Wedding Planning General Checklist

To Book:	To Order:
Ceremony venue Reception venue Officiant Photographer Videographer DJ\Band Caterer Florist Cake Baker Hair and Makeup Artists Accommodations Wedding Transportation Wedding Rehearsal Marriage License Honeymoon Wedding Planner/Coordinator	Bride's wedding dress Groom's suit or tuxedo Bridesmaids' dresses Groomsmen's suits or tuxedos Accessories (veil, shoes, jewelry) Wedding Rings Save-the-date cards Wedding invitations RSVP cards Thank-you cards Ceremony programs Menu cards Place cards Table numbers Guest book Ceremony decorations Reception decorations
Set the Wedding Date Establish a Budget Create a Guest List Designate Wedding Roles Write Vows Schedule Pre-Wedding Events Create a Wedding Day Timeline	Signage (welcome sign, directional signs) Bridal bouquet Bridesmaids' bouquets Boutonnieres for groom and groomsmen Corsages for mothers and grandmothers Wedding cake Cake topper Beverages (alcoholic and non-alcoholic) Wedding Favors

Wedding Planning Checklist

12 months before	6-8 months before
 Determine budget. Decide on the dates Create a guest list. Start researching and booking venue. Choose a wedding theme or style. Begin researching and booking vendors (photographer, caterer, florist, etc.). 	Book the rehearsal dinner venue. Choose and order wedding favors and gifts. Order wedding cake or book a baker. Begin planning the honeymoon. Research and book accommodations for out-of-town guests if needed. 4-6 months before
10-12 months before	Choose and order wedding rings.
Finalize the guest list. Book your ceremony and reception venues. Book a Photographer Book a Florist Book a Caterer. Book event rentals(chairs, tables, etc) Start looking for a wedding dress and bridesmaid dresses.	Start creating a day-of timeline. Order wedding invitations. Purchase Grooms attire Decide on groomsmen attire Schedule dress fittings and alterations. 2-4 months before
8-10 months before OHire a wedding officiant.	Apply for a marriage license. Send out wedding invitations. Finalize the ceremony details. Finalize menu with caterer. Finalize decor details. Finalize wedding cake details
Order wedding dress Hire a hairstylist and makeup artist Create a wedding website. Arrange transportation	Finalize floral details Purchase of accessories(shoes, veil, etc.) Order all stationery. Schedule hair and makeup trials.
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Wedding Planning Checklist

1 month before	2 days before
 Create a shot list for the photographer and videographer. Create and print out wedding programs. Create a songs list and coordinate with the DJ/band. Create a guest seating chart. Confirm final payments with vendors. Write Vows. 	Finalize wedding vows Get a manicure and pedicure Prepare tips and payments Check the bag with all the wedding essentials Check the bag with emergency kit. Prepare your attire
2 weeks before	1 day before
Follow up with any guests that haven't RSVP'd Confirm the final headcount with the caterer. Pick up the wedding attire. Confirm all rental and floral delivery time Create a wedding day emergency kit.	 Give rings to Best man Attend rehearsal + rehearsal dinner Drop off wedding favors, place cards, and any other items. Go throught list of things to do and make sure bases are covered
	Don't forget to do the
1 week before	ofollowing steps:
Confirm all final details with vendors. Confirm the rehearsal dinner details. Send out the wedding day schedule Confirm honeymoon reservation Pack for the wedding night and honeymoon.	

Wedding Decor Checklist

Ceremony decor

Welcome sign
Arch decorations (flowers, fabric, greenery, etc.)
Aisle runner or petals
Chair or pew decorations
Ceremony backdrop
Lighting (candles, lanterns, etc.)
Signage (seating, ceremony program sign, etc.)

Reception decor

- Table centerpieces (flowers, candles, vases, etc.)
- Table linens (tablecloths, table runners, napkins, etc.)
- OPlace settings (chargers, plates, cutlery)
- Chair decor (sashes, covers, or decorative accents)
- Head table or sweetheart table decorations
- OBuffet table or food station decorations
- Gift table or card box
- Guest book table decor
- Table numbers or seating cards
- Menu cards or signage
- Oceiling or overhead decorations (chandeliers, hanging installations, etc.)
- ODance floor decor or lighting
- Backdrop for the sweetheart table or photo booth
- Photo display or memory table
- Lounge area decor (furniture, pillows, rugs, etc.)
- Signage (directional signs, bar signs, hashtag signs, etc.)

