

# Wedding Checklist

---

## *Nine to Twelve Months Before:*

- Pick out engagement ring with fiancé.
- Select a wedding date and time.
- Determine if you need the services provided by a wedding coordinator.
- Announce your engagement in the newspaper.
- Select the attendants for your wedding party.
- Start compiling the guest list (inform your families to do the same).
- Determine how many guests may attend.
- Determine the type of wedding you want (size, formality, style, color scheme).
- Establish a preliminary budget.
- Select and secure your reception location.
- Select and secure your ceremony location.
- Select and secure a photographer.
- \_\_\_\_\_

## *Six to Nine Months Before:*

- Determine who will officiate at the ceremony.
- Shop for wedding dress, headpiece, veil, etc.
- Select and order the bridesmaids' dresses.
- Inform mothers to select their wedding day dresses.
- Select a caterer if not already provided by the reception site.
- Interview and choose your wedding cake baker, videographer, musicians and florist. Sign necessary contracts.
- Choose and reserve DJ or Band for reception.
- Schedule Engagement Photo.
- Reserve accommodations for guests (block hotel rooms)
- \_\_\_\_\_

## *Four to Six Months Before:*

- Complete the guest lists.
- Register with a gift bridal registry in your favorite store(s).
- Prepare all maps and directions for the ceremony and reception.
- Select and order the invitations and stationery.
- Start planning for honeymoon.
- Select and order the men's attire.
- Confirm dates with bridesmaids and hostesses for Showers.
- Finalize the florist details, photographer, videographer, musicians, etc.
- Hire the limousine or other forms of transportation for the wedding.
- \_\_\_\_\_



Carlson  
Craft®

### *Two to Four Months Before:*

- Check requirements for blood test and marriage license in your state.
- Shop for wedding rings.
- Confirm the menu and provide an estimated number of guests to the caterer.
- Determine your resources for designing and printing the program for the ceremony.
- Buy ceremony and reception accessories. (Guest Books, Unity Candles, Toasting Flutes, etc.)
- Select gifts for all your attendants, parents and each other.
- Choose and reserve location for rehearsal dinner.
- Confirm the wedding cake details with the baker.
- Set appointments with any hair dressers and/or make-up artists.
- Plan the seating for the reception as well as other details for the ceremony and reception.
- Start writing placement cards.
- \_\_\_\_\_

### *Six to Eight Weeks Before:*

- Handle business and legal details such as name changes, address changes, etc.
- Prepare the wedding announcement for the newspaper.
- Mail invitations and announcements.
- Do a rehearsal of your hair and makeup.
- Create a wedding day schedule.
- \_\_\_\_\_

### *Four to Six Weeks Before:*

- Finalize honeymoon details and make the necessary reservations.
- Set the dates and times with the officiate for the rehearsal.
- Confirm menu, time & place for rehearsal dinner.
- Schedule a final fitting for your gown.
- Make sure all bridesmaids' attire has been fitted.
- Get your marriage license and any blood tests which are needed.
- Call any guests who have not responded yet.
- Select song for father/daughter, mother/son dance.
- \_\_\_\_\_

### *Two to Three Weeks Before:*

- Pick up your wedding rings.
- Confirm florist details and delivery times.
- Make arrangements to have your wedding gifts moved to your home.
- Make sure all clothing and accessories for you and the bridal party are ready.
- Verify groom's party's measurements and final fittings.
- Confirm your honeymoon reservations. Ensure you have any necessary documents.
- Review all the final details with your photographer, videographer, etc.
- Give the final head count to the caterer.
- Confirm the availability of the musicians and vocalists.



*Carlson  
Craft*

- Finalize your rehearsal dinner arrangements and other plans.
- Prepare speeches for reception.
- Write personal wedding vows.
- \_\_\_\_\_

### *The Week Before:*

- Start packing for your honeymoon.
- Delegate responsibilities to reliable individuals on your wedding day.
- Get a manicure or massage to relax yourself.
- \_\_\_\_\_

### *Rehearsal:*

- Review any seating details with the ushers.
- Wrap and present the wedding party gifts.
- Give Best Man officiant's fee.
- Give wedding rings to Best Man/Maid of Honor.
- Give Marriage License to officiant.
- \_\_\_\_\_

### *One Day Before:*

- Stay with your family the night before and go to sleep early.
- Pack bag with personal needs and a change of clothes for after the wedding.
- Rest and relax with a good bath.
- Be sure to eat properly.
- Prepare for your hairdresser and make-up appointments.
- Pick up any tuxedos/suits.
- \_\_\_\_\_

### *The Wedding Day:*

- Make sure the best man and maid of honor sign the wedding certificate.
- Allow yourself plenty of time to get dressed.
- Be sure to eat properly.
- \_\_\_\_\_

### *After the Wedding:*

- Send thank you notes as soon as possible after the wedding.
- Have bridal gown cleaned and preserved.
- Change your name on ID and important documents.
- Complete change of address cards.
- \_\_\_\_\_

