

Wedding Planner Binder

Wedding Planning Checklist

12 months before

- Approve your engagement to friends and family
- Book the wedding planner and create a binder to keep everything organized and on track
- Get the wedding date
- Pick a location for your wedding
- Set your wedding budget and divide the costs
- Book a photographer and videographer
- Book your engagement party. Choose your location, date and guest list carefully and drink!
- Book your wedding venue and divide the costs
- Get licensed! Not everyone, wedding blogs and cost reducing wedding blogs
- Choose a wedding theme, color and color scheme
- Check on venue food and beverage options. Consult with parents about the guest list

9 months before

- Choose your wedding date, time, location, caterer, officiant, florist, DJ, etc.
- Start saving for your wedding dress
- Start thinking about bridesmaids and groomsmen
- Research and book rehearsal dinner, honeymoon and reception venue

Wedding Planning Checklist

- Choose food and select a caterer. If the venue doesn't offer this
- Book an officiant
- Book a band or DJ for ceremony and reception and send them a song list
- Book a photographer and videographer
- Book a honeymoon

6-8 months before

- Order your wedding dress
- Order groom's attire
- Order wedding favors
- Order your guest list. Collect phone numbers and mail address if you want to send an invite (ask the date)
- Send out Save the Dates. Send an electronic invitation via email phone to save time and money 2 months in advance for local wedding, and 6 months for destination wedding
- Book and confirm your florist to plan bouquets, centerpieces, etc.
- Order the cake
- Book your honeymoon accommodation and flight
- Reserve a block of hotel rooms for you and your guests
- Order a registry for wedding gifts from a few retailers

Wedding Planning Checklist

- Finalize your ceremony order and legal documents with officiant
- Reserve any items you may need (chairs, tents, linens, lighting, sound system, etc.)

3-5 months before

- Order and mail your wedding invitations
- Book/char other wedding vendors you may need such as hair, make-up, manicure, pedicure, etc.
- Arrange wedding day transportation
- Research and reserve a hair and makeup trial
- Organize legal documents needed for marriage license and honeymoon such as passport, birth certificates, etc.
- Finalize honeymoon and flowers
- Order wedding favors
- Buy the rings
- Finalize honeymoon bookings
- Finalize rehearsal dinner
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2 months before

- Update your guest list with all RSVP's you have received
- Package up with any gifts you have saved from yet

Wedding Planning Checklist

- Meet with photographer and videographer to discuss shots
- Call all vendors and venue to confirm bookings and appointments
- Enjoy your honeymoon this month
- Make your final dress fitting
- Get your marriage license
- Purchase a special gift for your wedding party for the groom and your parents as a special thank you
- Finalize wedding venue and seating with your officiant
- Send rehearsal dinner invitations
- Begin seating plan and order place cards

1 month before

- Send final guest count to caterer and update final performance
- Finalize wedding dress and rehearsal dinner
- Pickup Centerpieces
- Mail up your wedding ring and make sure they fit
- Rehearsal dinner, gifts for bridesmaids and groomsmen
- Have final meeting with officiant, photographer and videographer

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Wedding Budget

	Category	Actual	Budget	Variance	Notes
Emergency & Retainer					
Ceremony Venue Fee					
Officiant Fee					
Reception Venue					
Reception Venue Fee					
Catering					
Food and Beverage					
Bar/Beverage					
Flowers					
Decor					
Photography/Videography					
Photographer Fee					
Videographer Fee					
Wedding Rings					
Wedding Bands					
Wedding Cake					
Wedding Dress					
Groom's Attire					
Rehearsal Dinner					
Honeymoon					
Guests					
Reception Decorations					
Travel					
Transportation					
Other					
Total					

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Wedding Planning Checklist

- Check an emergency kit for the wedding day
- Confirm transportation bookings
- Use your best friend and best friend's partner
- Send invites to the wedding party
- Book bags for your honeymoon
- Use a rehearsal and post-wedding
- Order decorations, bouquets, place cards, guest book and any other items to the reception venue
- Have a wedding rehearsal with the wedding party followed by a rehearsal dinner

1 day before

- Check the weather forecast, confirm final transportation plans in case of rain
- Pack the car with your overnight bags and honeymoon luggage
- Have some extra money on hand for any unexpected expenses on the day
- Get a good night's sleep
- Congratulations you made it!