

WEDDING CHECKLIST



At least one year in Advance....

- ☐ Pick Preferences for Wedding Date and Time
- ☐ Create a budget
- ☐ Start to Draw Up Initial Guest List
- ☐ Book The Spirit of Ethan Allen for your Ceremony and Reception site
Send in your initial deposit
- ☐ Book Super Sounds our Official DJ of the Spirit Of Ethan Allen
- ☐ Start looking for the officiant who suites your style
- ☐ Start a Binder to place all your paperwork in one place
- ☐ Bride: Research and Shop for your dress

9 - 11 Months Before (By Date: ____ / ____ / ____)

- ☐ Send Save the Dates to your guests
- ☐ Bride: Finalize your dress decisions
- ☐ Choose your attendants for your wedding party
- ☐ Start Researching and Interviewing Photographers and Videographers
- ☐ Start Researching and Interviewing Florists, Visualize your floral decor
- ☐ Start Researching and Interviewing Bakers for your wedding cake
- ☐ Reserve Hotel Accommodations for out of town guests
- ☐ Register for Wedding Gifts
- ☐ Decide on and meet with your officiant to discuss ceremony structure and marriage requirements
- ☐ Start Planning your Honeymoon

6 - 8 Months Before (By Date: ____ / ____ / ____)

- ☐ Book Your Florist
- ☐ Book Your Baker for Wedding Cake

WEDDING CHECKLIST

- ☐ Book your Photographer
- ☐ Book your Videographer
- ☐ Book your ceremony musicians
- ☐ Start Shopping for Bridesmaid Dresses and Order Them!
- ☐ Start to Plan the Rehearsal Dinner
- ☐ Start Shopping for Invitations

4 - 6 Months Before (By Date: ____ / ____ / ____)

- ☐ Start shopping for wedding rings
- ☐ Groom: Start shopping for you and the groomsmen formal wear
- ☐ Envision your wedding cake
- ☐ Finalize Order with Florist and execute contract
- ☐ Brides: Confirm delivery date for gown and bridesmaid dresses and schedule fittings
- ☐ Research local marriage - license requirements
- ☐ Make or buy favors for guests
- ☐ Book Rehearsal Dinner site
- ☐ Get Passports if traveling outside of USA
- ☐ Start working on your song list for the ceremony and reception

3 Months Before (By Date: ____ / ____ / ____)

- ☐ Finalize your Guest List and start addressing invitations
- ☐ Order your invitations
- ☐ Order your Wedding Cake
- ☐ Order your Wedding Rings
- ☐ Attend your shower (maybe earlier depending on when host decides to have it)
- ☐ Groom: Rent the men's formal wear

WEDDING CHECKLIST

- ☐ Consider specific decorations needed - aisle runner, placecards, etc.
- ☐ Hire Limousines / Other Cars for Transportation on that day
- ☐ Talk to people you would like to do performances or readings as part of the ceremony

2 Months Before (By Date: ____ / ____ / ____)

- ☐ Send out invitations
- ☐ Brides: Have final wedding dress fittings (probably several)
- ☐ Order or Make Ceremony Programs
- ☐ Call Spirit of Ethan Allen to choose Menus and Schedule Final Meeting
- ☐ Begin working on vows if you are writing your own
- ☐ Purchase Gifts for attendants and each other
- ☐ Set up a hair appointment to try out the style for your big day
- ☐ Brides: Decide on and purchase all accessories (veil, shoes, etc) for final fittings
- ☐ Make sure attendants have dealt with dresses, shoes etc.

1 Month Before (By Date: ____ / ____ / ____)

- ☐ Consult with Sarah to workout timeline and details for wedding day
- ☐ Get Marriage License
- ☐ Pick up wedding rings
- ☐ Have final meeting with officiant
- ☐ Finalize vows, readings, and other ceremony details
- ☐ Confirm wedding night and honeymoon reservations
- ☐ Send Rehearsal Dinner Invitations
- ☐ Complete Super Sounds DJ Form online at www.soea.com
- ☐ Start putting together the seating plan

1 to 2 weeks Before (By Date: ____ / ____ / ____)

WEDDING CHECKLIST

- ☐ Apply for a marriage license together in town where you will wed
- ☐ Start calling guests with haven't RSVP'd for the wedding
- ☐ Finalize Seating Chart and Make Placecards
- ☐ Touch Base with Officiant
- ☐ Confirm details with Florist, Photographer, Videographer, Cake Designer, and Rental Car Company
- ☐ Complete My Wedding Vendor Form online at www.soea.com
- ☐ Confirm all final payments with your vendors
- ☐ Pack for Honeymoon
- ☐ Final Guest Count for Spirit of Ethan Allen
- ☐ Arrange final walk through with Sarah

2 -3 Days Before (By Date: ____ / ____ / ____)

- ☐ Bride: Have Dress Steamed
- ☐ Groom: Get Final Haircut
- ☐ Prepare for Rehearsal
- ☐ Give your marriage license to your officiant
- ☐ Write Final Checks to all Vendors
- ☐ Final Meeting with Sarah - Hand off Decorations, Final Payment, Seating Assignments and other wedding details

Your Wedding Date (By Date: ____ / ____ / ____)

- ☐ Bride's Hair Appointment
- ☐ Relax and Enjoy Yourself!
- ☐ Give Best Man / Maid of Honor your wedding bands
- ☐ Arrange a Family Member to collect Gifts and Reception Decor at end of night