

Wedding Time-Line Schedule and Checklist

12 Months Before

- Attend consultation with the bride and groom
- Have bride and groom complete Wedding Registration Form
- Have bride and groom select bridal party and other attendants and ask them to participate in their wedding
- Provide bride and groom with wedding etiquette information (as required)
- Have bride and groom finalize wedding date
- Prepare budget and review it with bride and groom
- Book ceremony venue and pay deposit
- Book reception venue and pay deposit
- Determine if venues require proof of liability insurance and, if so, arrange same
- Have bride and groom prepare list of guests to attend
- Co-ordinate engagement party, if requested

10-11 Months Before

- Determine what customs and/or traditions, personalized vows, readings and/or exchanges the bride and groom would like to include at the ceremony (e.g. lighting of unity candle, flowers to mothers, etc.)
- Have bride and groom select and meet with wedding officiant (with you)
- Book caterer
- Book musicians for the ceremony (e.g. soloist, organist, etc.)
- Book musicians for the reception (band, DJ, etc.)
- Book photographer
- Book videographer

8-9 Months Before

- Book florist
- Book cake designer/baker
- Book transportation for wedding
- Have bride and groom sign up for premarital counseling, if required
- Have bride select and purchase wedding dress, headpiece/veil, shoes, lingerie and accessories
- Have bride select bridesmaids and flower girl dresses and accessories

6-7 Months Before

- Make arrangements to have bridesmaids and flower girl fitted with dresses
- Have mothers of the bride and groom select their dresses
- Have bride and groom sign up with a gift registry and select desired gifts
- Book calligrapher
- Book rentals (such as tents, tables, chairs, linens, china, glassware, cake knife, toasting glasses, candelabras, etc., as required)
- Have bride and groom send any required deposits to vendors/suppliers
- Remind bride and groom to book their honeymoon and update passports, obtain visas and any inoculations required
- Reserve rooms for out-of-town guests (if requested)
- Review all vendors/suppliers contracts and provide advice to bride and groom

5 Months Before

- Order invitations, RSVP cards, thank you cards, itineraries, etc.
- Select and order all flowers
- Plan reception including finalizing theme, décor, etc. and select favors, table centerpieces, decorations, candles, etc.
- Have bride and groom finalize the selections of ceremony music
- Have bride and groom finalize the selections of reception music
- Provide music requests and lists to all musicians
- Have bride and groom finalize wedding invitation list

4 Months Before

- Review budget with bride and groom again to ensure on track
- Remind bride and groom to select their wedding rings and arrange for engravings
- Have groom select and get fitted for tuxedo or alternative formalwear and shoes
- Have groomsmen (and ring bearer and ushers, if applicable) fitted for tuxedos or alternative formalwear including shoes
- Meet with caterer (with bride and groom) for tastings and to find out menu options
- Order wedding cake and groom's cake (if desired)
- Have bride and groom arrange for emcee and other speakers (e.g. individuals making toasts) at the reception
- Have bride and groom select and arrange with individual to handle guest book
- Have bride and groom select and arrange with individuals to hand out programs
- Talk to maid of honor and best man about planning a bridal shower and bachelor party
- Have bride and groom book honeymoon suite for wedding night
- Have bride book suite to get ready in on the day of the wedding, if applicable
- Have bride and groom make arrangements for the planning of a rehearsal dinner and day after wedding brunch, if desired

3 Months Before

- Have bride make all appointments for hair, make-up and manicure/pedicure
- Have bride and groom get blood tests and/or have medical examinations, if required
- Provide caterer with food/menu and beverage selections
- Plan additional liquor needs, if required
- Have bride and groom select any readings (and readers) for the ceremony
- Have bride and groom meet with the officiant to review ceremony and finalize vows
- Determine what customs and/or traditions the bride and groom would like to include at the reception (such as formal cake cutting, toasts, etc.)
- Finalize time and location of rehearsal
- Prepare maps, directions, information sheets and hotel recommendations for out-of-town guests
- Prepare wedding program, wedding weekend itinerary and wedding day schedule
- Obtain wedding invitation list from couple
- Provide wedding list to calligrapher
- Meet with stationer to have invitations, RSVP cards, thank you cards, itineraries, programs, menus, etc. and any accessories such as napkins printed

2 Months Before

- ___ Pick up and mail out wedding invitations (together with RSVP cards, etc.)
- ___ Contact booked venues to confirm arrangements and arrange with bride and groom to pay balances owing, as required
- ___ Have bride and bridesmaids attend follow-up wedding attire fittings
- ___ Prepare information and instruction sheets for all members of the bridal party and for all vendors
- ___ Have bride prepare guest list for shower and give to maid of honor
- ___ Have groom prepare guest list for groom's get together and give to best man
- ___ Have bride select going away outfit

1 Month Before

- ___ Have bride and groom obtain marriage license (within legal time period required)
- ___ Track gifts received and send out thank you cards (if requested to handle this)
- ___ Have bride and groom pick up wedding rings and ensure they fit
- ___ Provide photographer with list of photos to be taken
- ___ Provide instructions to videographer
- ___ Confirm music lists and arrangements with musicians
- ___ Confirm transportation arrangements
- ___ Confirm flower order and arrangements with florist
- ___ Confirm rental requirements and drop-off times
- ___ Pick up any ceremony or reception accessories not provided by rental company or caterer (e.g. candles, goblets, ring pillow, guest book, cake knife, etc.)
- ___ Have bride and groom purchase gifts for bridal attendants, parents, ushers and each other

