



Wedding Checklist

12+ MONTHS AND PRIOR

- Get organized! Start a notebook/file folder to house all your wedding-planning paperwork in one place.
- Begin envisioning your wedding style and wedding colors -- formal, eggplant-and-gold hotel reception? Or a modern, black-and-white loft? Colorful, tented, backyard barbecue celebration? Or exotic, orange-and-yellow beach wedding?
- Decide on a wedding budget and hash out who's contributing to the wedding.
- Make sure to appraise and insure your engagement ring.
- Let friends and family know you're engaged. Order your Save-The-Date cards from **P.S. The Letter**. Or send them a just-engaged video Ecard and submit an engagement announcement to the local newspaper. You may also want to have your engagement photos taken in time for this.
- Choose a wedding date and time, and finalize after okaying with important guests (parents, siblings, and grandparents), ceremony and/or reception location, and ceremony officiant.
- Begin interviewing wedding coordinators (if you'll have one) -- look online and ask family and friends for local wedding coordinator recommendations.
- Brides: It's never too early to begin thinking about your wedding dress. Start by figuring out what wedding dress style will look best on you.
- Start taking better care of yourself. Get in wedding day shape by eating right, joining a gym, and/or even hiring a personal trainer.
- Hire a wedding coordinator (if you're having one) and sign the wedding coordinator contract.
- Interview wedding caterers, look online for wedding caterers in your area and ask recently married friends for recommendations.

9-11 MONTHS

- Scout out reception sites in your area until you find the perfect reception location.
- Look for a ceremony officiant in your area (if you don't already have one in mind) and/or a premarital counselor who suits your style and spirit. Interview prospective officiants and start prewedding counseling if it's right for you.
- If you're having an engagement party, set a date, draft a guest list, and order the invitations at **P.S. The Letter**.
- Book your reception site as soon as you see something you love that's available on your date. Before you sign the reception contract, make sure it includes everything you discussed. If wedding/event is outside, have an alternate plan for inclement weather.
- Begin working on a preliminary online wedding guest list and decide approximately how many people you want to invite. Request "wish lists" from both sets of parents, then compile.
- Find a ceremony site (if one hasn't already been determined by your choice of officiant or reception site).
- Put together your bridal party. Choose your bridesmaids, pick your groomsmen, and decide on your flower girl and ring bearer. Also consider giving a part to those very important friends and family outside of the bridal party (ceremony readers, guest book attendants, candle lighters). Visit **P.S. The Letter** for a selection of bridal greeting cards.
- Choose your wedding colors (if you haven't already), taking into account the existing decor of your ceremony and reception spaces.
- Decide on a caterer. Hash out a rough price per head and start planning your reception menu.
- Brides: Start your wedding dress search. Begin by looking at pictures of wedding dresses online and in magazines.
- Start investigating any family wedding customs or cultural traditions you might want to incorporate into your ceremony or reception.
- Finalize your wedding guest list.
- Sign your catering contract and send in a deposit.
- Envision your wedding flowers and set up appointments with wedding florists in the area to discuss options.

- Start looking for and auditioning local reception bands or DJs.
- If you've chosen an outdoor ceremony or reception site, then research tent and lighting rental places in your area.
- Brides: Once you've found photos of wedding dresses you like, make appointments and head out to bridal salons to try them on.
- Envision how you want your wedding invitation to look. Visit **P.S. The Letter** for a large selection of Bridal Invitations.
- Set up appointments with various florists to discuss options.
- Decide on your officiant and set up a meeting to plan the wedding ceremony and talk about any religious requirements (such as premarital counseling).
- Research, interview, and get price lists from several wedding photographers in your area and local videographers. Before you start, read up on wedding photo and video basics.
- Start a wedding registry at **P.S. The Letter** & other favorite stores. Even if you start with just a few pieces, you can always add more items later. What to Register for: China, Crystal, Flatware, Barware, Stemware, Table Linens, Cookware, Utensils, Bed/Bath Linens

