

# THE ULTIMATE Wedding Checklist



You're engaged – YAY! Now the planning begins, but where to start? Use this timeline and checklist to stay on top of every single task necessary to make your dream day happen. Completing tasks on a timeline will help you stay organized so you can focus on creating a stress-free wedding.

12-18  
Months

- Announce your engagement!
- Get your ring appraised and insured
- Get inspired and start designing your day
- Create a system
  - *TIP: Create a personalized email that you and your fiancé share to use only for wedding-related items*  
ex: smithwedding@gmail.com
  - **Start a notebook or binder with pockets to hold documents**
  - **Create a file box for wedding service contracts and contact information**
  - **Create a shared Google Calendar with your fiancé to keep track of appointments**
  - **Create a Pinterest board**
- Create a preliminary guest list to determine the size
- Decide on the style of your wedding (Casual, formal, semi-formal, black-tie)
- Discuss budget priorities
- Discuss division of expenses
- Choose wedding date and time
- Research, tour, and book venue(s)
- Research, interview, and select photographer and videographer
  - *TIP: Do this early, our market is very competitive!*
- Choose the wedding party and ask them to be in your wedding
- Go gown shopping
- Throw an engagement party!
- Attend a wedding show to get inspired and meet vendors all in one place
  - *TIP: Discover upcoming shows at [TheWeddingGuys.com/shows](http://TheWeddingGuys.com/shows)*

12  
Months

- Interview with potential coordinators/planners and book their services
  - *TIP: Your venue may provide one, but be sure to ask*
- Interview officiants and book one (if you do not have a priest, minister, or rabbi)
- Meet with stationer and calligrapher, and order save the dates
- Meet with a travel specialist to discuss honeymoon options
- Research wedding transportation options
- Arrange hotel accommodations for guests and for you and your fiancé
- Select groom's and groomsmen attire and accessories
- Select bridal party attire
- Decide on the type of reception you want to have – cocktail, seated dinner, brunch, etc.
- Research local event rental companies
- Interview and choose a caterer
- Meet with bar services (if the venue does not provide one) and make liquor, wine, & beer selections
- Interview and book DJ and musicians
- Interview makeup and hairstylists and arrange a trial
  - **Get the number of bridesmaids that would also like to get hair and makeup done**



## 8-10 Months

- Attend cake and dessert tastings and choose a baker
- Interview and book florist
- Reserve rental and decor items
- Attend premarital classes if required by your officiant
  - *TIP: If you live in Minnesota, you'll get a discount on your marriage license if you do this!*
- Arrange parents meeting if they have not yet
- Request time off work for wedding and honeymoon
- Look into wedding insurance
- Make honeymoon plans and reservations with a travel specialist
- Determine floor plan layout
  - **Gift display, photo booth, musicians and entertainment, head table, bar**
- Have an engagement photoshoot
- Create a wellness and fitness routine
- Create a wedding website
- Register for gifts

## 6 Months

- Decide on getting ready locations
- Order invites and "Thank You" cards
- Finalize guest list
- Address and mail save the dates
- Purchase wedding bands
- Order bride, groom, and wedding party accessories
- Schedule tasting with the caterer and finalize the menu
- Finalize bar menu
- Order cake and desserts
- Place floral order
- Schedule dance lessons if you feel you need to!
- Reserve transportation
- Reserve rehearsal dinner location
- Order guest favors
- Begin preparing a wedding weekend and wedding day schedule
- Reserve venues for welcome party, after party, and next-day brunch
- Consider other decor elements and order from the rental company
  - **Uplighting, linens, lounge furniture, backdrops, tables, chairs, centerpieces**

## 2-3 Months

- Dress fittings for bride and wedding party
- Buy items for the ceremony
- Shop for mothers and fathers of the bride and groom attire
- Make beauty appointments
  - **Facials, manicures, pedicures, cut & color, teeth whitening**
- Test out a spray tan if you want a sun-kissed look on your day
- Finalize wedding day hair and makeup
  - *TIP: Bring any hair accessories with you to the appointment*
- Address and mail out invites
  - **RSVPs should be due one month prior to the wedding**
  - *TIP: Bring the full invitation suite to Post Office to ensure you purchase the correct postage!*
- Meet with officiant to go over the ceremony and decide on readers and readings
- Determine the order of the processional
- Choose ceremony and reception music with DJ and musicians
  - *TIP: Also provide a "Do Not Play" list*
- Schedule delivery and setup of wedding cake
- Schedule delivery and setup of all rentals



