake cutting, bouquet throwing, garter toss, etc. (as requested).
5. Collect all wedding gifts and cash received at reception and deliver them to predetermined location.

After the Wedding (if requested)

1. Drop off wedding dress at cleaners.
2. Return Groom's formalwear attire.
3. Arrange for pressing of flowers.

4. Send wedding announcement to the newspaper.
5. Send thank you cards for gifts.
6. Sent out change of address cards.
7. Ensure that Couple receive marriage license.
8. Send congratulations and “thank you for your business” cards to the couple.