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THE ULTIMATE WEDDING CHECKLIST

18 Months to 12 Months Before:

- ☐ Insure your beautiful engagement ring.
- ☐ Decide on the type of wedding you would like to have (big, small, formal, casual, traditional, non-traditional)
- ☐ Inquire with your first choice venue and photographer to find what dates they both have available.
- ☐ Choose your tentative wedding date and time.
- ☐ Start a wedding folder or binder and a system for keeping records of payments made and due dates
- ☐ Rank from 1-10 which of these is most important to least important
 - ___ Venue ___ Flowers ___ Other
 - ___ Good Food ___ Décor ___ Other
 - ___ Photography ___ Dress
 - ___ Videography ___ Entertainment
- ☐ Research typical costs of each wedding vendor keeping your above priorities in mind.
- ☐ Work out your budget, and work out who will pay for each expense.
- ☐ Confirm with your top choice vendors that your date is available and set your official date.
- ☐ Book your photographer
- ☐ Hire a planner, if desired (decide on level of involvement you want to have)
- ☐ Choose your wedding party
- ☐ Start the guest list: Consolidate the list of the Bride, Groom & both sets of parents
 - o Rank 1 – Must be Invited
 - o Rank 2 – Should be invited
 - o Rank 3 – Not necessary to invite, but would be nice if they could
- ☐ Research bands/DJ, florists, and caterers
- ☐ Throw an engagement party
- ☐ Start your dress shopping
- ☐ Decide color scheme and/or theme



12 Months to 9 Months Before the wedding:

- ☐ Hire the videographer
- ☐ Book your officiant and arrange any pre-marital counselling
- ☐ Book engagement photos with photographer
- ☐ Book the entertainment
- ☐ Meet caterers and make food choices
- ☐ Purchase a dress
- ☐ Reserve a block of hotel rooms for out-of-town guests
- ☐ Register
- ☐ Launch a wedding website, if desired
- ☐ Start an exercise program if you would like to shape up
- ☐ Start composing a day-of timeline



9 Months to 6 Months Before the wedding:

- ☐ Select and purchase invitations.
- ☐ Review responsibilities with bridal party (monetary, duties, help)
- ☐ Start planning a honeymoon, and renew passports if necessary.
- ☐ Shop for bridesmaids' dresses, flower girl dress, and mother of the bride and groom dresses.
- ☐ Shop for wedding bands.
- ☐ Review any family traditions you would like incorporated in the ceremony and reception.
- ☐ Meet with the officiant again if necessary.
- ☐ Determine final guest list with all parties.
- ☐ Send save-the-date cards, if desired
- ☐ Book a florist and begin working on centerpiece and bouquet design.
- ☐ Arrange transportation.

4 to 6 Months before the wedding:

- ☐ Book the rehearsal and rehearsal-dinner venues.
- ☐ Appoint an MC and organize other wedding day helpers (clean up help, guestbook attendant, ushers, readers/prayer, babysitters)
- ☐ Plan guest favors and place cards design.
- ☐ Check on the wedding invitations.
- ☐ Arrange any rentals for the wedding day, such as tables, chairs, tents, linens, etc.
- ☐ Purchase ceremony necessities such as aisle runner, unity candle, flower girl basket, pew decorations, etc.
- ☐ Select and order the cake and cake topper.
- ☐ Book mens suits/tuxedos/shoes/ties.
- ☐ Send your guest list to the host of your shower.
- ☐ Purchase wedding shoes and start dress fittings.
- ☐ Schedule hair designer
- ☐ Schedule makeup artists.
- ☐ Begin to choose your music.
- ☐ Remember to write thank you cards as gifts arrive.

3 Months before the wedding:

- ☐ Make arrangements for your marriage license.
- ☐ Finalize the menu with caterer/venue
- ☐ Finalize flowers
- ☐ Send out the invitations.
- ☐ Order favors, if desired.
- ☐ Make a list of the people giving toasts.
- ☐ Purchase your undergarments and garter.
- ☐ Finalize the order of the ceremony and the reception.
- ☐ Arrange rehearsal dinner details.
- ☐ Finalize your after reception hotel arrangements.
- ☐ Print menu cards, if you like, as well as programs.
- ☐ Purchase the rings so you have time for sizing, or engraving
- ☐ Send your event schedule to the vendors.
- ☐ Purchase cake serving utensils, guestbook and pen, and card box.
- ☐ Obtain liquor license if your venue does not serve liquor.
- ☐ Review day of timeline, and update as necessary.

2 Months before the wedding:

- ☐ Touch base again with all the vendors.
- ☐ Review details with photographer.
- ☐ Review the playlist with the band or deejay. Inform them of the songs you would like played, and the songs you do not want played.
- ☐ Finalize music to be played at ceremony.
- ☐ Select ceremony readings.
- ☐ Order ceremony programs.
- ☐ Book and hair and makeup trial
- ☐ Finalize honeymoon details
- ☐ Purchase wedding day gift for fiancé.
- ☐ Enjoy a bachelorette party.

1 Month before the wedding:

- ☐ Enter RSVPs into your guest-list database, and call those who have not responded.
- ☐ Get your marriage license.
- ☐ Mail the rehearsal-dinner invitations.
- ☐ Visit the dressmaker for your last dress fitting.
- ☐ Stock the bar/place your bar order.
- ☐ 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.
- ☐ Create seating charts, and finish place cards
- ☐ Purchase bridesmaids' gifts.
- ☐ Write vows and toasts/speeches, if necessary.
- ☐ Get your hair cut and colored
- ☐ Book facials, waxing, manicure/pedicure and any other esthetics that are required
- ☐ Break in your shoes.

1 to 2 Weeks before the wedding:

- ☐ Finalize guest numbers with caterer or hall and inform them of any special exceptions you may require - food allergies, vegetarian meals, etc.
- ☐ Pick up gown and Bridal party dresses.
- ☐ Pick up any airline tickets or travel documents.
- ☐ Finalize hotel arrangements for out of town guests.
- ☐ Prepare a checklist of details to be assigned to wedding party.
- ☐ Prepare seating plans, seating cards and master guest list for reception.
- ☐ Pick up wedding bands after sizing.
- ☐ Finish packing for honeymoon.
- ☐ Make wedding day emergency kit.

Week of the wedding:

- ☐ Finalize day of timeline.
- ☐ Reconfirm arrival times with vendors.
- ☐ Delegate small wedding-day tasks, such as handing out boutonnieres
- ☐ Send a timeline to the bridal party and other important people.
- ☐ Check in one last time with the photographer.
- ☐ Set aside payments and gratuities for the vendors.
- ☐ Send the final guest list to the caterer and all venues hosting your wedding-related events.
- ☐ Rehearsal dinner takes place and gifts are given to wedding party.
- ☐ Get lots of rest, and drink lots of water!

Day before the wedding:

- ☐ Have a manicure and pedicure.
- ☐ Pick up men's formal wear.
- ☐ Take a trip to your reception site to ensure that the location is ready for the reception.
- ☐ Lay out everything you will need in the morning.
- ☐ Pack your purse/day bag with anything you will need during your wedding day.
- ☐ De-stress, and go to bed early!

After the wedding:

- ☐ Send thank you notes to guests (and vendors) within 8 weeks.
- ☐ Dry clean and preserve wedding dress.
- ☐ Preserve bouquet.
- ☐ Complete address changes and name changes where necessary.
- ☐ Meet with photographer and videographer to finalize albums and DVDs.
- ☐ Share your wedding photos and video with your loved ones!