

12-Month Planning Checklist

A BEGINNER'S GUIDE TO CONQUERING THE WEDDING PLANNING PROCESS AND LIVING TO TELL THE TALE.

ONE YEAR

- Choose the date and time for wedding and rehearsal.
- Create your budget, then select ceremony and reception sites.
- Begin researching wedding vendors.
- Decide on your wedding theme, colors and décor.
- Choose an officiant and meet with him or her to learn about any premarital requirements.
- Start planning the guest list to get a rough head count.
- Choose your attendants.
- Book the musicians for ceremony and reception.
- Choose dress and accessories. Schedule delivery date and initial fittings.
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- _____

NINE – TWELVE MONTHS

- Choose dress and accessories. Schedule delivery date and initial fittings.
- Order formalwear for wedding party.
- Meet with and make final decisions on your team of vendors: wedding planner, stationer, floral and décor provider, caterer, hair and makeup artists, musicians, photographer, videographer, transportation vendor, cake designer, etc.
- Get engagement photos taken.
- Register for gifts.
- Finalize guest list.
- Reserve any rental equipment such as tables, chairs, and tent (if necessary).
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SIX – EIGHT MONTHS

- Select your wedding stationery, then mail save the dates.
- Plan the rehearsal dinner.
- Choose favors, then order or begin to assemble them.
- Schedule hair and makeup trials.
- Order wedding rings and arrange for engraving.
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- _____

THREE – FIVE MONTHS

- Choose the ceremony music, and discuss reception music with band or DJ.
- Discuss menu details with caterer.
- Confirm out-of-town guest accommodations.
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TWO MONTHS

- Mail invitations.
- Confirm details for rehearsal dinner, ceremony, and reception.
- Prep for bachelor and bachelorette parties.
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ONE MONTH

- Pick up rings and check engraving.
- Confirm details with the florist, caterer, entertainers, and officiant.
- Have your final dress fitting. Use this as a trial run with full hair, makeup, and accessories.

- Buy gifts for attendants, flower girl, ring bearer, fiancé, parents, and anyone else who helped make the wedding extra special.

- Host bachelor and bachelorette parties.
- Plan for floral and dress preservation.
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ONE WEEK

- Obtain marriage license.
- Write toasts and vows.
- Give assignments to wedding party members and remind them of rehearsal details.
- Confirm timetables and details with all vendors.
- Notify caterer of the final guest count.
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- _____

ONE DAY

- Arrange to have welcome bags delivered to hotel rooms.
- Get a manicure and pedicure.
- Host rehearsal dinner and hand out special gifts to the wedding party.
- Ensure dress, shoes, jewelry and accessories are all ready to go.
- Pack overnight bag if you are staying at a hotel the night of your wedding.
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WEDDING DAY

- Arrange to get checked in and have luggage delivered to your hotel.
- Relax and enjoy the day!
- _____
- _____