

# Planning Calendar & Checklist

The following checklist and calendar are provided so you and the groom can organize your time and planning to insure that you take care of all aspects of your wedding. These are general recommendations and should be adapted to your particular needs.

## *Bride's Checklist*

### **SIX TO TWELVE MONTHS BEFORE**

- Select a wedding date and time.
- Make a preliminary budget.
- Determine your wedding theme or style.
- Reserve your ceremony and reception location.
- Determine who will officiate at the ceremony.
- Hire a wedding consultant, if you plan to use one.
- Decide on your color scheme.
- Determine the size of the guest list and start compiling names and addresses of guests.
- Select bridal attendants.
- Have your fiancé select his attendants.
- Plan your reception.
- Check catering facilities if at a club or hotel and select a caterer if one is necessary.
- Select a professional photographer and videographer.
- Select a professional florist.
- Select your dress and headpiece.
- Announce your engagement in the newspaper.
- Select bridesmaid's dresses.
- Select engagement ring with fiancé if he has not already done so.
- Make transportation arrangements for wedding day.

### **FOUR MONTHS BEFORE**

- Make final arrangement for ceremony (deposit should be paid, contracts signed).
- Make sure all bridal attire is ordered.
- Have both mothers coordinate and select their dresses.
- Register at a bridal registries.
- Order invitations and personal stationery.
- Complete the guest lists and compile them in order.
- Select the men's wedding attire and reserve the right sizes.
- Check requirements for blood test and marriage license in your state.
- Make appointment for physical exam.
- Shop for wedding rings.
- Start planning the honeymoon.
- Decide where you will live after the wedding.
- Begin shopping for trousseau.

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## **TWO MONTHS BEFORE**

Address invitations and announcements.  
They should be mailed 4–6 weeks before the wedding.  
Finalize all details with caterer, photographer, florist, reception manager, musicians, etc.  
Order wedding cake, if not supplied by the caterer.  
Finalize ceremony details with officiant.  
Make rehearsal arrangements.  
Plan rehearsal dinner.  
Plan bridesmaids' luncheon.  
Make appointments with hairdresser.  
Arrange accommodations for out-of-town attendants or guests.  
Finalize honeymoon plans.

## **ONE MONTH BEFORE**

Have final fitting for your bridal attendant's gowns.  
Have a formal bridal portrait done.  
Complete all physical or dental appointments.  
Get blood test and marriage license.  
Purchase gifts for attendants.  
Purchase gift for fiancé, if gifts are being exchanged.  
Have bridesmaids' luncheon.  
Purchase going away outfit.  
Keep a careful record of all gifts received.  
(write thank you notes immediately instead of letting them pile up).  
Make sure you have all accessories, toasting goblets, ring pillow, garter, candles, etc.  
Select responsible person to handle guest book and determine its location.

## **TWO WEEKS BEFORE**

Attend to business and legal details.  
Get necessary forms to change names on important documents and accounts, i.e., Social Security card, driver's license, insurance and medical plans, bank accounts.  
Make a will.  
Prepare wedding announcements to be sent to newspaper.  
Reconfirm the accommodations for out-of-town guests.  
Arrange to have possessions and gifts moved to your new home.  
Give change of address card to the post office.  
Finish addressing announcements to be mailed on the wedding day.

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## ONE WEEK BEFORE

Contact guests who have not responded.  
Give the final count to caterer and review details.  
Go over final details with all professional services you have engaged.  
Inform them of any changes.  
Give photographer the list of pictures you want.  
Give the videographer the list of pictures you want included in the video.  
Give all the musicians the lists of music for the ceremony and reception.  
Plan the seating arrangements.  
Arrange for someone to assist with last-minute errands and to help you dress.  
Practice having your hair done to be sure it comes out properly & determine the time it will take.  
Practice using your make-up in the same type of lighting you will have on the wedding date.  
Keep up with the writing of your thank you notes.  
Pack your suitcase for the honeymoon.  
Make sure you have marriage license.  
Make sure you have the wedding rings and they fit.  
Make sure all wedding attire is packed up and that it fits.  
Have a rehearsal with all participants reviewing their duties.  
Attend rehearsal dinner party. Stay calm and enjoy yourself.  
Stay with the family the night before the wedding.  
Get to bed early as you will want to look and feel great for the next day.

