

Wedding Time Table Planner

Make planning your wedding fun and stress-free. Plan the timeline of your special day by following this checklist.

Before the Big Day:

Nine to Twelve Months

- Engagement Announcement - You may want to send email announcements instead of the traditional newspaper one. If you live in a small town or have a community newspaper in your area do both
- Pick Your Day - Many venues are filled for months to years in advance. If you are set on a specific venue, check availability before deciding on the date. If you have your heart set on a specific date, be flexible on the venue
- Pick Your Style – Will your wedding be large, informal, themed? Decide that before any other planning
- Set Your Budget – How much will each be paying? (bride, groom, bride’s family, groom’s family)
- Book Your Venue – and the officiant
- Book Your Caterer – Sample prospective caterer’s work and speak with their previous clients
- Pick Your Party – Choose your bridesmaids, groomsmen, flower girl, ushers, etc
- Book Your Vendors – Photographer, videographer, DJ, musicians, entertainment, etc. Remember to view samples of their work and speak with previous clients
- Make Your List – Start a list of potential guests and gather addresses
- Plan Transportation – If you are using a limo service, book it now
- Purchase Wedding Insurance – Plan for the unexpected. Insurance can save you thousands by protecting you against unforeseen emergencies that may cause the need to reschedule
- Plan for Travel Requirements – Passports, identification, accommodations, etc
- Say YES to the Dress – Pick your gown and accessories
- Planning – Hire your wedding planner

Six to Nine Months

- Finalize Your Style – Decide on the style and theme of the wedding
- Flower Power – Select your florist and arrangements
- Reception – Plan the style and details of your reception
- Rentals – Decide what rentals you will need (tables, chairs, linens, etc) and reserve them
- Fashion – Select and order gowns, shoes and accessories for the bridal party along with men’s attire
- Invitations – Order all wedding stationary.
- Order rings
- Order or gather supplies to make gifts and favors
- Plan and book the honeymoon
- Gather information about nearby accommodations for your out-of-town guests
- Plan and begin to gather needed decorations

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- Mail or email save-the-date cards

Four to Six Months

- Choose Attendants: Ushers, guest book attendant, any ceremony participants, etc
- Purchase wedding party and attendant gifts
- Finalize your guest list
- Gift Registries – Select gift items
- Plan rehearsal dinner

Two to Four Months

- Send invitations
- Order cake
- Book hairstylist and make-up artist
- Schedule rehearsal and rehearsal dinner
- Select vows and readings and meet with officiant
- Meet with caterer to review menu
- Order cake
- Order or print programs, place cards and table cards
- Purchase accessories (cake knife, guest book, toasting glasses, etc.)
- Arrange for bartender service and order alcohol and non-alcoholic beverages

One to Two Months

- Finalizing RSVPs and get a final count of guests
- Obtain marriage license and certified copies
- Decide receiving line order, head table and immediate family seating for the reception.
- Confirm with all vendors. Get a confirmation in writing
- Give each wedding party member and attendant a checklist of their wedding day responsibilities and a copy of the schedule
- Pick up rings
- Prepare name change documents
- Plan bridesmaid's luncheon and bachelor/bachelorette parties

One to Two Weeks

- Final fittings for bridal and groom's party
- Make arrangements to pick up wedding attire
- Arrange for mail hold or pick up and pet/plant care while on your honeymoon

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- Contact anyone who has not RSVP'd
- Finalize guest count with caterer
- Finalize seating arrangements
- Confirm rehearsal date, location and details with wedding party and arrangements with venue
- Confirm honeymoon arrangements; make copies of passports and other travel documents
- Give family and friends copies of honeymoon itinerary in case of emergency
- Contact rental company to confirm final guest count and delivery/setup schedule
- Prepare toasts for rehearsal dinner and reception
- Check the weather forecast the week of your wedding and plan accordingly

Night Before - Rehearsal & Dinner

- Finish packing for honeymoon
- Confirm transportation for ceremony and reception
- Check the weather forecast and plan accordingly
- Make a list of things to remember tomorrow
- Deliver all wedding accessories, party favors, etc. to the ceremony and reception sites. Begin decorating if possible.
- Have the final payments and tips ready. Assign someone to deliver to the appropriate vendors
- Review itinerary and seating with attendants
- Present wedding party and attendants with their gifts
- Rehearsal and rehearsal dinner

Day of the Wedding

- Breathe, Relax and Enjoy!**