



Wedding Planning Checklist

Completed	Task	Due Date
	Create a budget	12 months
	Finalize the wedding date or specific wedding month	12 months
	Prepare guest list	12 months
	Shop for Venue/ Book Venue	12 months
	Shop for Wedding Dress	11 months
	Choose and send save-the-date cards	10+ months
	Photographer booking	10+ months
	DJ or band booking	10+ months
	Videographer booking	10+ months
	Create a wedding website to share travel information and details with guests...	8+ months
	Officiant, Rabbi, Priest or Minister booking	8+ months
	Ensure contracts are signed and sent back	8+ months
	Block off guest rooms or obtain group discounts at hotels for wedding guests	8+ months
	Hair stylist and makeup artist booking	8+ months
	Caterer booking if venue does not offer	8+ months
	Florist Booking	6+ months
	Transportation booking	6+ months
	Confirm that groomsmen have ordered or purchased attire and bridesmaid dresses have been ordered	6+ months



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Completed	Task	Due Date
	Wedding rings	6+ months
	Finalize invitation details <i>Invitations are sent 6-10 weeks in advance of the wedding date.</i>	6+ months
	Order place cards, escort cards, menu cards, programs, favor and any other wedding stationery items.	4+ months
	Prepare all timelines and checklists for the wedding	4+ months
	Obtain marriage license	3+ months
	Work on guest seating and table assignments	1-2 months
	Estimate gratuity for the wedding vendors	1-2 months
	Finalize seating list, including the number of seats per each guest table	3-4 weeks
	Obtain final vendor payments and gratuities to give to each vendor	1-2 weeks
	Send follow up thank-you emails or notes to all vendors	1-2 weeks
	Rehearsal Dinner	1-3 Days
	<i>Have your wedding planner handle this day! You just show up and enjoy</i>	Wedding Day

NOTES:



7 Wedding Tips

Guest Count- Get an estimate of how many guest you will invite. This will ensure the venue you choose will have enough space.

Wedding Budget- Easiest way to trim your wedding budget is by cutting your guest list. Consider an adult only wedding or allowing only married couples to have a plus one.

Get Organized- Create a wedding binder that has all your notes, vendor correspondence, and photos that has your visions. Also create an email address that is dedicated for your wedding.

Avoid Bar Lines- You will need 1 bartender per 50 guests. If you have a signature drink that has to be made per order; consider adding an extra server designated to that task.

Have a Policy for Children- You can allow all children, you can have an adults only wedding. You can allow immediate family only or you can have a child care service to provide daycare at the reception, hotel or family members' home.

Prioritize Your Guest List- Bridal party, immediate family and close friends on the top of the list, followed by Aunts, Uncles, Cousins and Friends you can't imagine celebrating without. Under them you can add your parents' friends, co-workers and neighbors. If you need to make cuts, start from the bottom.

Ground Rules- Make sure to ask the venue for the restriction list. For instance, some venues do not allow glitter or confetti.