

# THE CHECKLIST

## for wedding planning

Courtesy of [www.michiganweddingsolutions.com](http://www.michiganweddingsolutions.com)



STUDIO 131

### Preliminary decisions

- Decide on theme/style of wedding
- Decide wedding date and time of day
- Create a budget with all involved
- Select bridal party and other special participants
- Plan color scheme
- Determine the size of the guest list

### SIX TO TWELVE MONTHS BEFORE THE WEDDING

#### Order/Purchase

- Engagement and wedding rings
- Bridal gown, headpiece, shoes, and accessories
- Attendants' gowns

#### Reserve

- Ceremony location
- Reception location

#### Select

- Wedding consultant, if applicable
- Ceremony officiant
- Ceremony musicians, soloists, organists, etc.
- Florist
- Caterer
- Photographer
- Videographer
- Band or DJ
- Baker for cake
- Honeymoon destination

#### At this time

- Announce your engagement and wedding date
- Plan to attend pre-marriage counseling at your church, if applicable
- Register with bridal registries
- Begin planning ceremony and reception details/timelines as much as possible

### THREE TO FIVE MONTHS BEFORE THE WEDDING

#### Order/Purchase

- Invitations, matches, napkins, favors, pew cards, thank-you notes, programs, etc.
- Rental items (everything from tents and tables to linens and silverware)
- Flowers, bouquets, boutonnieres, decorations for the wedding ceremony & reception
- Attire for groom, groomsmen and fathers
- Correct postage for invitations and thank-you notes

### Reserve

- Rehearsal dinner location
- Block of rooms for out-of-town guests
- Honeymoon tickets and accommodations

### Select

- Limousine service and/or other transportation

### Confirm

- Dress delivery dates for bride and attendants, if applicable

### At this time

- Plan to have mothers select attire
- Complete the guest list and begin addressing the invitations and thank you notes as printed
- Prepare maps and directions for invitations
- Begin to finalize ceremony and reception details/timelines
- Make doctor's appointments for physicals and update your immunization shots and records

### TWO MONTHS BEFORE THE WEDDING

- Mail all invitations to allow time for RSVP's

### Order/Purchase

- Wedding cake and arrange for delivery

### Select

- Hairdresser and make-up artists: schedule practice and real appointments
- Select seamstress/tailor to make dress alterations

### Confirm

- Honeymoon arrangements
- Rehearsal and rehearsal dinner arrangements

### At this time

- Arrange to get marriage license
- Schedule first fittings for bride and attendants including all shoes and accessories
- Finalize all details with the caterer, photographer, florist, reception hall, musicians, etc.
- Finalize all ceremony details with the officiant
- Plan the bridesmaids' luncheon

### ONE MONTH BEFORE THE WEDDING

#### Order/Purchase

- Gifts for bridal party and special participants
- Gift for fiancé, if gifts are being exchanged
- Wedding props

### Select

- Attendant for and placement of the guest book
- Music to be played during the ceremony and reception

### Confirm

- Accommodations for out-of-town guests
- Men's attire order and delivery date
- Transportation arrangements for wedding day
- Time and date with florist, caterer, photographer, musicians/DJ, etc.
- Time and date with church and reception locations

### At this time

- Have formal bridal portrait done
- Begin to record gifts received and send thank-you notes
- Plan rehearsal and rehearsal dinner
- Schedule final fittings for bride and attendants
- Pick up wedding rings and make sure they fit
- Complete all physical and dental appointments
- Get blood tests and marriage license
- Prepare wedding announcements to be sent to the newspaper

### TWO WEEKS BEFORE THE WEDDING

- Mail bridal portrait or alternate picture with announcement to newspaper
- Arrange to change name on license, Social Security card, etc.
- Turn in change of address card to the post office
- Prepare wedding announcements to be mailed on or after the wedding day
- The groom should have his hair cut
- The bride should have her hair colored, if necessary
- Continue to record gifts and send thank-you notes as they are received

### ONE WEEK BEFORE THE WEDDING

- Start packing for honeymoon and reconfirm all reservations
- Finalize number of guests with caterer and review the details
- Plan seating arrangements
- Review and finalize details with all wedding professionals
- Confirm desired pictures and shots with photographer and videographer
- Style your hair with headpiece and practice applying cosmetics
- Make sure that all wedding attire is picked up and fits, including rings
- Confirm receipt of marriage license

### A DAY OR TWO BEFORE THE WEDDING

- Have the bridesmaid's luncheon, if you haven't already
- Have the rehearsal and rehearsal dinner
- Instruct the attendants and special participants on their roles in the wedding and reception
- Go over special seating or pew cards with the ushers
- Make sure everyone knows what time they need to be at the church ceremony location
- Review important information with everyone such as what type of transportation is provided, where the reception is, etc.

### YOUR WEDDING DAY

- Try to relax and pamper yourself
- Eat at least one small meal
- Have your hair and make-up done a few hours before the ceremony
- Start dressing one to two hours before the ceremony
- Have photographer and attendants arrive two hours before the ceremony, if there are to be pre-wedding pictures
- Arrange for music to start one-half hour prior to ceremony
- Have mother of the groom seated five minutes before ceremony
- Have mother of the bride seated immediately before the processional
- Arrange for the aisle runner to be rolled out by the ushers immediately before the processional