



# 12 MONTH Wedding Checklist



# UNFAILING MOMENTS

WEDDING PLANNING SERVICE

CONNECT



## 8-12 MONTHS BEFORE

- ☐ Select a wedding date
- ☐ Formally announce your engagement and introduce both families
- ☐ Decide whom you would like in your wedding party and ask each person to participate
- ☐ Decide on a wedding budget
- ☐ Hire a wedding planner coordinator (optional)
- ☐ Purchase bridal magazines and start a "Wedding File". Collect tear sheets of dresses, flowers etc.
- ☐ Start shopping for a wedding dress (must allow time for alterations and fittings)
  - Reminder: Don't forget to bring a pair of stockings, a strapless bra, shoes and a hair clip to each appointment.
  - Attend bridal shows
- ☐ Register for wedding gifts
- ☐ Choose an officiate or Clergyman/woman
- ☐ Shop for a videographer and photographer
- ☐ Choose a florist
- ☐ Choose a DJ\Band
- ☐ Purchase a notebook in which to store your wedding information



- ☐ Research locations for ceremony, rehearsal dinner and reception
  - Agree and reserve a wedding location and time
- ☐ Send deposit
  - Agree and reserve a reception site
- ☐ Send deposit
- ☐ Choose caterer

- ☐ Determine your wedding theme, style and color scheme
- ☐ Choose a beautiful place for your honeymoon
- ☐ Apply for passports if needed
- ☐ Make a rough-guest list with a maximum number of guests in mind
- ☐ Schedule appointments at Bridal Salon's for you and your wedding party

## 7 MONTHS BEFORE

- ☐ Place your final order for:
  - Wedding Gown
  - Veil
  - Shoes
  - Other
- ☐ Begin shopping for bridesmaids' dresses

- ☐ Interview cake designers, sample cake flavours
  - Select and place an order for your cake
  - Purchase Cake topper
  - Cake Knife



## 6 MONTHS BEFORE

- ☐ Go shopping for invitations, calligraphy & thank you cards
  - Review invitation options
  - Order invitations
  - Purchase thank you cards (useful for engagement and wedding gifts)
- ☐ Fine-tune guest list
- ☐ Place final order for bridesmaids' gowns and any accessories
- ☐ Have the mother-in-laws co-ordinate and select their dresses
- ☐ Reserve any rental equipment that may be needed for the wedding day
  - Flatware
  - Chairs and Covers
  - Glassware
  - Tents
  - Cups, saucers, spoons
  - Champagne flutes
  - Serving trays, punch bowls, etc.
  - Tables and Linens
  - Napkins
  - Dinner ware
- ☐ Finalize your gift registry (You can request stores send gift cards and not the actual gifts until after the wedding)
- ☐ Book a limousine company for transportation on your wedding day

## 5 MONTHS BEFORE

- ☐ Review and finalize the overall budget
- ☐ Select floral arrangements for:
  - Bride's bouquet
  - Pew Bows(optional)
  - Centerpieces
  - Boutonnieres
  - Throw away Bouquet
  - Head pieces
  - Aisle runner
  - Alter arrangements
  - Corsages
  - Bridesmaids Bouquets
  - Archway
- ☐ Finalize all decorations



# UNFAILING MOMENTS

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- ☐ Mail any outstanding deposits to vendors
- ☐ Shop for and purchase wedding rings
- ☐ Select the grooms' wedding attire
  - Get tuxedo measurements for all the groomsmen
  - Place order for tuxedo's

## 4 MONTHS BEFORE

- ☐ Submit menu and beverage selections to the hotel or caterer
- ☐ Begin music selections for the ceremony.
  - Processional song for the groom, parents and attendants
  - Bride-Groom 'First Dance'
  - Recessional song
- ☐ Decide on whom you would like to be the M.C. and verify that they are available and willing
- ☐ Interview and hire any additional management staff and babysitters (optional)
  - Bartenders (if not provided)
  - Servers (if necessary)
- ☐ Purchase Guest book, sign-in pen
- ☐ Purchase a gift for the groom\bride
- ☐ Research and reserve rehearsal dinner location
- ☐ Place your final order for party favours
- ☐ Schedule tests for makeup and hair



- ☐ Meet with the stationer and select and order:
  - Menus
  - Table numbers
  - Place cards
  - any other accessories
  - Several identical pens for your thank you cards
  - Plenty of stamps
- ☐ Attend your first appointment with the wedding officiate to review details for the ceremony
- ☐ Begin putting together a rough schedule for the weekend of the wedding
  - Ceremony
  - Cutting of the cake (optional)
  - Speeches (optional)
  - Bride-groom dance (optional)
  - Ect...
  - Bachelor/Bachelorette Party
  - Gift Opening
- ☐ Select any special readings and choose readers if necessary
- ☐ Begin writing personalized vows, if applicable
- ☐ Finalize all arrangements for makeup, hair, nails, etc.



