

Wedding Timeline Checklist

by: Solano 888 Productions



9-12 months before

- Officially announce your engagement
- Decide on who pays for what and set an overall budget
- Set a wedding date (consult with registry office and officiant)
- Decide on the type (style and formality) of wedding (formal, semi-formal, informal...)
- Hire Wedding Planner/ Event Stylist: www.solano888.com
- Choose and book reception site (liability insurance necessary?) and arrange parking
- Choose and book ceremony location (liability insurance necessary?)
- Create a wedding website to share your engagement (optional)
- Decide whether you need/want pre-marital counseling/ seminar
- Start first draft of your guest list (Column A, B & C)

6-9 months before

- Alert out-of-town guests of wedding date and/or send a FREE Save-the-Date email
- Start shopping for wedding dress, shoes, jewelry etc.
- Choose your wedding party; Decide on bridesmaids dresses
- Hire wedding photographer/s: www.solano888.com
- Hire wedding videographer/s: www.solano888.com
- Hire catering service (if not included in the venue)
- Hire DJ/band/lighting
- Organize (flower) decoration and bouquets
- Choose officiant and discuss ceremony process
- Start thinking about gift registry options
- Reserve hotel rooms (in varying price ranges) for out-of-town guests
- Have an engagement party if you wish
- Book honeymoon

4-6 months before

- Select and order wedding invitations and stationery; Set RSVP date 4 weeks before wedding date; Consult event stylist for patterns/ wedding monogram
- Choose wedding cake; Arrange schedule for cake tasting
- Discuss menu ideas with catering service
- Arrange for rental items (chairs, arches, candelabras, china, crystal, flatware...)
- Buy wedding rings
- Organize groom's tux and decide what groomsmen will wear
- Make sure bridesmaids ordered their gowns and decide on accessories
- Look for wedding favors
- Confirm dates for bridal shower and bachelorette parties
- Start gift registry (before sending bridal shower invitations)
- Get ideas for wedding hair and makeup
- Organize helpers (readers, musicians, guest book attendant etc.)
- Organize additional management staff, bouquet/ gift person, babysitters etc.
- Give guest list to shower hostess/es
- Decide whether you want wedding insurance (optional)

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2-4 months before

- Finalize guest list and send invitations
- Select place for rehearsal dinner
- Finalize rehearsal dinner plans
- Schedule food tasting and finalize menu with reception
- Select music for ceremony, reception etc.
- Consider signing-up for dance classes
- Schedule Engagement Session with Photographer
- Schedule shoot for "Love Story" video with Videographer
- Schedule hair & make-up trial on engagement session/ film day
- Book make-up artist and hairstylist
- Check tuxes for groom and groomsmen have been ordered
- Book wedding transportation/ limo (for you and your guests)
- Order wedding favors / Book photobooth
- Find gifts for each other, your attendants, shower hostess, parents etc.
- Buy wedding accessories (candles, baskets, ring pillow, money box, cake knife, etc.)
- Look into joint bank accounts, insurance and merging your money
- Send invitations 8 weeks before wedding date

1-2 months before

- Have first bridal gown fitting
- Finalize ceremony readings, songs, etc.
- Design wedding programs/ menu cards
- Meet with Officiant to finalize ceremony
- Arrange "Bridesmaid Luncheon" and other "Pre-Wedding Parties"
- Order liquor/ beverages not handled by caterer
- Write vows
- Check requirements for marriage license in your state
- Discuss and finalize details with wedding service providers

3-4 weeks before

- Get marriage license (normally no earlier than 30 days before wedding)
- Arrange name change
- Mail rehearsal-dinner invitations or send out E-vite
- Confirm hotel arrangements for out-of-town guests

1-2 weeks before

- Call guests who have not responded to invitation (RSVP)
- Make final payments for all services that require payment
- Have final wedding gown fitting
- Finalize wedding-day "Timeline" and share with attendants, parents and all vendors
- Pick up wedding dress and make sure all accessories are together
- Reconfirm all wedding plans: ceremony, reception site, florist, photo/videographer,

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- musicians, limo, rentals, DJ, cake, honeymoon
- Give caterer/reception site final head count
- Provide wedding party and out-of-town guests with itinerary and maps
- Prepare emergency kit with needle, thread, safety pins, tape, mirror, band aid, etc.
- Give someone at home emergency numbers of honeymoon locations, credit card numbers etc.
- Finalize seating arrangements
- Prepare place cards
- Prepare "wedding box" for ceremony accessories
- Prepare "reception box" for reception accessories
- Prepare wedding favors for transportation
- Complete seating plan for reception
- Confirm all rental and floral delivery dates and times
- Confirm arrival times for attendants
- Pack for wedding night and honeymoon

The Day Before

- Prepare a list of payment envelopes – including TIPS – endorse to your Wedding Planner or whomever is responsible for distributing to vendors
- Hand-out assignment lists and checklists to ensure everyone knows their tasks
- Hand-out ceremony box to appropriate person/ Wedding Planner
- Hand-out reception box to appropriate person/ Wedding Planner
- Hand-out favor box to appropriate person/ Wedding Planner
- Hand-out Master Guest List and Place Cards to Wedding Planner
- Give rings to best man
- Gather wedding dress, accessories and bridal emergency kit
- Get a manicure, pedicure and massage
- Rehearse ceremony with officiant and wedding party
- Confirm flight arrangements for honeymoon
- Compile an emergency list of all wedding vendors with phone numbers

The Wedding Day ♥

- Take a relaxing lavender bath
- EAT** breakfast
- Be sure to wear a button-down shirt for your hair and make-up
- Don't forget to wear your wedding garter on your left thigh
- Don't forget rings (to the best man) and wedding license to the Officiant

After Wedding

- Get wedding gown cleaned and preserved
- Preserve bouquet
- Write and send thank-you notes
- Complete process of name change
- Check into your store's bridal registry completion program