6-8 MONTHS

- Brides: Start thinking about what you want your bridesmaid dresses to look like. Search bridesmaid dress photos and make sure to get input from your girls.
- Make sure everyone in the wedding party is aware of what you expect of them -- especially your bridesmaids and groomsmen. Provide a list of duties to the maid of honor and a list of to-dos to the best man.
- Have engagement photos taken (if you want). This is a great opportunity to get comfortable with your photographer before the wedding day.
- Reserve your wedding photographer and videographer. Decide on the packages you want, sign the photography contract, and send in your deposits.
- Brides: Narrow down your gown choices and make a final decision.
- Choose your florist and send a deposit to reserve their services.
- If you plan to use frequent-flyer miles to travel to your honeymoon destination, book your flight now.
- Book your reception band or DJ, sign the reception music contract, and send a deposit.
- Start researching ceremony musicians in your area and listening to demos. Also start forming an idea of what style of ceremony music you want, and any specific songs you're looking for.
- Begin looking for local cake bakers to make your wedding cake. Your caterer is a great source for leads.
- Think about how you might want to wear your hair. Browse wedding hairstyle photos, and start researching hairstylists and makeup artists in your area.
- Set aside blocks of hotel rooms for out-of-town guests.
- Brides: Decide on the bridesmaid dresses.
- Finalize your wedding registry, and don't forget to include some choices appropriate for your upcoming bridal shower.
- Order and send save-the-dates out to all your guests (if you haven't already). **P.S. The Letter** has a fun selection of Save-The-Dates!
- Book your cake baker, choose a wedding cake design you love, and send a deposit once you've signed the wedding cake contract.
- Brides: Collect necessary measurements from bridesmaids, or ask that everyone gets measured by a tailor or dress store (specifically if you have out-of-town bridesmaids). Then ask everyone to order their dresses.
- Book your ceremony musicians: Sign the ceremony music contract and pay your deposit.
- Start planning the rehearsal dinner. Look for rehearsal dinner sites in your area and provide the host with contact information for your attendants and any other guests.
- Brides: Order your wedding dress and double-check your wedding dress contract before you sign to make sure it contains all the correct information.
- Start working on your invitation/announcement wording and design.
- Finalize the reception menu and service details with the caterer.
- Finalize your invitation wording. Order your invitations with **P.S. The Letter**. (Don't forget to order extra envelopes.) Check out coordinating Thank You notes, stationery, napkins, cups, matches, favors & favor boxes!
- Start looking through reception centerpiece photos. Figure out what flowers you like and which ones will be in season on your wedding day.
- Research and purchase wedding insurance (if necessary).

4-5 MONTHS

- Hash out your wedding flower proposal. Decide on your floral style, choose the right wedding flowers, and negotiate prices with florist. Once you're certain the contract outlines everything you agreed upon, sign it.
- Grooms: Decide what type of formalwear (tux, suit, casual button-down and slacks) you'll wear and look through formalwear photos to get an idea of what you want.
- Get a passport if traveling out-of-country or on a cruise.
- Choose and reserve all tables, chairs, and any other wedding rentals you'll need for the reception (unless the caterer or site is taking care of it).
- Book a calligrapher in your area (if you're using one). **P.S. The Letter** can address your envelopes & inside envelopes. Calligrapher services also available.
- Grooms: Start looking to buy or rent your tux, suit, or other formal attire.
- Book the rehearsal dinner site and finalize menu plans.
- Book a hotel room for your wedding night.
- Make sure your out-of-town guests know all the details. Add hotel reservation and city information to your wedding website and/or compile hard copies and mail out.
- Book your honeymoon flights (if not using frequent flyer miles) and make all your other honeymoon travel reservations.
- Grooms: Decide on your groomsmen's formalwear. Let the guys know and ask them to get fitted for their tuxes (if need be).