3 Weeks Before

- ___ Follow up with guests who haven't sent in an RSVP
- ___ Prepare seating plan for reception
- ___ Prepare name plates/seating cards
- ___ Have bride go in for trial hair and make-up appointment(s) and confirm wedding day appointments
- ___ Have bride and groom prepare a wedding reception toast/speech

2 Weeks Before

- ___ Provide wedding day schedule and instructions to all appropriate vendors
- ___ Phone to confirm all arrangements with vendors and suppliers one more time
- ___ Have bride and bridesmaids pick up their gowns/dresses and all accessories (including veil and/or headpiece for bride, shoes, jewelry, etc.)
- ___ Have couple pick up tickets, itinerary, travelers' checks, etc. for honeymoon
- ___ Have bride arrange bridesmaids luncheon and give gifts to attendants
- ___ Have groom arrange groomsmen get together and give gifts to attendants

1 Week Before

- Provide caterer with final numbers for reception
- Confirm the rehearsal date and time with all members of the bridal party and all others assisting with the wedding (such as officiant, parents, photographer, videographer, musicians, etc.)
- Meet with bride and groom to review all wedding plans and to get the marriage license from them
- Find out from bride and groom where wedding gifts that are received on day of wedding are to be dropped off
- Obtain from bride and groom the final checks for vendors' outstanding fees (such as musicians, officiant, caterer, florist, transportation, and your fees, etc.)
- Prepare envelopes addressed to various vendors to pay final fees
- Have bride and groom pack for their honeymoon including clothes, toiletries, tickets, passports, visas, maps, guide books, travelers checks, money, etc.
- Have bride and groom pack their going away outfits, wedding night and next day clothes and toiletries

2 Days Before Wedding

- Have groom and his attendants pick up tuxedos/formalwear
- Have bride and groom give gifts to parents and to each other
- Pack all items you need to bring to the wedding ceremony (such as guest book and pen, marriage license, ceremony programs, candles, emergency kit, etc.)
- Drop off all reception favors, table centerpieces, cake knife, toasting goblets, candles, etc. at reception venue so they can be set up prior to reception
- Have couple confirm early meeting times with bridal party for the wedding day

Day Before Wedding/Rehearsal

- Attend and direct rehearsal
- Hand out wedding schedule, itineraries and instructions to all members of the bridal party and any others involved with the wedding such as ushers, parents of the bride and groom, photographer, videographer, officiant, musicians, etc.
- Provide seating details to ushers
- Bring ring-bearer's pillow and provide to individual responsible for ring-bearer
- Have groom give bride's ring to best man (or to you, for safekeeping, if a ring bearer is involved in the wedding)
- Have bride give groom's ring to maid of honor (or to you, for safekeeping, if a ring bearer is involved in the wedding)
- Oversee the decorating of the ceremony venue and the reception venue

Day of Wedding (Prior to Ceremony)

- ___ Bring your charged cell phone with you for the day
- ___ Bring your checklists, schedule, list of vendors and contact information including phone numbers
- ___ Attend with bride, as required (and make sure she eats)
- ___ Oversee and co-ordinate with venue manager, musicians, photographer, videographer, officiant, florist, decorator, transportation company (if required), etc.
- ___ Bring marriage license, guest book and pen, programs and candles (and set everything up)
- ___ Bring emergency kit (including small sewing kit, safety pins, bobby pins, antacid, aspirin, Kleenex, brush, hairspray, etc.) in case needed

Day of Wedding (Ceremony and After)

- ___ Attend and oversee ceremony (including processional, recessional and receiving line after ceremony) and provide supervision, guidance, support, assistance, instructions, or whatever may be required to have the ceremony run smoothly
- ___ Provide final payment checks to all ceremony vendors
- ___ Collect marriage license, candles, guest book and pen, extra programs and anything left behind after the ceremony
- ___ Attend photo taking after ceremony and co-ordinate with photographer

Day of Wedding (Reception)

- ___ Oversee and co-ordinate with venue manager, caterer, musicians, DJ, cake designer, photographer, videographer, etc.
- ___ Co-ordinate and oversee reception receiving line
- ___ Provide final payment checks to all reception vendors/suppliers
- ___ Co-ordinate first dance(s), cake cutting, bouquet throwing, garter toss, etc. (as requested)
- ___ Collect all wedding gifts and cash received at reception and deliver them to pre-determined location

After the Wedding

- ___ Drop off wedding dress at cleaners (if requested)
- ___ Return groom's formalwear attire (if requested)
- ___ Arrange for pressing of flowers (if requested)
- ___ Send wedding announcement to the newspaper (if requested)
- ___ Send out wedding announcement cards (if requested)
- ___ Send out thank you cards for gifts (if requested)
- ___ Send out change of address cards (if requested)
- ___ Ensure that bride and groom receive marriage license
- ___ Send a congratulations and "thank you for your business" card to the couple