Additional decor

Oke table decor
Cake topper or cake stand
Dessert table or candy bar decorations
Bar area decor
Photo booth backdrop or props
Bathroom or restroom decor
Favors display or packaging
Fireworks or special effects
Outdoor games or activities
Lighting (lanterns, uplights, string lights, etc.)
Signage (directional signs, parking signs, etc.)

Other decor

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Wedding Emergency Bag Checklist

First Aid Xi Band-Aids Antiseptic wipes Pain relievers (such as ibuprofen or acetaminophen) Antacid tablets Tweezers Safety pins Small scissors Blister pads Hand sanitizer	Clothing Corre Safety pins (various sizes) Fashion tape Lint roller Spare stockings or tights Spare buttons Wrinkle release spray Shoe polish or wipes Extra shoe laces Comfortable worn shoes
Personal Core Hairpins and bobby pins Hair ties Hairspray Comb or brush Travel-sized sewing kit Nail file Clear nail polish Makeup essentials (lipstick, foundation, powder, etc.) Oil-absorbing sheets Perfume Deodorant Breath mints or spray Tampons or pads Sunscreen	Comfort and Other Things Umbrella Extra phone charger Insect repellent Cash (small bills and coins) Notebook and pen Extra copies of the wedding timeline or schedule Contact information for important vendors Extra copies of important documents (marriage license, contracts, etc.)
OEye drops OTissues OWet wipes OPortable stain remover OBottled water OEnergy bars or granola bars	O O O

Bridal Suite Items

Checklist

Wedding dress	OFloral bouquets
Reception dress	○Makeup products
Oveil or hair accessories	Hair products (curling iron, spray,
OUndergarments (bra, underwear,	bobby pins, comb)
shapewear)	Skincare products
OBoob tape	○Nail kit
OBride jewelry (earrings, necklace,	Hangers
bracelet, etc.)	○Comfortable shoes
OBridesmaid jewelry.	○First aid kit
Garter	○Extra buttons
Bride getting-ready outfit	Extra stockings or tights
OBridesmaid's/robes	Mirror
Bride flip flops	OPhone charger
OBridesmaid flip flops	Music playlist
OBride ceremony shoes	
OBridesmaid ceremony shoes	0
OBride reception shoes	<u> </u>
OBridesmaid reception shoes	
OBridesmaid gift	0
Bridal planner/binder	<u> </u>
Clutch	O
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Bridesmaid Wedding Packing Checklist

Your dress	OSafety pins
OUndergarments (bra, underwear,	Small sewing kit
shapewear)	OA camera
Reception shoes	Your speech
Oceremony shoes	OWedding day timeline
Slippers/flip flop for getting	OSpare change of clothes after
ready	reception
Jewelry (earrings, necklace,	Snacks and water
bracelet)	OPhone charger
OYour wedding gift (Gift card)	OHair comb
Button up shirt or loose tank while	○Hair spray
getting hair and makeup	Stain remover pen or wipes
Ocomfortable pants or shoes to	○Blister pads
wear for getting ready	OUmbrella
Makeup	
Deodorant	0
Compact mirror	O
Ouble stick tape	0
Tissues	0
	0

Photography Shot list

Bride

Getting ready details

 Wedding dress Bridesmaid dresses Brides shoes Brides jewelry Engagement ring Brides flower bouquet Invitation
Garter
Bride+Grooms ring Finishing touches hair
Finishing touches makeup
Bride+Bridesmaids on robes/pj's OGirls pouring mimosas/champagne Oclinking glasses
Candid moments between
bride+bridesmaids Putting on veil
Brides mom helping put on dress First look with brides father Group shot of the bride and all the bridesmaids
Other photos
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Getting ready details