## 3 MONTHS BEFORE

- ☐ Determine who will be giving speeches at the rehearsal party and the reception
- ☐ Schedule an appointment for a food tasting
- ☐ Set up an appointment to see a sample of your floral centerpieces if applicable
- ☐ Begin writing thank-you notes as wedding gifts arrive. It's easier if you keep them up to date
- ☐ Book and reserve your bridal preparation suite
- ☐ Finalize the date and time of the rehearsal and dinner
- ☐ Finalize your plans for the honeymoon with your travel agent
- ☐ Schedule your first fitting for your wedding gown and your groom's tuxedo or suit.
  - Reminder: Remember to bring your panty-hose, shoes, bra, hair accessories, jewelry, camera and best friend



## 8 WEEKS BEFORE

- ☐ Purchase gifts for:
  - Each other( Bride/Groom)
  - Wedding party attendants
  - Your parents and In-laws
- ☐ Order rehearsal dinner invitations
- ☐ Finalize music selections
- ☐ Finalize the ceremony readings and songs to be performed (if applicable)
- ☐ Mail all wedding invitations
- ☐ Finalize your selections for the cocktail hour and reception songs. Review them with your band/DJ



- ☐ Apply for a marriage license
- ☐ Purchase all wedding accessories including
  - Ring pillow
  - Goblets
  - Garter belt
  - Candles, etc...
- ☐ Visit your photographer for the Bridal Portrait

## 6 WEEKS BEFORE

- ☐ Submit the wedding program information to a stationer
- ☐ Finalize all details with your caterer, florist and musicians
- ☐ Finalize all transportation, including any special plans for your family and bridal party
- ☐ Finalize your schedule for the wedding day with your wedding venue contact, band\DJ, MC and wedding coordinator, if applicable
- ☐ Finalize the wedding ceremony processional and recessional information with your wedding coordinator or wedding venue contact
- ☐ Prepare a photo and a video shot list, naming important family and guests. Include one's relationship to you.
- ☐ Pick up the wedding rings (making sure they are sized and engraved)
- ☐ Finalize your jewelry selection, including:
  - something old
  - something new
  - something borrowed
  - something blue



- ☐ Schedule a final test makeup and hair session with your stylists. Bring your veil.
- ☐ Attend to business and legal details. Get the necessary forms to change names on your
  - social security card
  - insurance and medical plans
  - driver's license
  - bank accounts, etc..

## 4 WEEKS BEFORE

- ☐ Schedule your second bridal gown fitting
- ☐ Mail your rehearsal dinner invitations
- ☐ Schedule a final meeting with your officiate to discuss the ceremony
- ☐ Confirm your final appointment with your makeup artist and hair stylist
- ☐ Give all musicians the lists of music for the ceremony and reception
- ☐ Practice your "First Dance" with your music (wearing your bridal shoes)
- ☐ Appoint a family member or friend to gather the gifts at the end of the reception for delivery to the proper location
- ☐ Confirm transportation for wedding party





## 3 WEEKS BEFORE

- ☐ Reconfirm your hotel room for the wedding night.
- ☐ Reconfirm your bride's dressing room with your hotel or ceremony location (if applicable)
- ☐ Send final confirmation for all your honeymoon reservations
- ☐ Finalize the wedding day timeline and fax, mail or e-mail to all appropriate vendors
- ☐ Call them to make sure they understand all the information and feel comfortable with the arrangements you have made
- ☐ Submit final numbers to rental companies, the florist and the reception venue managers
- ☐ Mail your wedding day schedules. Make sure each wedding day participant is aware of the day's activities and their role
- ☐ Finalize your seating arrangements (making sure you involve both sets of parents)

## 2 WEEKS BEFORE

- ☐ Send final payment to all vendors
- ☐ Prepare a toast for your wedding reception
- ☐ Finalize the vows you have written for the ceremony
- ☐ Have any hair treatments done - highlights, trim etc. (Don't wait until two days before the wedding!)

## 1 WEEK BEFORE

- ☐ Make sure to confide in at least one person to assist you with your errands the last week prior to your wedding
- ☐ Confirm the whereabouts of your guest book and pen, cake knife and lifter, champagne flutes etc. and put them together in one box
- ☐ Pick up your bridal gown and veil and make sure all of your accessories are together.
  - Also make sure the wedding dress is covered with a protective bag and stuffed with tissue to preserve its shape



- ☐ Pick up the bridal party outfits and bring them to the bridal dressing room on the day before the wedding, if possible
- ☐ Pick up the groom's outfit and make sure all of his accessories are together
- ☐ Get groom a haircut
- ☐ Confirm all appointment times for hair, makeup, nails, etc
- ☐ Get a facial (Don't wait until two days before the wedding!)
- ☐ Write any final thank-you notes to bridal party members or parents
- ☐ Attend the bachelor and bachelorette parties, if applicable
- ☐ Pack your wedding night and day-after clothes
- ☐ Prepare all your outfits, including the rehearsal dinner, wedding day and postwedding brunch
- ☐ Prepare and pack for your honeymoon
- ☐ Arrange transportation to your hair and makeup appointments
- ☐ Give your marriage license to the officiate
- ☐ Arrange who will return any rental items that must be returned after the wedding
- ☐ Reconfirm transportation for the entire wedding party



## ON THE WEDDING DAY

- ☐ Eat a well-balanced breakfast. You have a big day ahead of you, and some brides have been known to faint because they forgot to eat
- ☐ Drink lots of water and refrain from an excess of caffeine and alcohol
- ☐ Take a lavender bath - it's very relaxing
- ☐ Remember to wear a button-down shirt for your hair and makeup appointments
- ☐ Give the Wedding bands to the Best Man and Maid of Honour
- ☐ Take a deep breath and enjoy - remember this is your day!