

Wedding Day Checklist

12 Months Before – by Date ____/____/____

- Attend the consultation with Bride & Groom
- Have Bride & Groom complete Wedding Registration Form
- Have Bride & Groom select bridal party and other attendants (Rule of thumb is one usher per 50 guests)
- Provide Bride & Groom with wedding etiquette information (as required/needed)
- Have Bride & Groom finalize wedding date
- Prepare budget and review it with Bride & Groom
- Book ceremony venue and pay deposit
- Book reception venue and pay deposit
- Determine if venues require proof of liability insurance, and if so, make arrangements
- Have Bride & Groom prepare list of guests to attend
- Coordinate engagement party (if requested)

10-11 Months Before – by Date ____/____/____

- Determine customs and/or traditions, personalized vows, readings and/or exchanges the Bride & Groom would like to include in the ceremony (lighting of unity candle, flowers to mother, family member, etc.)
- Have Bride & Groom meet with you and the wedding officiant
- Book caterer
- Book musicians for the ceremony (soloist, organist, etc...)
- Book musicians for the reception (band, DJ, etc..)
- Book photographer
- Book videographer

8-9 Months Before – by Date ____/____/____

- Book florist
- Book cake designer/baker
- Book transportation for wedding and related events
- Have Bride & Groom sign up for premarital counseling (if required or desired by couple)
- Have Bride select and purchase wedding dress, headpiece/veil, shoes, lingerie, and accessories
- Have Bride select bridesmaid(s) and flower girl(s) dresses and accessories

6-7 Months Before – by Date ____/____/____

- Make arrangements to have bridesmaid(s) and flower girl(s) fitted with dresses
- Have mother(s) of the Bride & Groom select dress
- Have Bride & Groom sign up with a gift registry (up to three registries) and select desired gifts
- Book calligrapher
- Book rentals such as tents, tables, chairs, linens, china, glassware, cake knife, toasting glasses, candelabras, etc... (as required or requested)
- Have Bride & Groom send any required deposits to vendors and suppliers
- Remind Bride & Groom to book their honeymoon and update passports, obtain visas and get any necessary inoculations
- Reserve rooms for out-of-town guests (if requested)
- Review all vendor/supplier contracts and provide advice to the Bride & Groom

5 Months Before – by Date ____/____/____

- Order invitations, RSVP cards, thank you cards, etc...
- Select and order all flowers
- Plan the reception including finalizing theme, décor, etc... Select favors, table centerpieces, decorations, candles, etc...
- Have Bride & Groom finalize ceremony music selections
- Have Bride & Groom finalize reception music selections
- Provide music requests and lists to all musicians
- Have Bride & Groom finalize wedding invitation list

4 Months Before – by Date ____/____/____

- Review budget and checklists with Bride & Groom to ensure everything is on track
- Remind Bride & Groom to select their wedding rings and arrange for engravings
- Have Groom select and be fitted for tuxedo or an alternative formal wear and shoes
- Have groomsmen (and ring bearer and ushers, if applicable) fitted for tuxedos or alternative formal wear including shoes
- Meet caterer (with the Bride & Groom) for tasting and review menu options
- Order wedding cake and Groom's cake (if desired)
- Have Bride & Groom arrange for MC and other speakers, such as individuals making toasts at the reception
- Have Bride & Groom select and arrange with individuals to handle guest book
- Have Bride & Groom select and arrange with individuals to hand out programs
- Talk to Maid of Honor & Best Man about planning a bridal shower and a bachelorette / bachelor party

- Have Bride & Groom book honeymoon suite for the wedding night
- Have Bride book suite to get ready in on the day of the wedding (if applicable)
- Have Bride & Groom arrange for planning of a rehearsal dinner and day after wedding brunch (if desired)

3 Months Before – by Date ____/____/____

- Have Bride make all appointments for hair, make-up, and manicure/pedicure
- Have Bride & Groom get blood tests and/or have medical examinations (if required)
- Provide caterer with food/menu and beverage selections.
- Plan additional liquor needs (if required)
- Have Bride & Groom select any readings (and readers) for the ceremony
- Have Bride & Groom meet with the officiant to review ceremony and finalize vows
- Determine what customs and/or traditions the Bride & Groom would like to include at the reception, such as formal cake cutting, toasts, etc...
- Finalize time and location of rehearsal
- Prepare maps, sets of directions, information sheets, and hotel recommendations for out-of-town guests
- Prepare wedding program, wedding weekend itinerary, and wedding day schedule
- Obtain wedding invitations list from couple
- Provide wedding list to calligrapher
- Meet with stationer to have invitations, RSVP cards, thank you cards, itineraries, programs, menus, and any accessories printed/made

2 Months Before – by Date _____/_____/_____

- Pick up and mail out wedding invitations (along with RSVP cards, etc..)
- Contact booked venues to confirm arrangements and arrange with Bride & Groom to pay balances due (as required)
- Have Bride and bridesmaids attend follow-up wedding attire fittings
- Prepare information and instruction sheets for all members of the bridal party and for all vendors
- Have Bride prepare guest list for shower and give to the Maid of Honor
- Have Groom prepare guest list for Groom's get together and give to the Best Man
- Have Bride select going away outfit

