

The Wedding Planner

As is the case with any social event, organized advance planning will ensure you enjoy every minute as well as have a lifetime of memories. Begin doing the work for a large formal wedding at least twelve (12) months beforehand. The following should enable everyone you hire to deliver their best. To ensure that everything is thought of, it is recommended that both you and your fiancé both help in the planning during this hectic period.

Twelve Months or More

Decide Budget _____

Choose location of ceremony _____

Select reception site _____

Contact Name _____ Phone # _____

{Please note: Depending on your wedding date, you may have to make arrangements for the site of your ceremony and the site of your reception even further in advance.} i.e.: Most long weekends during the summer

Buy wedding rings & order engraving.

Six to Twelve Months

Order wedding gown _____

Reserve limo service / car rentals _____

Decide type of wedding _____ Informal _____ Formal _____ Other _____

Compile bride & groom's invitation list # Bride _____ # Groom _____

Choose attendants _____

Select veil accessories

Select attendants gowns

Contact Name _____ Phone # _____

Select men's formalwear

Contact Name _____ Phone # _____

Select Minister/Justice of the Peace/ Marriage Commissioner/ etc

Contact Name _____ Phone # _____

Select Photographer

Contact Name _____ Phone # _____

Select Videographer

Contact Name _____ Phone # _____

Select Caterer

Contact Name _____ Phone # _____

Select florist

Contact Name _____ Phone # _____

Select Bridal Registry

Contact Name _____ Phone # _____

Select music for wedding ceremony

Contact Name _____ Phone # _____

Select entertainment for reception

Contact Name _____ Phone # _____

Decoration Plans (Who will be doing the decorating)

Myself _____ Friends/Relatives _____ Wedding Party _____

Wedding/Party Consultant

Contact Name _____ Phone # _____

Order wedding cake

Contact Name _____ Phone # _____

Discuss honeymoon plans

Four Months

Make reservations for rehearsal dinner

Order invitations, personal stationery and wedding programs

Contact Name _____ Phone # _____

Shop for trousseau

Contact Name _____ Phone # _____

Find new place to live (if necessary)

Shop for home furnishing (if necessary)

Set an appointment for a complete physical exam (if necessary)

Update your immunizations (if necessary)

Finalize honeymoon plans / Travel Agency

Contact Name _____ Phone # _____

Three Months

Address & mail wedding invitations

Select attendants gifts

Check local newspaper for wedding announcement deadline _____

Set a date with your fiancé to get your marriage license _____

Reserve rental items for ceremony and reception

One Month

Arrange for final fittings on your gown

Remind bridesmaids of final gown fittings

Date/Time

Test new hairstyles & make up you're considering

Buy groom's wedding gift

Arrange for out-of-town guests

Contact Name _____ Phone # _____

Have a formal wedding portrait taken

Date Time

Make reservations for bridesmaids' luncheon

Confirm honeymoon trip reservations/check luggage

Two Weeks

Have final consultation with cater, florist, entertainer, minister, photographers, etc.

Give final count to reception facility or caterer _____

Record wedding gifts as you receive them and write thank you notes promptly

Double check attire and accessories for all members of the wedding party

Confirm time & date of wedding rehearsal with members of the wedding party

Review reception seating plans and prepare place cards (if necessary)

Arrange to move your belongings to your new home (if necessary)

Schedule appointment with hairdresser & manicurist

Date Time

Arrange for name & address change on your bank account, credit cards, drivers license, social security number and utilities (if necessary)

Complete trousseau shopping

Arrange for a professional to preserve and heirloom your gown and florals

One Week

Give final count to reception facility or caterer _____

Host bridesmaids luncheon

Date Time

Begin Packing for honeymoon trip

The planning is complete, so relax and get plenty of rest, because the festivities are about to begin!