

Wedding Planning

General Checklist

To Book:

- 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

To Make:

- 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

To Order:

- 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
- 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*

- 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.).
- _____
- _____

10-12 months *before*

- 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.
- _____
- _____

8-10 months *before*

- Hire a wedding officiant.
- Order wedding dress
- Hire a hairstylist and makeup artist
- Create a wedding website.
- Arrange transportation
- _____
- _____

6-8 months *before*

- 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*

- Choose and order wedding rings.
- 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*

- Apply for a marriage license.
- Send out wedding invitations.
- Finalize the ceremony details.
- Finalize menu with caterer.
- Finalize decor details.
- Finalize wedding cake details
- Finalize floral details
- Purchase of accessories(shoes, veil, etc.)
- Order all stationery.
- Schedule hair and makeup trials.
- _____
- _____

Wedding Emergency Bag Checklist

First Aid *Kit*

- Band-Aids
- Antiseptic wipes
- Pain relievers (such as ibuprofen or acetaminophen)
- Antacid tablets
- Tweezers
- Safety pins
- Small scissors
- Blister pads
- Hand sanitizer

Personal *Care*

- 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
- Eye drops
- Tissues
- Wet wipes
- Portable stain remover
- Bottled water
- Energy bars or granola bars

Clothing *Care*

- 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

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.)

- _____
- _____
- _____
- _____
- _____

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
- Girls pouring mimosas/champagne
- Clinking 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

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Groom

Getting ready details

- Suit
- Shoes
- Cuff links/clips
- Watch
- Cologne
- Boutonniere
- Groomsmen putting on suits
- Groom getting ready in mirror
- Groom putting on shoes
- Groom fixing tie, buttons, cuff links
- Putting on boutonniere
- Group shot of the groom and all the groomsmen

First Meeting

Bride+Groom

- Moment when the bride approaches the groom
- 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
- Group shot of bridal party portraits
- Candid shots of bridal party
- Bride with groomsmen
- Groom with bridesmaids

Bridal Shower Planning Checklist

6 Months *before*

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

3-4 Months *before*

- Determine the theme
- Order invitations
- Book vendors
- Book the venue

2-3 Months *before*

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

1-2 Months *before*

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

2-3 Weeks *before*

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

1 day *before*

- Confirm the final details with vendors.
- Prepare any food or beverages.
- Do any last minute shopping or run any last minute errands.
- Coordinate 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*

- _____
- _____
- _____
- _____