

8-12 MONTHS BEFORE

- Announce engagement to friends and family
- Insure engagement ring
- Start making notes of your overall visions
**suggest starting a Pinterest board and pin images
- Get organized
*start a wedding binder
*create a separate email or folder to keep wedding emails separate from other emails
- Select and confirm wedding date and venue
- Meet and book your wedding officiant / church
- Order Save The Date Cards
*especially for destination weddings or for out of town guests
- Book any MUST have suppliers (photographer, planner, band)
- Draft up an initial guest list for the wedding with a maximum number
- Wedding dress shopping
*remember to bring a pair of stockings, heels, strapless bra and hair clip to appointments
- Book caterer (if not provided by the venue)
- Choose bridal party - flower girl, ring bearer, ceremony readers and confirm participants
- Register at your favourite stores
- Research honeymoon and apply for passports (if needed)
- Book photographer

6-8 MONTHS BEFORE

- Place final order for wedding:
*wedding dress
*veil
*shoes
*accessories
- Begin bridesmaids dress shopping
- Book cake and sweet table consultations
- Start to look for day of accents
*wedding cake topper
*cake knife and lifter set
*cake stand and/or platters
- Design or book consultations with stationary supplier to mock up invitation suite designs
- Purchase thank you cards from stationary supplier or from a third party store

NOTES

Vendors to confirm:

- Ceremony Venue
- Reception Venue
- Wedding Planner
- Caterer
- Photographer
- Videographer
- Cake / Sweet Table Supplier
- Stationary
- Florist / Designer
- DJ/Band
- Ceremony Music
- Favours
- Transportation
- Hotel Accommodations
- Officiant
- Hair Stylist
- Make Up Artist

CHECK LIST

- Fine tune guest list
- Place final order for bridesmaid dresses
- Order groom's suit (if custom)
- Have mothers coordinate and purchase or rent their dresses

4-6MONTHS BEFORE

- Review and finalize overall budget
- Finalize décor details, quantities required and overall design concept
- Shop and purchase wedding bands
- Select music for ceremony and reception
 - *processional song for wedding party
 - *processional song for bride
 - *signing marriage certificate
 - *recessional song
 - *bridal party introduction
 - *first dance
 - *father/daughter dance
 - *mother/son dance
- Decide on Emcee for the wedding reception and confirm participation
- Interview and hire additional management staff
 - *babysitter
 - *elderly caregivers
- Purchase guest book and signing pens
- Purchase bride and groom gift to exchange on the day
- Place order for wedding favours
- Schedule hair and make up trails and book artists
 - *for larger wedding parties of 4-8 girls, recommend a minimum of 2 hair stylists and 2 make up artists
 - *for wedding parties larger than 8+ girls, recommend a minimum of 3 hair stylists and 3 make up artists
- Finalize date, time and place for wedding rehearsal and confirm officiant to attend
- Make guest list for wedding rehearsal dinner
- Book a venue or restaurant for rehearsal dinner
- Meeting with stationary supplier to confirm items
 - *menus and table numbers
 - *seating charts and/or name cards
 - *welcome sign
 - *food station and late night signs
 - *thank you tags for favours
 - *thank you cards
 - *ceremony programs

NOTES

CHECK LIST

- Begin writing personal vows
- Schedule first dress fitting

NOTES

3-4 MONTHS BEFORE

- Determine who will be giving speeches at the rehearsal dinner (extended family and friends not speaking at wedding)
- Determine who will be giving speeches at the wedding (instruct to keep to a maximum of 3 minutes)
 - *toast
 - *grace
 - *maid of honor / best man
 - *parents of the bride / parents of the groom
 - *bride and groom thank you speech
- Select menu for reception and book tasting
- Schedule appointment to see a mock of centrepieces
- Book a reserve your bridal party preparation suites (if not provided by the venue)
- Finalize date, time, details for the ceremony rehearsal
 - *reading passages
 - *readers
 - *if at church, whom will present gifts
- Have first dress fitting. At end of appointment schedule the second/final fitting.
 - *remember to bring stockings, shoes, strapless bra, hair accessories/veil, camera and friends!
- Mail out wedding invitations (RSVP date should be no less than 1 month prior to wedding date)