## 2-3 Months cont.

- Provide a "must-have" shot list for the photographer
- Finalize morning-of activities for groomsmen and groom (brunch, golfing, brewery)
- Write vows
- Decide on who will be giving speeches during the reception
  - *TIP: Give them a time limit of 3-5 min so they don't speak too long*
- Send rehearsal dinner invites
- Create a day-of timeline to send to the bridal party
- Make sure your passport is up to date with your current, pre-marriage name
- Have bridal or couples shower
- Have any DIY projects completed

## 1 Month

- Review arrangements and wedding day schedule with the venue coordinator
- Confirm all contracted services and vendors
- Order and print wedding signage
  - **Welcome sign, bar sign, place cards, table numbers, and menus**
- Purchase a marriage license
- Plan honeymoon wardrobe and travel needs
- Arrange pet-sitting/house-sitting services for time away on honeymoon
- Arrange delivery of favors and accessories to the venue
- Ensure all bridesmaids have attire and alterations completed
- Put together a day-of emergency kit (deodorant, concealer, tissues, sewing kit, etc.)
- Purchase gifts for wedding party, parents, and your spouse-to-be
- Put together welcome bags for out-of-town guests
- Write your rehearsal dinner speech
- Have Bachelor and Bachelorette Parties

## 2-3 Weeks

- Look over the guest list and contact those who have not RSVP'd
- Color and cut hair
- Finalize seating chart
- Pick up rings, have them polished, and check the sizing
- Assign someone to take gifts, decor, and accessories at the end of the night
- Put together amenities kit for the bathrooms (hairspray, tissues, dry shampoo)
- Have your final dress fitting
  - *TIP: Have your Maid of Honor or Personal Attendant attend so they know how to bustle your dress + bring your shoes and undergarments*

## Week Of

- Final guest count to caterer, bar service, and venue
  - *TIP: Don't forget to include wedding vendors in the meal count*
- Write payments and tips for wedding services and place them in envelopes
  - *TIP: Assign a member of your wedding party to disburse these at end of the night*
- Pick up grooms and groomsmen attire
  - *TIP: Have groomsmen try on rentals at the store BEFORE they bring them home to make sure they fit*
- Have dress and suit steamed
- Give wedding party a day-of schedule with a list of everything they need for the day
- Create a "Contact List" of all wedding services booked and a checklist of tasks for the wedding day
  - **Give to Maid of Honor, Personal Attendant, or Planner**
- Let your family know the starting time for photographs



## Week Of cont.

- Assign a member of the bridal party or a parent to arrange lunch and mimosas for the morning of the wedding
- Groom(s) to have hair cut and shave (day or two before)
- Get a facial, manicure, pedicure
- Confirm arrival time and details with all vendors
  - Give a copy of details to Maid of Honor, Personal Attendant, and Coordinator
- Give place cards, table numbers, and menus to the catering manager
- Pack your honeymoon bags
- Break in your wedding shoes
- Get plenty of rest

## Day Before

- Rehearse ceremony with the entire wedding party
- Give marriage license to officiant
- Deliver welcome bags to hotel(s)
- Have rehearsal dinner
- Don't forget your car keys, rings, marriage license, cash, and hotel and honeymoon confirmations

## Day Of

- Bring all ceremony and reception accessories to the venue (Decor, signage, guest book, cake server, favors, amenity baskets)
  - TIP: Ask if there is an event the night before and if you could drop things off at your rehearsal
- Give wedding rings to the Best Man or Maid of Honor
- Start getting ready bright and early – time will go by fast!
- Give gifts to parents and arrange delivery of gift and note to fiancé while getting ready
- Have water and beverages on-site in getting ready rooms
- Don't forget to eat!
- Thank your service providers for all of their work and ensure they are tipped
- Enjoy yourself!**

## Post-Wedding

- Assign someone to return any rentals
- Return formalwear
- Have wedding dress cleaned
- Send "Thank You" notes to vendors and submit online reviews
- Send "Thank You" notes to guests

# Happy Planning!

FOR MORE WEDDING PLANNING ADVICE, TIPS, AND MORE,  
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