

# THE ULTIMATE Wedding Planning Checklist AND TIMELINE

6 MONTHS OR LESS

## IMMEDIATELY AFTER THE ENGAGEMENT

- o Announce your engagement!
- o Have the money talk with your fiancé, your parents and future in-laws to determine who plans to contribute to the budget.
- o Get inspired. Start collecting wedding magazines, create Pinterest boards and peruse arkansasbride.com.
- o Create a wedding binder or buy a wedding organizer. Print these helpful tools:
  - Wedding Planning Checklist
  - Wedding Budget Spreadsheet
  - Wedding Decor Checklist & Inspiration
  - Gown Buying Guide
  - Wedding Day Timeline & Checklist
- o Insure your engagement ring.

## 6 MONTHS BEFORE THE WEDDING

*Better get going!*

- o Finalize your budget.
- o Draft a guest list. You can't book a venue if you don't have an estimate in mind.
- o Choose your wedding party.
- o Order your bridesmaids and groomsmen attire ASAP.
- o Determine your wedding style: choose your colors and/or theme.
- o Book your wedding venue.
- o Order your wedding dress.
- o Hire these key professionals ASAP:
  - Photographer
    - *Schedule engagement photos right away.*
  - Wedding planner or event designer
  - Caterer
  - Officiant
  - Wedding cakes
  - Florist
  - Videographer
  - Ceremony musicians.
- o Begin a fitness regimen.
- o Schedule regular beauty treatments: facials, massages, Botox, etc.
- o Research hotels for out-of-town guests, and reserve a block of rooms for guests
- o Research honeymoon destinations.

## 4-5 MONTHS BEFORE THE WEDDING

- o Register for wedding gifts.
- o Reserve the band or DJ.
- o Order your wedding invitations.
- o Book honeymoon plans.
- o Make sure plans for the rehearsal dinner are underway.
- o Draft a rehearsal dinner guest list.
- o Shop for wedding bands.
- o Send save-the-dates.
- o Shop for wedding party thank you gifts.
- o Pick out wedding shoes, veil, headpiece, garter and any other accessories.
- o Research transportation for the wedding day.

## 11 MONTHS BEFORE THE WEDDING

- o Secure your venues with deposits, if you haven't already.
- o Take engagement photos.
- o Determine your wedding style: choose your colors and/or theme.
- o Stay organized with our wedding worksheets.
- o Find out about trunk shows and sample sales at local bridal boutiques.

## 3 MONTHS BEFORE THE WEDDING

- o Order custom thank you notes. These will come in handy after your upcoming bridal showers.
- o Book bridal beauty treatments.
- o Finalize menu with caterer.
- o Order beer, wine and/or liquor now to ensure you get the best price. Discuss your needs with a liquor store manager for bulk discounts and deals on certain brands.
- o Buy wedding favors.

NOTES

# THE ULTIMATE WEDDING PLANNING CHECKLIST AND TIMELINE

## 6 MONTHS OR LESS

### 2 MONTHS BEFORE THE WEDDING

- o Mail the wedding invitations.
- o Check in with all wedding vendors to confirm dates, plans and ask questions.
- o Create a photo checklist or review the list provided by your photographer.
  - *Discuss your wishes with the photographer.*
- o Take your bridal portraits.
- o Do a hair and makeup run-throughs.
- o Order programs, menus, place cards, table numbers, etc.
- o Marriage license can now be obtained.
  - *Remember, it's only valid for 60 days.*
- o Be sure your wedding website is up-to-date.
- o Continue gown fittings.
  - *Bring your shoes and accessories.*
- o Buy your outfit for the rehearsal dinner.

### 1 MONTH BEFORE THE WEDDING

- o Enjoy any bridal showers and bachelorette party.
- o Have a final meeting or phone call with photographer to run down photo list.
- o Now's a good time to check in with your wedding planner and/or day-of coordinator.
- o Schedule a final walk-through at your venue(s).
- o Print programs, menus, place cards, table numbers, etc.
- o Get your marriage license, if you haven't already.

### 2 WEEKS BEFORE THE WEDDING

- o Call and confirm any unconfirmed guests (optional).
- o Give final headcount to the caterer, and to any bar service providers.
- o Provide final headcount to reception venue.
- o Confirm rehearsal and rehearsal dinner plans.
- o Do you have the marriage license yet?
- o Finalize ceremony readings and vows with officiant.
- o Write and mail any bridal shower thank you notes left to send.

### WEEK OF THE WEDDING

- o Email a rehearsal schedule to those obligated to attend.
- o Email a wedding day timeline to the wedding party, house party and close family.
- o Be sure your wedding website is updated.
- o Begin to relax.
- o Host a bridesmaids luncheon (the weekend before or a few days before the wedding) to thank your bridal party; present thank you gifts at this time.
- o Designate a point person for the wedding day to answer vendor and guest questions, troubleshoot issues that may arise and pay the necessary gratuities.
  - *Be sure to tell your vendors, family, wedding party and out-of-town guests who this point person is.*

### DAY OF THE WEDDING

- o Download our Wedding Day Timeline & Checklist for a complete guide to your big day!

### 2 WEEKS AFTER THE WEDDING

- o Preserve your wedding gown.
- o Return duplicate or unwanted wedding gifts.
- o Send thank you notes.
- o Make sure all vendor balances are paid in full, and all gratuities have been shared.

### NOTES