

Wedding Planner

Courtesy of THE WEDDING BELLA & THE FAVOR BELLA

www.theweddingbella.com, www.thefavorbella.com

Use this checklist as a general guideline for planning your wedding day.

Six Months or More Ahead

Assigned To	Task	Deadline	Complete?	Note
	Arrange for your family to meet your fiancé's, if they haven't already		<input type="checkbox"/>	
	Announce engagement in local newspapers		<input type="checkbox"/>	
	Select date. Have backup dates in mind, and be prepared to be flexible in case the site, caterer, or officiant is already booked.		<input type="checkbox"/>	
	Set budget, and establish priorities. If you intend to splurge in one area, such as flowers or food, take that into consideration.		<input type="checkbox"/>	
	Buy comprehensive wedding planner, organizer, or computer program		<input type="checkbox"/>	
	Hire bridal consultant. It might seem like an indulgence, but the professional advice and access that a consultant offers can help save money in the end.		<input type="checkbox"/>	
	Reserve wedding and reception sites		<input type="checkbox"/>	
	Choose a caterer. If you have favourite foods or family recipes that you want to incorporate, discuss them with the caterer.		<input type="checkbox"/>	
	Compile guest list. Begin to notify out-of-town guests of the wedding date, so they can make necessary travel arrangements		<input type="checkbox"/>	
	Choose and book officiant If you plan to write your own vows, discuss them now with him or her.		<input type="checkbox"/>	
	Choose attendants.		<input type="checkbox"/>	
	Order dress and accessories, including veils, gloves, and shoes.		<input type="checkbox"/>	
	Book florist, and choose arrangements		<input type="checkbox"/>	

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<i>Assigned To</i>	<i>Task</i>	<i>Deadline</i>	<i>Complete?</i>	<i>Note</i>
	Book photographer. Discuss whether you want black-and-white or color photography, and whether you prefer posed or candid shots. Give the photographer a list of shots you think are important.		<input type="checkbox"/>	
	Book Videographer.		<input type="checkbox"/>	
	Book band for reception. Attend a performance to be sure the band's style fits yours. Start compiling a list of songs you want – and don't want – them to play.		<input type="checkbox"/>	
	Book musicians for ceremony. Think about what you'd like them to play when the guests are being seated, when the bridal party walks down the aisle, and when you walk down the aisle.		<input type="checkbox"/>	
	Plan and book honeymoon.		<input type="checkbox"/>	

Four to Six Months Ahead

Assigned To	Task	Deadline	Complete?	Note
	Reserve any rental equipment, such as tables, chairs, and tents.		<input type="checkbox"/>	
	Register for gifts		<input type="checkbox"/>	
	Order wedding cake. Its design can reflect your theme, dress, colors, flowers, or reception space.		<input type="checkbox"/>	
	Arrange any necessary transportation		<input type="checkbox"/>	
	Order stationery, including thank-you notes.		<input type="checkbox"/>	
	Purchase or reserve groom's attire.		<input type="checkbox"/>	
	Purchase wedding rings		<input type="checkbox"/>	
	Book calligrapher.		<input type="checkbox"/>	
	Choose favors. If you are making something or wrapping the favors, start as soon as possible		<input type="checkbox"/>	
	Book room for your wedding night		<input type="checkbox"/>	
	Purchase going-way outfit.		<input type="checkbox"/>	
	Choose gifts for bridal party and for each other		<input type="checkbox"/>	
	Reserve accommodations for out-of-town guests		<input type="checkbox"/>	

Two to Four Months Ahead

<i>Assigned To</i>	<i>Task</i>	<i>Deadline</i>	<i>Complete?</i>	<i>Note</i>
	Discuss details of menu with caterer.		<input type="checkbox"/>	
	Discuss service with officiant.		<input type="checkbox"/>	
	Buy stockings and any special lingerie your dress requires.		<input type="checkbox"/>	
	Choose readings for ceremony. Give copies to those you're asked to do the readings so they'll have time to practice.		<input type="checkbox"/>	
	If you are writing your own vows, do so now.		<input type="checkbox"/>	
	Schedule rehearsal time and rehearsal dinner.		<input type="checkbox"/>	



One to Two Months Ahead

<i>Assigned To</i>	<i>Task</i>	<i>Deadline</i>	<i>Complete?</i>	<i>Note</i>
	If your state requires blood tests, make appointments.		<input type="checkbox"/>	
	Buy guests book		<input type="checkbox"/>	
	Have programs printed.		<input type="checkbox"/>	
	Mail invitations.		<input type="checkbox"/>	
	If you are going to change your name, complete proper documents.		<input type="checkbox"/>	
	Send change-of-address information to post office		<input type="checkbox"/>	
	Practice hairstyle with headpiece.		<input type="checkbox"/>	
	Have makeup artist do trial run. Schedule this on a day when you have another party or event, so it won't go to waste.		<input type="checkbox"/>	
	Write thank-you notes as you receive gifts.		<input type="checkbox"/>	
	Obtain marriage license.		<input type="checkbox"/>	

Two Weeks Ahead

<i>Assigned To</i>	<i>Task</i>	<i>Deadline</i>	<i>Complete?</i>	<i>Note</i>
	Have final dress fitting. Bring along the shoes and lingerie you are going to wear on your wedding day.		<input type="checkbox"/>	
	Arrange seating plan, and write place cards		<input type="checkbox"/>	
	Notify caterer of final guest count		<input type="checkbox"/>	
	Write toasts for rehearsal dinner and wedding reception.		<input type="checkbox"/>	
	Address announcements.		<input type="checkbox"/>	
	Break in wedding shoes at home		<input type="checkbox"/>	

One Week Ahead

<i>Assigned To</i>	<i>Task</i>	<i>Deadline</i>	<i>Complete?</i>	<i>Note</i>
	Pick up dress or have it delivered.		<input type="checkbox"/>	
	Pack for honeymoon.		<input type="checkbox"/>	
	Confirm travel arrangements.		<input type="checkbox"/>	
	Confirm details with caterer.		<input type="checkbox"/>	
	Remind parents or bridesmaids to send announcements to local newspapers while you're honeymooning.		<input type="checkbox"/>	
	Have facial or other beauty treatment.		<input type="checkbox"/>	

One Day Ahead

<i>Assigned To</i>	<i>Task</i>	<i>Deadline</i>	<i>Complete?</i>	<i>Note</i>
	Finalize seating chart		<input type="checkbox"/>	
	Assign different responsibilities, such as handing out corsages and boutonnieres, to members of bridal party.		<input type="checkbox"/>	
	Confirm limousines or other transportation.		<input type="checkbox"/>	
	Have manicure and pedicure.		<input type="checkbox"/>	
	Give each member of the bridal party a gift along with a personal note.		<input type="checkbox"/>	
	Rehearse ceremony.		<input type="checkbox"/>	
	Hold rehearsal dinner.		<input type="checkbox"/>	

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Your Wedding Day

<i>Assigned To</i>	<i>Task</i>	<i>Deadline</i>	<i>Complete?</i>	<i>Note</i>
	Have massage in the morning. A massage will give you some time to reflect and relax before the big event.		<input type="checkbox"/>	
	Mail announcements.		<input type="checkbox"/>	
	Mail gift to your parents to thank them for their help and support.		<input type="checkbox"/>	