## ON THE WEDDING DAY

Be sure to eat something. You have a big day ahead, and many brides have been known to faint.  
Take nice relaxing bath.  
Fix hair or have an appointment to have it done at least 3-4 hours before the ceremony.  
Make sure nails are done.  
Allow plenty of time to apply make-up.  
Have all accessories together.  
Start dressing one-to one-and-a-half hours before the ceremony.  
If pictures are being taken before the ceremony, then have yourself and attendants ready about two hours before the ceremony.  
(photographer and attendants arrive forty-five minutes to an hour before ceremony for pictures).  
Have the musicians start thirty minutes before the ceremony.  
Have guests seated five minutes before ceremony.  
Have groom's parents seated immediately before the processional.  
Be sure the bride's mother is seated and the aisle runner is rolled out.

## AFTER THE WEDDING

Send announcement and wedding picture to the newspapers.  
Mail announcements.  
Write and mail thank you cards.

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## Groom's Checklist

### SIX TO TWELVE MONTHS BEFORE

Purchase the bride's engagement ring.  
Discuss with fiancée date and type of wedding.  
Start your guest list.  
Choose best man and ushers.  
Start planning and making necessary arrangements for the honeymoon.  
Discuss and plan with fiancée your new home together.  
Start making the necessary moving arrangements.  
Coordinate wedding day transportation with bride.

### FOUR MONTHS BEFORE

Shop with fiancée for wedding rings.  
Complete your guest list, including full names, addresses, zip codes, and phone numbers.  
Check requirements for blood test & marriage license in your state or state you are being married.  
Select and order men's wedding attire with your fiancée.  
Finalize all honeymoon plans and send in deposits if required.  
(don't delay, some resorts fill up fast in popular months).

### TWO MONTHS BEFORE

Meet with officiant to finalize ceremony details.  
Assist parents with plans for the rehearsal dinner party.  
Discuss the amount and financial arrangement for flowers.  
(Flowers are the groom's responsibility)  
Arrange accommodations for out-of-town attendants.

### ONE MONTH BEFORE

See that all attendants have been fitted and wedding attire has been ordered.  
Purchase gifts for fiancée, if gifts are being exchanged.  
Pick up wedding rings.  
Make sure they fit.  
Take care of business and legal affairs, i.e.

- add bride's name to insurance policies and medical plans.
- add bride's name to joint checking account or joint charge cards.
- if you have both agreed to a pre-nuptial agreement, have it drawn up and signed.
- make a new will

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## **TWO WEEKS BEFORE**

Together with fiancée gather necessary documents and get your marriage license.  
Reconfirm accommodations for out-of-town guests.  
If moving, give change of address card to post office.  
Arrange to have utilities and phone service turned on in the new home.  
If not moving, finish cleaning and reorganizing your home.  
Help your fiancée move her things.  
Have your hair cut.

## **THE WEEK BEFORE**

Discuss all the final details with fiancée, offer to assist if needed.  
Pick up and try on wedding attire.  
See that attendants get their wedding attire.  
Pack clothes for honeymoon.  
Reconfirm all honeymoon reservations.  
If flying, make sure you have tickets.  
See to it that you and your attendants are at the rehearsal and that they know their duties.  
Go over special seating or pew cards with ushers.  
Arrange for gifts brought to the reception to be taken to your new home.  
Make sure luggage is in the car or the hotel where you will stay your first night.  
Attend rehearsal dinner. Relax and enjoy yourself.  
Get to bed early; you want to look and feel your best!

## **THE WEDDING DAY**

Be sure to eat something in the morning.  
Allow plenty of time to get dressed (start one hour before the ceremony).  
Get to the ceremony location on time!  
Give the best man the bride's wedding ring.  
Place the officiant's fee in a sealed envelope.  
Give it to the best man so he may present it after the ceremony.  
Don't forget to take the marriage license to the ceremony, or make sure the best man will bring it.  
Have the best man and the maid of honor sign the wedding certificate as witnesses.  
Dance first with the bride, then with both your mothers, and the bridesmaids.  
Just before leaving the reception, thank the bride's parents and say good-bye to your parents.  
Congratulations! You made it!

## **AFTER THE WEDDING**

Make sure on the first day of the honeymoon to send flowers or send an e-mail expressing your appreciation and thanking the bride's parents again for a beautiful wedding and reception.