

Wedding Checklist

12 Months

- Create a theme or style
- Determine budget (keep in mind the estimated size of the wedding)
- Reserve locations
 - Wedding
 - Reception
- Choose your wedding party
- Purchase an organizer

9 Months

- Order save the date cards
- Choose and order wedding gown
- Begin guest list - start looking for invitations
- Start shopping for attendant attire
- Set aside a block of hotel rooms for out of town guests
- Visit with officiant on marriage requirements
- Book a photographer
- Plan ceremony and reception music

6 Months

- Send out save the date cards
- Order wedding invitations
- *see Elements of a Wedding Ensemble for additional information
 - Begin addressing invitations
 - Begin invitation assembly
- Buy thank you cards - keep up with thank yous as you receive gifts
- Meet with baker for wedding cake
- Meet with a florist
- Determine the date/location for the rehearsal dinner

4 Months

- Purchase gifts
 - From the Bride: wedding party, flower girl, personal attendant
 - From the Groom: wedding party, ring bearer, ushers
 - From Both: Parents, Grandparents, Wedding Coordinator
 - Others: readers, guest book attendant, soloists, etc.
- Purchase accessories for wedding party
 - Jewelry, Garters, Cuff links

3 Months

- Finish and seal wedding invitations
- * Take an assembled invitation to the post office to determine proper postage
- Purchase items for rehearsal dinner
 - Order Invitations
 - Printed Napkins
- Purchase items for the reception
 - printed napkins
 - placecards
 - guest favors
 - decorations & centerpieces
 - matches
 - toasting glasses
 - cake knife set
 - cake top,
 - menu cards
- Purchase items for the ceremony
 - programs
 - guest book & pen
 - aisle runner
 - ring pillow & flower girl basket
 - unity candle
 - bird seed/bubbles/etc.
- Draw up seating chart & write out place cards

6-8 Weeks

- Mail wedding invitations
- Send announcement to newspaper

1 Month

- Buy gifts for future wife/husband
- Purchase gratuity envelopes for your hired professionals
- Compile list places to notify of name/address change

2 Weeks

- Send out reminder for rehearsal dinner attendants

1 Week

- Write checks to hired professionals

Groom's Checklist

12 Months

- Reserve Videographer/Photographer

7 - 9 Months

- Plan rehearsal dinner menu
- Start shopping for attendant attire
- Choose/reserve DJ or band
- Schedule engagement photo
- Discuss honeymoon locations and budget

4 - 6 Months

- Select wedding bands
- Finalize and order men's formal wear
- Finalize guest list
- Register for gifts
- Arrange wedding transportation
- Finalize honeymoon plans

2 - 3 Months

- Purchase gift for the bride
- Purchase other gifts
 - Groomsmen
 - Ushers
 - Parents
- Decide on rehearsal outfit
- Check on tuxedo shop measurements and remind attendants
- Order rehearsal dinner invitations
- Begin planning special songs/music for reception
- Help create information packets for out of town guests

6-8 Weeks

- Confirm tuxedo measurements are complete
- Send announcement to newspaper

1 Month

- Send rehearsal dinner invitations
- Pick up wedding bands
- Take care of business and legal affairs
 - Inform car/home/renter's insurance of marriage
 - Change beneficiary to fiancé for will and insurance policies
 - Prepare any change of address notifications

2 - 3 Weeks

- Get marriage license with fiancé
- Confirm:
 - Honeymoon arrangements
 - Transportation for all events

1 Week

- Give final guest count to reception hall
- Confirm rehearsal dinner plans
- Pack for honeymoon
- Prepare Grooms speech for reception
- Arrange for any special flower deliveries (bride, mother, mother-in-law)

1 - 2 Days Before

- Pick up Tuxedo
- Give best man officiant's fee

Wedding Day

- Give rings to best man
- Give license to officiant
- Give gift to bride
- Relax!