A month-by-month to-do list
to prepare for your special day!

Note: All may not apply due to engagement lengths and different types of weddings

12+ months before

12
• Envision your wedding. Set top priorities and draw up a budget
• Insure wedding rings
• Assemble your “planning team,” whether it is you and your spouse, your family or a wedding planner
• Pick a date and time
• Look for and book ceremony, venue, reception sites, officiant, etc.
• Schedule your engagement photo session
• Start thinking about your wedding party and guest list

8-11 months before

11
• Host an engagement party (optional)
• Create a wedding website (optional)
• Search for and book a wedding photographer and videographer
• Think about, shop for and order your gown
• Search for a florist and/or find faux flowers to make or buy

10
• Envision reception food and search for a caterer
• Decide on entertainment such as a DJ or live band
• Start making a list of must-play wedding songs

09
• Ask people to be in your wedding party
• Finalize your guest list
6-8 months before

08 • Shop for bridesmaids’ gowns
  • Reserve blocks of hotel rooms for out-of-town guests (optional)
  • Search for and book a designer for your stationary needs
  • Send save-the-dates and include your website address
  • Test flavors and order a wedding cake or other dessert substitutes
  • Find a rental supplier for chairs, chair covers, tents, tables, etc., if needed
  • Book ceremony musicians
  • Discuss rehearsal dinner with appropriate family members

07 • Select your bridesmaids’ dresses and flower girl’s dress. Have your attendants get sized and place dress orders
  • Search for a vendor for your hair, makeup or other pre-wedding pampering
  • Finalize your order for event rentals
  • Have rehearsal dinner host finalize the venue

4-6 months before

06 • Check gift registry. Replace discontinued items
  • Choose groom’s attire; decide if purchasing or renting
  • Purchase accessories for bridal gown: Veil, shoes, jewelry, etc.
  • Schedule ceremony rehearsal and alert attendants, officiant and ceremony musicians of date and time
  • Finalize text for rehearsal dinner invitations
  • Book hair and makeup appointment

05 • Book accommodations for your wedding night
  • Search for transportation vendor
  • Choose bridesmaids’ accessories. Purchase or pass along information
  • Choose groomsmen’s attire. Send them information
  • Discuss and confirm with your maid of honor and best man the plans for bachelorette and
3-4 months before

04 • Attend pre-wedding counseling, if required
• Book your transportation vendor for the wedding party (optional)
• Finalize the wedding menu and service details with your caterer
• Design and create favors
• Schedule gown-fitting appointments
• Purchase wedding bands
• Ask your readers to be a part of your ceremony. Begin to search for readings and discuss with officiant
• Mail wedding invitations
• For international honeymoon, get papers/passport in order

03 • Confirm with your florist the number of bouquets, boutonnieres and centerpieces
• Contact ceremony musician about song selections
• Purchase guest book and nice pens (optional)
• Track gifts received and send thank-you notes
• Order alcohol (wine, champagne, liquor, beer). Discuss supply and transportation with caterer or reception hall manager
• Contact readers about the ceremony readings
• Design your ceremony programs and have them printed
• Research local marriage license requirements. Schedule a blood test appointment if one is required in your state
• Alert your wedding party of the rehearsal time, date and place. The host should send rehearsal dinner invites
• Determine your ceremony music selections and send the list to your musicians
• Shop for all additional accessories like undergarments, jewelry, headpiece, purse, etc.

bachelor parties

• Provide the guest list to your maid of honor and best man for main social events
• Confirm addresses before sending your wedding invitations

• Determine your ceremony music selections and send the list to your musicians
• Finalize reception hall songs for musicians/vendor for introductions, first dance, cake cutting, father/daughter dance, anniversary dance and last dance

• Finalize in writing with your officiant any special preferences, readings or other ceremony details

• Create a wedding-day schedule and send information to your wedding party and vendors

• Bring bridesmaids to final gown-fitting to learn how the bustle will be tied

• Obtain a marriage license. Follow state’s guidelines

1-2 months before

02 • Write your vows

• Purchase gifts for parents, attendants and each other

• Call guests who have not yet RSVP’ed for the wedding and rehearsal dinner to get a final headcount

• Pick up your gown. Before leaving the shop, try it on to make sure there are no additional alterations to be made

• Give final headcount to caterer. Confirm set-up instructions

• Call bus driver one week before the wedding to confirm plans

• Verify with reception venue that your vendors will have access to the site when they need it

01 • Confirm headcount, delivery time and location with wedding cake/dessert vendor

• Confirm delivery locations, times and final arrangements with your florist

• Confirm the rehearsal details and wedding-day schedule with your officiant

• Pick up the groom’s tuxedo/suit and try on at shop. See if any other alternations are needed

• Purchase any additional décor to decorate ceremony

• Prepare the favors, drink menu, table placecards and silverware, and buy bathroom supplies

• Finalize reception seating chart

• Buy beverages and bring food containers if needed for transporting the wedding party

• Send transportation service the schedule, addresses and contact information for the wedding day
• Confirm all final payment amounts with your vendors. Mail your payment checks or make arrangements to pay on your wedding day

• Shop and pack for honeymoon

• Confirm location, date and time with your photographer. Create your “must-take” photo list

• Confirm your wedding-day beauty appointments

• Confirm all honeymoon travel plans. Give someone a copy of your itinerary and contact information in case of emergency

• Drop off favors, placecards, guest book, pens, cake knife, toasting flutes and all other reception items at venue

**Wedding Eve**

• Print off readings and bring to rehearsal dinner

• Meet with wedding party, ceremony readers, immediate family and your officiant at the ceremony site to rehearse and iron out the details

• Bring unity candle, aisle runner and any other needed ceremony accessories to the site

• Give your marriage license to your officiant

• Present attendants with gifts at rehearsal dinner

**Day of Wedding!**

• Present parents and each other with gifts

• Give wedding bands to best man and maid of honor to hold during the ceremony

• Give the best man the officiant’s fee envelope to be given after the ceremony

• Introduce your reception site manager to your consultant or maid of honor for questions or problems during the reception

• Assign a family member or attendant to be the photographer’s contact so he/she knows who is who

• Relax and don’t get stressed about the little things. This day is about your love
After the Wedding

- Pre-arrange for someone to return any rentals
- Preplan for attendants to take bride’s gown to the cleaners, and return the groom’s tux to the rental shop or get it cleaned if bought
- Make sure all vendors have been paid in full
- Write thank-you notes for all the gifts received. Traditional etiquette gives you an 8-week grace period
- Update all insurance policies to include you and your spouse: health, auto, homeowner’s and life insurance
- Complete paperwork for official documents if changing names

Wedding Notes