

# 1-800-MEETING WEDDING CHECKLIST



## ORGANIZE YOUR PLANS AND REVIEW YOUR TIMELINES

Once you've established the framework of your wedding and reception and know its general requirements, you're ready to contact hotels and discuss planning specifics. You'll find it helpful to set up an organizer with sections for the various planning steps, so you can keep all the meeting information in one place. Some suggested section titles include:

- |                   |                    |                  |                 |
|-------------------|--------------------|------------------|-----------------|
| • Budgets         | • Bridal Party     | • Parties        | • Announcements |
| • Planning        | • Marriage License | • Invitations    | • Honeymoon     |
| • Gift Registries | • Thank You notes  | • Transportation | • Timelines     |
| • Save-the-date   | • Reservations     |                  |                 |

### 12 TO 9 MONTHS OUT

- Choose a wedding date
- Start a wedding folder or binder
- Determine your budget
- Pick your wedding party
- Start planning your guest list
- Select a ceremony and reception location
- Book the officiant
- Book vendors; caterer, florist, band/dj and photographer
- Begin shopping for a wedding gown
- Reserve a block of hotel rooms for out-of-town guests

### 3 MONTHS OUT

- Shop for bridal party gifts
- Select reception menu
- Determine and finalize the order of events for the ceremony and reception
- Purchase a guest book
- Mail invitations

### 2 MONTHS OUT

- Confirm plans with all vendors
- Send wedding announcement to newspapers
- Schedule alterations and final dress fittings

### 1 MONTH OUT

- Apply for your marriage license
- Confirm times for wedding day hair and makeup
- Finalize reception seating charts
- Pick up rings and ensure they fit properly

### 2 WEEKS OUT

- Give a final head count to the caterer
- Provide event schedules to wedding party
- Provide event schedules to all vendors

### 1 WEEK OUT

- Confirm reservations for all out-of-town guests
- Confirm delivery dates for cake and flowers
- Confirm wedding night and honeymoon reservations

### DAY BEFORE

- Get a manicure and pedicure
- Ensure all wedding attire and accessories are together
- Get a good night's sleep

### WEDDING DAY

- Confirm that you have the marriage license and rings
- Enjoy yourself

### AFTER THE HONEYMOON

- Write thank-you notes

## TIMELINE

These are general guidelines to keep in mind concerning what needs to be done and when. You may be on a tighter timeframe, or have luxurious amounts of time (lucky!). Generally, you should start planning 12 months in advance, so you can get everything done, the wedding party can begin to prepare, and you can relax a bit. Every wedding is different, so adapt this timeline as needed.



### 8 TO 6 MONTHS OUT

- Begin compiling addresses for the guest list
- Order the wedding invitations
- Decide on wedding party dresses and formal wear
- Collect measurements and sizes from your wedding party
- Sign up for gift registries
- Book transportation to and from your ceremony and reception
- Send save-the-date cards

### 5 TO 4 MONTHS OUT

- Select and order the wedding cake
- Schedule wedding day hair and makeup sessions
- Shop for wedding bands
- Begin bridal and wedding party dress fittings
- Finalize the guest list and begin addressing invitations
- Confirm your ceremony music selections