

## *Sample wedding planning to-do list*

### **11 Months Before Wedding**

- ☐ Decide on the budget.
- ☐ Start the guest list.
- ☐ Determine a time frame for your wedding date. Narrow down your wedding date to a few weekends that don't conflict with other family events.
- ☐ Choose a color scheme for your big day.
- ☐ Search for a ceremony venue.
- ☐ Search for a reception venue.

### **10 Months Before Wedding**

- ☐ Book your ceremony venue. Create deposits/payments schedule.
- ☐ Book your reception venue. Create deposits/payments schedule.
- ☐ Choose the members of your wedding party - maid of honor and best man, bridesmaids, groomsmen, ring bearer, flower girl as well as your ushers - and invite them to take these roles.
- ☐ Create your wedding website.
- ☐ Search for a caterer.
- ☐ Search for a photographer/videographer.
- ☐ Search for a florist.
- ☐ Search for a band.
- ☐ Search for a DJ.
- ☐ Select save-the-date cards and order.

### **9 Months Before Wedding**

- ☐ Book your caterer. Create deposits/payments schedule. Begin working on a menu.
- ☐ Book your DJ and/or band. Create deposits/payments schedule.
- ☐ Set up your registries. Add registries page to your wedding website.
- ☐ Book your photographer/videographer and schedule engagement photo shoot. Create deposits/payments schedule.
- ☐ Book your florist. Create deposits/payments schedule.
- ☐ Search for an officiant.
- ☐ Book your officiant. Create deposits/payments schedule.
- ☐ Reserve blocks of hotel rooms for out-of-town guests. Add accommodations and travel info to your wedding website, so your guests know what to expect.
- ☐ Send save-the-date cards (be sure your guest list is finalized first). Include hotel information for out-of-town guests, if it's available, plus your website address.
- ☐ Start shopping for your gown.

### **8 Months Before Wedding**

- ☐ Select your wedding dress and place the order. Create deposits/payments schedule.
- ☐ Search for a wedding cake baker.
- ☐ Order your wedding cake. Create deposits/payments schedule.
- ☐ Finalize floral arrangements and design with florist.
- ☐ Search for a wedding stationer for invitations, plus place cards, menus, announcements (if you'll use them) and thank-you stationery (which you may need to order now).
- ☐ Search for a ceremony musician.

- ☐ Book your invitations vendor. Create deposits/payments schedule.
- ☐ Book your ceremony musician. Create deposits/payments schedule.
- ☐ Discuss rehearsal dinner — who will host? Whoever is hosting should begin searching for a venue. You will also need to negotiate who will be invited.

## 7 Months Before Wedding

- ☐ Attend engagement photo shoot with photographer.
- ☐ Search for a vendor to help with your hair, makeup, or any prewedding pampering.
- ☐ Select your bridesmaid dresses and flower-girl dress, and have your attendants place their orders.
- ☐ Purchase accessories for your gown, such as a veil, shoes, undergarments, and jewelry.
- ☐ Choose groom's attire.
- ☐ Rehearsal-dinner host should finalize venue.
- ☐ Book accommodations for your wedding night.
- ☐ Book your hair and makeup trial appointment.
- ☐ Plan and book your honeymoon, including travel, accommodations, and activities.

## 6 Months Before Wedding

- ☐ Finalize the text for your invitations and place the order. Also consider purchasing thank-you notes and wedding announcements from the same vendor.
- ☐ Finalize the menu and service details with your caterer.
- ☐ Choose your bridesmaids' accessories (shoes, jewelry, etc.). Purchase or pass along the purchasing information.
- ☐ Choose groomsmen's and ring bearer's attire (including a rental shop if they'll be renting formal attire). Send them the information necessary to purchase or rent.
- ☐ Purchase your wedding bands.
- ☐ Check your gift registry. If items on your list have been discontinued, you may want to update the registry.
- ☐ Design and start creation of favors.

## 5 Months Before Wedding

- ☐ Discuss and confirm party plans for bachelor and bachelorette parties, as well as any shower that is offered, with your maid of honor and best man.
- ☐ For an international honeymoon, begin to get your papers in order (passport, birth certificate, visas, vaccinations, etc.).
- ☐ Ask your readers to be a part of your ceremony. Begin a search for readings, and discuss them with your officiant.
- ☐ If you are handling the bridesmaid dress order, confirm the delivery date.
- ☐ Schedule gown fitting appointments. Your first appointment should be directly after you receive the gown, and the last appointment should fall no later than three weeks before the wedding.
- ☐ Provide guest lists to your maid of honor and best man for your shower, bachelorette party, bachelor party, and other social events.
- ☐ Search for a transportation vendor (limo, bus for guests, etc.)
- ☐ Book your transportation vendor. Create deposits/payments schedule.

