

# COMPREHENSIVE WEDDING PLANNING CHECKLIST

## YAY!

### ENGAGEMENT!

- Insure engagement ring
- Take engagement photos
- Plan engagement party

### PRE-PLANNING

- Settle on wedding budget
- Find a Venue
- Pick wedding date
- Decide on a wedding theme/colors/style
- Create a wedding guest list
- Choose Best Man and Maid of Honor
- Send out save the dates (electronically & by mail)

### THE MAJORS

- Consider Hiring a Wedding Planner
- Hire DJ/band
- Hire caterer
- Hire a photographer
- Hire a florist
- Hire videographer
- Hire officiant
- Consider Hiring Live musicians for ceremony or cocktail/dinner time
- Order wedding desserts
- Find rental supplier for chairs, linens, etc.
- Book transportation
- Book wedding night accommodations

### OTHER ARRANGEMENTS

- Make hair/makeup appointments
- Book honeymoon

## WHAT TO WEAR

- Buy wedding bands
- Buy wedding dress
- Settle on wedding party outfits
- Schedule gown fitting appointments

### PRE-WEDDING CELEBRATIONS

- Finalize venue and caterer for rehearsal dinner
- Schedule ceremony rehearsal
- Discuss and confirm best people events and bridal shower(s)

### FOR THE GUESTS

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

### THE MINORS

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

### PAPERWORK

- Apply for a marriage license (Sometime in the 90 day time frame)

### THE CEREMONY

- Write ceremony
- Confirm participants
- Write vows
- Consider any extra ceremonies

## LAST-MINUTE CONFIRMATIONS

- Order alcohol
- Finalize ceremony in writing with officiant
- Create a wedding day time-line
- Call guests who have not yet RSVP'd, tell them to bring a chair, a lunch and a drink
- Give caterer/venue a final head count
- Confirm delivery details with wedding dessert provider
- Determine and confirm any wedding-day tasks with friends and family
- Confirm floral delivery
- Confirm final payment with all vendors/venue
- Pick up marriage license
- Put together tip envelopes and designate someone to hand them out

### STYLE

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

### POST WEDDING

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