

WEDDING PLANNER CHECKLIST GUIDE

A 12
Month
Checklist Guide
for the
Big Day

Engagement

- Insure Ring
- Start a wedding file to store ideas, receipts, notes, vendor names and phone numbers, etc.
- Hire a photographer and schedule an Engagement photo session
- Create and submit local newspaper announcement with photo
- Decide on a budget and style (size, formality, style, and colors)
- Start guest list, collect addresses
- General time frame (2 or 3 dates)
- Research wedding ceremony and reception venues and check availability
- Create a wedding website
- Plan an engagement party

12 months before

- Finalize Wedding date
- Confirm preferred vendor availability
- Hire a Wedding Photographer
- Hire a Wedding DJ
- Reserve ceremony and reception venues
- Begin wedding dress shopping
- Choose bridal party
- Book a block of hotel rooms for out of state guests

10-11 months before

- Choose and book caterer
- Choose décor
- Meet with florist for bouquets, center pieces and venue options
- Setup gift registries
- Book officiant / pastor / minister
- Select specific songs and dances
- Select and reserve Wedding and reception Uplighting
- Hire a Videographer
- Choose and order bridesmaid dresses

8-9 months before

- Choose a wedding gown and order any necessary alterations
- Choose and order shoes, jewelry, hair pieces and any other accessories
- Plan and book your international honeymoon and travel arrangements – don't forget passports!

5-6 months before

- Select & order:
 - Save the Date cards
 - Formal invitations and envelopes
 - Thank You cards and envelopes
 - Return address labels with the couple's new last name
 - Stamps
- Start experimenting with hairstyles
- Make all wedding decor and party rental arrangements: linens, chairs, china, stemware, thrones, etc
- Finalize guest list
- Select & order wedding cake
- Plan Bachelorette and Stag parties

3-4 months before

- Select and order groom and groomsmen attire
- Purchase any final accessories
- Send out Save the Date cards
- Create Bridal Registry
- Shop for wedding bands
- Book wedding night accommodations
- Finalize the dinner menu with your caterer – don't forget the bar and drinks!
- Arrange transportation / limo
- Order or begin making favors
- Shop for bridal party gifts
- Plan and book your honeymoon for local or national excursions



Dynamic Sounds

For a Stress Free Wedding Day!


*Wedding DJ Services,
Uplighting, Photo Booth,
Decor & Rentals,
Photography, Videography*

805 W 26th St, Erie, PA 16508

(814) 459-5921

 **2 months before**

- Address, stamp, and mail Wedding invitations
- Select venue / make arrangements for the Rehearsal Party dinner
- Schedule fittings for yourself and the entire bridal party, including flower girl(s) and ring bearer
- Schedule "Pamper Day" activities and appointments.

 **2 weeks before**


- Create a wedding day schedule and distribute to all important people including the wedding party, your Photographer, Videographer, DJ, caterers, and anyone else involved in the days activities.
- Call any guests who haven't RSVP'd
- Give the final head count to your caterer
- Finalize the wedding reception seating chart

 **1 day before**

- Pack a wedding day emergency kit
- Get a manicure and pedicure (make it a bridal party event!)
- Distribute rings to responsible parties Lay out or gather ALL attire and accessories
- Read your wedding day schedule and to-do list
- Take a relaxing steamy bath and get plenty of rest

 **4-6 weeks before**

- Confirm order with your florist
- Design Wedding programs
- Apply for your marriage license
- FINAL gown fitting
- Finish any DIY projects
- Confirm and finalize all details and arrival/delivery times with all service providers
- Book an appointment with a spa or parlor for manicures and pedicures the day before your Wedding
- Book your hair and makeup appointment for your Wedding day

 **1 week before**

- Confirm Honeymoon flights and reservations
- Accommodate for any last minute seating changes
- PACK for your honeymoon
- Gather all necessary documents and paperwork for travel
- Confirm reservations for any out of town guests
- Pick up all formal wear
- Confirm Wedding party rehearsal dinner reservations and arrangements

 **Wedding Day**

On your big day, be sure to eat a balanced meal, avoiding excessive sugar and caffeine. You have a big day ahead of you with lots of people to talk to and you want to be fresh and vibrant!

Since you are obviously organized and planned ahead, all of the major responsibilities should be delegated and you can be stress free and enjoy the true meaning of this day!



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Party Bus / Limo included in many packages!

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