

# { wedding planner's checklist }

## 6-12 months before the wedding

- Set the date and time of your wedding
- Reserve the location - church and reception venue
- Arrange accommodation for out of town guests (reserve a block of rooms at our hotel)
- Sign all necessary contracts and pay deposits where necessary
- Reserve the date with your florist
- Reserve the date with your photographer
- Reserve the date with your videographer & dj
- Establish a budget
- Choose attendants
- Order your invitations, save the date, and announcement cards
- Pick out your gown and headpiece
- Shop for attendants' attire and accessories
- Order wedding rings
- Register for china, silver, crystal patterns and other home gifts
- Compile your guest list
- Arrange and book any special transportation for your wedding party

## 2-6 months before the wedding

- Meet with the florist to order your flowers
- Address all wedding invitations and announcements
- Plan a Rehearsal Dinner
- Select music and meet with DJ, videographer and photographer
- Have your wedding portrait taken
- Order your wedding cake
- Arrange details for your day with Catering Manager/Wedding Planner
- Make Honeymoon arrangements

## 6 weeks before the wedding

- Mail your wedding invitations
- Have your final fitting for your gown
- Select the Groom's gift
- Write thank you notes for the shower gifts and wedding gifts as they arrive
- Place an announcement in the local paper
- Obtain a marriage license
- Formally invite wedding party and guests to the rehearsal dinner
- Finalize any rental items that you may need (archways, candelabra, etc.)

## 2 weeks before the wedding

- Final check with the florist
- Order "thank you" flowers to be sent to parents after the wedding
- Prepare a seating chart/floor plan for the reception
- Make name changes on bank accounts and official documents

## 1 week before the wedding

- Final arrangements, details and head count to be conveyed to the Catering Manager
- For your own peace of mind, personally touch base with every key coordinator who is working on your event (ie. cake, photos, etc.)
- Arrange for pick-up of any guests arriving at the airport
- Pack for your honeymoon
- Schedule a "free day" for yourself prior to the wedding to pamper yourself - perhaps just visiting with friends, family, or spending it at the spa