1 Month Before – by Date _____/_____/_____

- Have Bride & Groom obtain marriage license (within legal time period, varies by state)
- Track gifts received and send out thank you cards (if requested to handle this) for Bride & Groom
- Have Bride & Groom pick up wedding rings and ensure proper fit
- Provide the photographer with list of photos to be taken
- Provide instructions to the videographer
- Confirm music lists and arrangements with the musicians
- Confirm rental requirements and drop-off times
- Pick up any ceremony or reception accessories not provided by the rental company or caterer (candles, goblets, ring pillow, guest book, cake knife, etc..)
- Have Bride & Groom purchase gifts for bridal attendants, parents, ushers, and each other

3 Weeks Before – by Date _____/_____/_____

- Follow up with guests who have not sent in an RSVP
- Prepare seating plan for reception
- Prepare name plates/seating cards
- Have Bride go in for trial hairstyle and make-up appointment(s) and confirm wedding day appointments
- Have Bride & Groom prepare and practice a wedding reception toast/speech

2 Weeks Before – by Date _____/_____/_____

- Provide wedding day schedule and instructions to all appropriate vendors
- Phone to confirm all arrangements with vendors and suppliers one more time
- Have Bride and bridesmaids pick up their gowns/dresses and all accessories (including veil and/or headpiece for Bride, shoes, jewelry, etc..)
- Have couple pick up tickets, itinerary, traveler's checks, etc... for honeymoon
- Have Bride arrange for bridesmaids luncheon and give gifts to attendants
- Have Groom arrange groomsmen get together and give gifts to attendants

1 Week Before – by Date _____/_____/_____

- Provide caterer with final numbers for reception
- Confirm the rehearsal date and time with all members of the bridal party and all others assisting with the wedding (such as officiant, parents, photographer, videographer, musicians, etc..)
- Meet with Bride & Groom to review all wedding plans and to get the marriage license from them

- Find out from Bride & Groom where wedding gifts that are received on day of wedding are to be dropped off
- Obtain from Bride & Groom the final checks for vendors' outstanding fees (such as musicians, officiant, caterer, florist, transportation, and your fees, etc...)
- Prepare envelopes addressed to various vendors to pay final fees
- Have Bride & Groom pack for their honeymoon including clothes, toiletries, tickets, passports, visas, maps, guidebooks, traveler's checks, money, etc...
- Have Bride & Groom pack their going away outfits, wedding night, and next day clothes and toiletries

2 Days Before – by Date ____/____/____

- Have Groom and his attendants pick up tuxedos/formal wear
- Have Bride and Groom give gifts to parents and each other
- Pack all items you need to bring to the wedding ceremony (such as guest book and pen, marriage license, ceremony programs, candles, emergency kit, special ceremony or cultural items, etc...)
- Drop off all reception favors, table centerpieces, cake knife, toasting goblets, candles, etc... at reception venue so they can be set up prior to the start of the reception
- Have couple confirm early meeting times with bridal party for the wedding day

Day Before – by Date ____/____/____

- Attend and direct rehearsal
- Hand out wedding schedule, itineraries, and instructions to all members of the bridal party and any others involved with the wedding such as ushers, parents, photographer, videographer, officiant, musicians, etc...
- Provide seating details to ushers
- Bring ring bearer's pillow and provide to individual responsible for the ring bearer
- Have Groom give Bride's ring to Best Man (or to you, for safekeeping, if a young ring bearer is involved in the wedding)
- Have Bride give Groom's ring to Maid of Honor (or to you, for safekeeping, if a young ring bearer is involved in the wedding)
- Oversee the decorating of the ceremony and reception venues

Day Of Wedding (Prior to Ceremony)

- Bring your charged cellphone along with you for the day
- Bring your checklists, schedule, list of vendors and important contact information
- Attend to Bride, as required (make sure she eats!)
- Oversee and coordinate with venue manager, musicians, photographer, videographer, officiant, florist, decorator, and transportation. Bring marriage license, guest book and pens, programs, and candles (and set everything up)
- Bring an emergency kit, which will include: a small sewing kit, safety pins, bobby pins, antacid, tissue paper, a brush, hair spray, double-sided tape, two silver rings, earring backs, etc...) all items are necessary incase a situation arises

Day Of Wedding (Ceremony and After)

- Attend and oversee ceremony (including processional, recessional, and receiving line after ceremony) and provide supervision, guidance, support, assistance, instructions, or whatever may be required for the ceremony to run smoothly
- Provide final payment checks to all ceremony vendors
- Collect marriage license, candles, guest book and pens, extra programs, and any items left behind after the ceremony
- Attend photo shoot after ceremony and coordinate with photographer

Day Of Wedding (Reception)

- Oversee and coordinate with venue manager, caterer, musicians, DJ, cake designer, photographer, videographer, etc...
- Coordinate and oversee reception receiving line
- Provide final payment checks to all of the reception vendors/suppliers
- Coordinate first dance(s), cake cutting, bouquet throwing, garter toss, etc... (as requested)
- Collect all wedding gifts, envelopes and cash received at reception and deliver them to predetermined location

After the Wedding (If Requested)

- Drop off wedding dress at cleaners
- Return Groom's formal wear attire
- Arrange for pressing of wedding flowers
- Send out thank you cards for gifts
- Send out change of address cards (if needed)
- Ensure that Bride & Groom receive marriage license
- Send congratulations & "thank you for your business" cards to the couple