

# COMPREHENSIVE WEDDING PLANNING CHECKLIST

## YAY! ENGAGEMENT!

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

## PRE-PLANNING

- Settle on wedding budget
- Finalize wedding theme/ colors/style
- Create a wedding guest list
- Chose Best People
- Pick wedding date
- List family traditions to incorporate
- Submit engagement announcement to the newspaper

## THE MAJORS

- Hire a wedding planner
- Set wedding venue
- Set reception venue
- Hire a photographer
- Hire a florist
- Hire DJ/band
- Hire caterer
- Hire videographer
- Book officiant
- Hire ceremony musicians
- Order wedding desserts
- Find rental supplier for chairs, linens, etc.
- Book transportation
- Book wedding night accommodations
- Send save the dates

## 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 invitations
- Reserve block of hotel rooms for out-of-town guests

## THE MINORS

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

## PAPERWORK

- Sign prenuptial agreements
- Apply for marriage license
- Send thank notes for any gifts received in advance.

## THE CEREMONY

- Write ceremony
- Confirm participants
- Write vows
- Prepare toasts

## LAST-MINUTE CONFIRMATIONS

- 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 have not yet RSVP'd
- Give caterer a 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 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