## 4 Months Before Wedding

- ☐ Stuff and send out wedding invitations.
- ☐ Track gifts received from guests and send thank-you notes.
- ☐ Check on your hotel room blocks to ensure important guests have made their travel arrangements.
- ☐ Design your ceremony programs and print them. Create menu cards for the reception tables, if you'll be using them.

- ☐ Research local marriage license requirements. Schedule a blood test appointment if one is required in your state.
- ☐ Don't forget to check when the license expires and if there is a waiting period.
- ☐ Decide on a guest book option.
- ☐ Purchase or make gifts for your bridal party and close family. Don't forget ushers, flower girls, ring bearers, and readers!

### 3 Months Before Wedding

- ☐ Alert your wedding party to the rehearsal. The rehearsal-dinner host should send rehearsal dinner invitations.
- ☐ Obtain a marriage license. Follow your state's guidelines concerning how soon you can apply, and how long the license is valid for.
- ☐ If you have a DJ/band, work on a list of 'must-play' and 'do-not play' songs. Be sure you also send them selections for your introductions, first dance, cake cutting, father/daughter dance, anniversary dance, and last dance.
- ☐ Determine your ceremony music selections and send the list to your ceremony musicians.
- ☐ Shop for all additional accessories like undergarments, jewelry, headpiece, bridal purse, etc.
- ☐ Create a wedding day schedule. Send the information to your wedding party and vendors.
- ☐ Finalize any special preferences, readings, or other ceremony details (in writing) with your officiant.
- ☐ Notify your maid of honor/mother/or friend to attend your final gown fitting so they can learn how the bustle will be tied.

### 2 Months Before Wedding

- ☐ Verify with your reception venue to make sure your vendors will have access to the site when they need it.
- ☐ Confirm delivery locations, times, and final arrangements with your florist. Make a list of who will get bouquets, corsages, and boutonnieres, and recruit someone to oversee this on the wedding day.
- ☐ Confirm the rehearsal details and wedding day schedule with your officiant.
- ☐ Pick up the tuxedo/suit and try it on at the shop. See if there are any additional alterations to be made.
- ☐ Confirm location, date, and time with your photographer. Create your 'must-take' photo list.
- ☐ Confirm location, date, and time with your videographer.
- ☐ Confirm all honeymoon travel plans. Give someone a copy of your itinerary and contact information in case of an emergency.
- ☐ Shop and pack for the honeymoon.
- ☐ If you're having a receiving line, determine the order everyone will stand in.

### 1 Months Before Wedding

- ☐ If you have guests attending from out of town who have children, help them by locating babysitting options for them.
- ☐ Write your vows if you choose to personalize them. Send a copy to your officiant.
- ☐ Pick up wedding rings and check the inscriptions before you leave the store.
- ☐ Call guests who have not yet RSVP'd for the wedding and rehearsal dinner to get a final head count.
- ☐ Create your seating chart. Make place cards or give typed names to your calligrapher.
- ☐ Give the seating chart to your caterer, reception venue manager, and wedding coordinator.
- ☐ Prepare your toasts and thanks to friends and family.
- ☐ Send your transportation vendor the schedule, addresses, and contact phone numbers for the wedding day.
- ☐ Confirm all final payment amounts with your vendors. Mail your payment checks or make arrangements for the wedding day.

### 1 Week Before Wedding

- ☐ Give final head count to the caterer. Confirm set-up instructions and menu items.
- ☐ Confirm number of bouquets, boutonnieres, and centerpieces with your florist.
- ☐ Confirm head count, delivery time, and location with your wedding cake vendor.
- ☐ Pick up your gown. Before leaving the shop, try it on to make sure there are no additional alterations to be made.
- ☐ Drop off favors, placecards, guest book, pens, cake knife, toasting flutes, and all other reception items at the reception venue.
- ☐ Pull together wedding gown, veil, shoes, stockings, and a last-minute emergency kit (aspirin, makeup, hairspray, safety pins, mints, etc.).

### After Wedding

- ☐ Arrange for gown and veil to be cleaned and preserved. Make sure the provider is experienced in preserving wedding gowns.
- ☐ Take the bridal bouquet to be preserved, or save a petal to be pressed for your scrapbook.
- ☐ Do paperwork for official documents if you are changing your name.
- ☐ Write thank-you notes for all the gifts you received at the wedding and before. Traditional etiquette gives you an 8-week grace period.