Groom

○ Shoes
Ouff links/clips
Watch
○ Cologne
Boutonniere
Groomsmen putting on suits
Groom getting ready in mirror
Groom putting on shoes
Groom fixing tie, buttons, cuff links
OPutting on boutonniere
OGroup shot of the groom and all the
groomsmen
First Meeting Bride+ Groom
Moment when the bride approaches
the aroom
the groom Candid shots of their interactions and embraces
Ocandid shots of their interactions and embraces
Ocandid shots of their interactions and embraces OPortraits + posed of just the Bride
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Candid shots of their interactions and embraces Portraits + posed of just the Bride Portraits + posed of just the Groom Portraits + posed of Bride+Groom Bride with each bridesmaid Portraits of each bridesmaid Groom with each groomsmen
Candid shots of their interactions and embraces Portraits + posed of just the Bride Portraits + posed of just the Groom Portraits + posed of Bride+Groom Bride with each bridesmaid Portraits of each bridesmaid Groom with each groomsmen Portraits of each groomsmen

Groom with bridesmaids

Photography Shot list

Portraits family

Bride with parents (separately with each and together)
Bride with siblings
Bride with grandparents
Bride with her entire family
Bride+Groom with brides entire family
Groom with parents (separately with each and together)
Groom with siblings
Groom with grandparents
Groom with his entire family
Bride+Groom with grooms entire family

Ceremony

Guests arriving

Venue details and decorations

Wide shot of ceremony space

Family walking down the aisle

Bridal party walking down the aisle

Groom walking down the aisle

Groom waiting at the altar

Bride walking down the aisle

Grooms reaction

Exchange of vows

Exchange of rings

First kiss as a married couple

Signing of the marriage certificate

Bride and Groom walking back down the aisle

Reception details

()Full room reception shot Head table shot+details OA couple of guests tables full shot + details ()Center pieces Gift table Cake table Ocandid of guests Entrance of the Bride and Groom First dance Parent dances Toasts and speeches Cutting a cake Bouquet toss Garter toss ODancing shots (guests on the dance Candid moments throughout the reception (laughing, mingling, emotional reactions) Any special performances or surprises Grand exit (sparklers, confetti, etc.) Other photos

Wedding Stationery Checklist

Before the Wedding

OSave the Date cards
Bridal Shower Invitations
Bachelor/Bachelorette Party
Invitations
Rehearsal Dinner Invitations
Wedding Invitations:
RSVP Cards
Reception Card
Accommodation/Hotel
Information Cards
○Map/Directions Cards
Wedding Website Card
Outer Envelope
Olnner Envelope
Envelope Liners
OBelly Band or Ribbon
OAddress Labels

During the Wedding

Ovveicome Sign
Programs
Escort Cards/Place Cards
Seating Charts
Table Numbers or Names
Menus
Favour Tabs/Stickers
Ounplugged Wedding Sign
Order of service sign
Guest book + sign
Orads+ Gift sign
Memorial table sign
Reserved chair signs
Photo booth signs
OVows books
Direction signs

After the Wedding

Thank you cards for guestsEnvelopes for thank you cardsStamps for mailing thank you cardsChange of address cards (if applicable)

Other Stationery

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Bridal Shower Planning Checklist

6 Months before

- Objects with the bride about her preferences
- Set a budget
- Ocreate guest list
- Begin researching and brainstorming ideas for the bridal shower theme, venue, and activities.

3-4 Months before

- ODetermine the theme
- Order invitations
- OBook vendors
- Book the venue

2-3 Months before

- Plan and purchase the decorations, favors, and any additional supplies
- Browse for games + activities
- Ocoordinate with the other bridesmaids to divide tasks.

1-2 Months before

- Send out invitations
- Oreate a schedule of events
- Prepare any DIY decorations
- Ocreate shoping list (games, snacks, decor, prizes)

2-3 Weeks before

- Oconfirm any rental items
- Confirm all reservations
- Follow up with guests who haven't RSVP'd.
- Begin shopping for items

1 day before

- Oconfirm the final details with vendors.
- Prepare any food or beverages.
- Opo any last minute shopping or run any last minute errands.
- Ocoordinate with the other bridesmaids to ensure everyone is aware of their responsibilities.

Day of the Bridal Shower

- Arrive early to set up decor, food, etc.
- Follow the schedule of events, including games, activities, and gift opening.
- Take photos to capture the memorable moments of the bridal shower

Other Tasks

- O_____
- 0_____