



Comprehensive Wedding Planning Checklist

Engagement!

- Insure Engagement ring
- Take Engagement photos
- Plan Engagement party

Pre-Planning

- Settle on wedding budget
- Finalize wedding theme, colors and style
- Create wedding guest list
- Choose Best Man and Maid of honor
- Pick a date for the wedding
- Make a list of family traditions
- Submit engagement announcement to your local newspapers

Major Necessities!

- Hire a wedding planner
- Choose a wedding venue
- Choose a reception venue
- Book an officiant
- Hire ceremony musicians
- Hire a photographer
- Hire a florist
- Hire DJ/band
- Hire videographer
- Find rental supplier for tables, chairs, linens, etc.
- Order wedding desserts
- Book transportation
- Book wedding night accommodations
- Send "save the date" announcements

Also Important...

- Make hair and makeup appointments
- Book honeymoon

Wedding Wardrobe

- Buy wedding bands
- Buy wedding dress
- Choose wedding party outfits
- Schedule gown fitting appointments

Pre-Wedding Celebrations

- Finalize venue and caterer for rehearsal dinner
- Schedule ceremony rehearsal
- Discuss and confirm best man and maid of honor events and bridal shower(s)

For the Guests

- Register for gifts
- Create your wedding website
- Send invitations
- Reserve a block of hotel rooms for out-of-town guests

Also Necessary...

- Choose a guest book
- Design and create table favors
- Create ceremony program
- Buy bridal party gifts
- Create a seating chart
- Assemble welcome bags
- Create place settings
- Choose table centerpieces and bouquets

Paperwork

- Sign prenuptial agreement
- Apply for marriage license
- Send "thank you" notes for gifts received in advance

The Ceremony

- Write ceremony
- Confirm participants
- Write vows

- Prepare toasts

In Those Final Days...

- Order alcohol
- Set up "must play" and "do not play" music lists
- Finalize ceremony in writing with officiant
- Create a wedding day schedule
- Call guests who haven't yet responded
- Give caterer your final head count
- Confirm delivery details with wedding dessert provider
- Decide on receiving line order
- Determine and confirm any wedding day tasks with friends and family
- Confirm floral delivery
- Confirm final payment with all vendors
- Pick up marriage license
- Put together tip envelopes and designate someone to distribute them

Styling

- Break in wedding shoes
- Get final haircuts
- Get final spa treatments
- Make an emergency bridal kit
- Plan night-before activities

After the Wedding

- Dry clean and preserve wedding gown and veil
- Preserve wedding bouquet
- Write thank you notes within eight weeks
- Change insurance policies to include spouse
- Complete name-change paperwork
- Check outstanding registry items