1-2 MONTHS BEFORE

- Purchase bridal party and family thank you gifts
- Send rehearsal dinner invitations
- Finalize music with DJ/Band
 - *ceremony music (if ceremony at venue)
 - *bridal party introduction
 - *first dance
 - *father/daughter dance
 - *mother/son dance
 - *any MUST play or DO NOT play songs
- Apply for marriage license
- Purchase wedding accessories
 - *ring pillow
 - *champagne flutes
 - *candles, etc

CHECK LIST

- Confirm wording and quantities for Day of Stationary and approve to go to print
- Finalize wedding day schedule/timeline with planner
 - *estimated final guest count
 - *bridal party duties (i.e. groomsmen = ushers)
 - *ceremony processional order
 - *any special requests (i.e. surprise birthday cake for a guest)
- Final walk through of the venue with wedding planner, venue coordinator and key vendors
- Prepare list of family combinations of family to take photos of during photos before or after the ceremony
 - *include their relationship to the couple (i.e. grandma)
- Pick up wedding bands
- Finalize jewellery selection, including:
 - *something borrowed
 - *something old
 - *something new
 - *something blue
- Attend to business and legal details. Get necessary forms to change names on:
 - *social insurance card
 - *drivers license
 - *insurance and medical plans
 - *bank accounts, etc
- Have final dress / suit fitting
- Have a bridal shower

3-4 WEEKS BEFORE

- Confirm wedding day schedule/timeline with planner. Planner to send out and confirm details with vendors.
- Schedule a meeting or call with officiant to confirm ceremony details
- Practice first dance
- Appoint family members or close friends to gather gifts at the end of the reception for delivery to couples home or secure location.
- Appoint a family member or close friend to be responsible for the money box contents (if there is no safe onsite)
- Appoint a family member or close friend to return any rentals post wedding (i.e. rented cake stand to cake supplier)
- Re-confirm hotel booking for wedding night and prep rooms
- Send final confirmation for all honeymoon reservations

NOTES

CHECK LIST

- Submit final numbers to planner to confirm with suppliers that it affects (florist, caterer, venue)
- Finalize seating arrangement
- Have bachelor and bachelorette parties

2 WEEKS BEFORE

- Send final payment to all vendors/suppliers
- Prepare thank you speech for reception
- Finalize your vows (if personal vows are written)
- Have hair treatments done (highlights, trim, etc)
- Arrange with family/friends to help with wedding errands the week of or the week prior to the wedding

WEEK OF THE WEDDING

- Pack up all items you are providing for the wedding and arrange a date to give to the planner or schedule a courier
 - *candles or other accents
 - *champagne flutes
 - *cake knife set
 - *guest book and pens
 - *favours
 - *ring pillow
- Keep important ceremony related items separate from reception items
 - *marriage license and pens
 - *wedding bands
- Pick up wedding dress and put all accessories together (veil, jewellery, shoes, purse, etc)
- Pick up bridal party outfits and bring them to the getting ready location the day before (if possible)
- Pick up grooms attire and accessoires and make sure they are all together
- Get groom a hair cut
- Write thank you cards to bridal party and parents
- Pack your wedding night and day after clothing, toiletries and necessities
- Prepare all your outfits, including rehearsal dinner, getting ready day of wedding, and post wedding brunch
- Prepare and pack for your honeymoon (if leaving shortly after the wedding day)
- Get manicure and pedicure
- Shop for snacks / beverages for bridal party during the photo shoot on the day of the wedding and have cooler ready night before.
 - *cases of water

NOTES

CHECK LIST

- *gatorade and/or juice
- *sandwiches
- *chips
- *fruit
- *veggies and dip

NOTES

DAY OF WEDDING

- Eat a balanced breakfast
- Drink lots of water and eat throughout the day
 - *refrain from drinking lots of caffeine or alcohol prior to the cocktail reception
- Give wedding bands to best man and/or maid of honor
- Let your planner take over and ENJOY THE DAY!!

POST WEDDING

- Send out thank you cards to guests
- Send thank you to vendors / suppliers
- Fill out and send in forms for name change (if applicable)