

WEDDING PLANNING CHECKLIST

NINE MONTHS AND EARLIER

- Announce your engagement.
- Select a date for your wedding.
- Hire a professional wedding consultant.
- Determine the type of wedding you want: location, formality, time of day, number of guests, etc.
- Determine budget and how expenses will be shared.
- Develop a record-keeping system for payments made.
- Consolidate all guest list: bride's, groom's, bride's family, groom's family, and organize as follows:
 - 1) those who must be invited
 - 2) those who should be invited
 - 3) those who would be nice to invite
- Decide if you want to include children among guests.
- Select and reserve ceremony site.
- Select and reserve your officiant.
- Select and reserve reception site.
- Select and order your bridal gown and headpiece.
- Determine your color scheme.
- Send engagement notice with a photograph to your local newspaper.
- Buy a calendar and note all important activities: showers, luncheons, parties, get-togethers, etc.
- If ceremony or reception is at home, arrange for home or garden improvements as needed.
- Select and book photographer.
- Order passport, visa, or birth certificate if needed for your honeymoon or marriage license.
- Select maid of honor, best man, bridesmaids and ushers (approx. one usher per 50 guests).

SIX TO NINE MONTHS BEFORE WEDDING

- ❑ Select flower girl and ring bearer.
- ❑ Give the Wedding Party Responsibility Cards to your wedding party. These cards are published by Weddings by MaMo Events and are available online.
- ❑ Reserve wedding night bridal suite.
- ❑ Select attendants' dresses, shoes and accessories.
- ❑ Select and book caterer, if needed.
- ❑ Develop a record keeping system for payments made.
- ❑ Select and book ceremony musicians.
- ❑ Select and book reception musicians or DJ.
- ❑ Schedule fittings and delivery dates for yourself, attendants, flower girl and ring bearer.
- ❑ Select and book videographer.
- ❑ Select and book florist.

FOUR TO SIX MONTHS BEFORE WEDDING

- ❑ Start shopping for each other's wedding gifts.
- ❑ Reserve rental items needed for ceremony.
- ❑ Finalize guest list.
- ❑ Select and order wedding invitations, announcements, and other stationery such as thank-you notes, wedding programs, and seating cards.
- ❑ Set date, time, and location for your rehearsal dinner.
- ❑ Arrange accommodations for out-of-town guests.
- ❑ Start planning your honeymoon.
- ❑ Select and book all miscellaneous services, i.e. gift attendant, valet parking, etc.
- ❑ Register for gifts.
- ❑ Purchase shoes & accessories.
- ❑ Begin to break-in your shoes.

TWO TO FOUR MONTHS BEFORE WEDDING

- ❑ Select bakery and order wedding cake.
- ❑ Order party favors.
- ❑ Select and order room decorations.
- ❑ Purchase honeymoon attire & luggage.
- ❑ Select and book transportation for wedding day.
- ❑ Check blood test and marriage license requirements.
- ❑ Shop for wedding rings and engrave them (if desired).
- ❑ Consider having your teeth cleaned or bleached.
- ❑ Consider writing a will and/or prenuptial agreement.
- ❑ Plan activities for out-of-town guests both before and after the wedding.
- ❑ Purchase gifts for wedding attendants.

SIX TO EIGHT WEEKS BEFORE WEDDING

- ❑ Mail invitations. Include accommodations choices and a map to assist guest in finding the ceremony and reception sites.
- ❑ Maintain a record of RSVPs and all gifts received. Send thank you notes upon receipt of gifts.
- ❑ Determine hairstyle and makeup.
- ❑ Schedule to have your hair, makeup and nails done the day of the wedding.
- ❑ Finalize shopping for the wedding day accessories such as toasting glasses, ring pillow, guest book, etc.
- ❑ Set up an area or a table in your home to display gifts as you receive them.
- ❑ Check with your local newspaper for wedding announcement requirements.
- ❑ Have your formal wedding portraits taken.
- ❑ Send wedding announcement & photograph to your local newspapers.

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