2-3 MONTHS

- Pick out or design a ketubah or other marriage contract required by your religion.
- Brides: Choose your bridesmaids' accessories (shoes, jewelry) and either buy or pass along purchasing information.
- Grooms: Give all of the groomsmen the info they need to buy and/or reserve their attire.
- Shop for and purchase wedding bands.
- Brides: Put together a wedding beauty plan (hair treatments, self-tanners, cleansers) and make appointments at a nearby spa (massages, facials, etc).
- Buy or rent ceremony decor and reception decorations that aren't included in your flower proposal (huppah, aisle runner, program basket).
- Decide whether you want to give out wedding favors. Shop for wedding favors online or consider making your own wedding favors. Allow extra time for custom-made favors (i.e., chocolates in a preprinted box).
- Brides: Double-check that all your attendants have bought their dresses and accessories.
- Pick up your invitations.
- Talk to your maid of honor and best man about any prewedding party plans (such as the bridal shower, bachelorette party, and bachelor party).
- Gather all important documents that you'll need for an international honeymoon (passport, birth certificate, visas, vaccinations, etc).
- Brides: Make sure you have all the under-the-dress essentials and any special lingerie in time for your first wedding dress fitting.
- Grooms: If you are renting a tux, visit the formalwear shop to get measured.
- If you are handling the bridesmaid dress order, confirm the delivery date.
- Finalize and confirm any special ceremony songs or ceremony readings with your VIPs (very important extras).
- Talk to people you'd want to do special performances or readings as part of the ceremony.
- Brides: Confirm delivery date for your wedding dress and schedule your dress fittings.
- If you haven't registered for wedding gifts yet, be sure to do so.
- Arrange for all insurance policies to include you and your future spouse: health, auto, homeowner's, and life insurance.
- Send out your wedding bands to be engraved (to ensure they'll be back in time for the wedding).
- Schedule any extra photography sessions you want. Popular options: a formal portrait session for your wedding announcement; a day-after session in your wedding clothes; a rock the dress session before or after the wedding; or even a boudoir photography session. Start creating a list of PHOTO LIST of "must-have" pictures for the photographer.
- Grooms: Choose and buy any accessories you will need (shoes, shirt stays, cuff links, pocket squares).

- Brides: Provide a guest list to your bridesmaids for the bridal shower.
- Order enough liquor, wine and/or champagne to stock the reception bar (if it's not included in the catering contract).
- Arrange wedding day transportation for you, your wedding party, and guests (as needed).
- At three months out, send your wedding invitations (be sure to add extra postage for overseas guests). Check local post office for postage required for square or oversized invitations

6 WEEKS

- Make parking arrangements for the reception.
- Start writing the ceremony program if you are having one.
- Brides: Decide on and purchase your wedding veil and wedding shoes prior to your final dress fittings.
- Begin working on your ceremony vows, particularly if you're writing your own.
- As you receive wedding gifts, be sure to update your online registries and record the gifts you get.
- Make a plan for the kids at your reception (arrange for a babysitter, if necessary).
- Submit your newspaper wedding announcement (if you were planning to).
- Brides: Have your first wedding dress fitting.
- Research local marriage license requirements.
- Confirm hotel reservations for out-of-town guests.
- Make a hair trial appointment to make sure you get the look you want on your wedding day.
- Finalize your ceremony vows.
- Set aside some time to write thank-you notes for gifts received at the bridal shower.
- Grooms: Attend your bachelor party (and be sure to thank the best man afterwards).
- Brides: Buy gifts for your maid of honor, bridesmaids, and child attendants. **P.S. The Letter** has a great selection of gift ideas – personalized too!
- Grooms: Buy gifts for your best man, groomsmen, and ushers. **P.S. The Letter** has a great selection of gift ideas – personalized too!
- Brides: Attend final wedding-gown fitting.

3-4 WEEKS

- Decide on what type of guest book you want. Get your guest book (personalization available) & guest book pen at **P.S. The Letter**. Also, get your unity candle, ring bearer's pillow & flower girl petal basket, toasting glasses & garter.
- Send out rehearsal dinner invitations. Get your invitations at **P.S. The Letter**.
- Finish wording on ceremony programs. Have your ceremony programs printed at **P.S. The Letter**.
- Have hair and makeup trial runs and finalize your wedding day beauty appointments. Don't forget to bring your wedding veil to make sure it works with your style.
- Get the marriage license and make appointments for blood tests (if necessary). Check when the license expires.
- Work on a "must-play" wedding song list (and "do-not-play song list") for your DJ or band.
- Discuss your ceremony music with musicians and agree on final choices.
- Confirm wedding-night and honeymoon reservations.
- Brides: Shop for all additional accessories like stockings, earrings, a clutch, etc.
- Wrap all gifts for the wedding party and write each attendant a nice note.
- Schedule a follow-up meeting or phone call with the officiant to go over ceremony timing and details. Go over any personalized ceremony additions you want to make sure they're okay.
- Confirm that your homeowner's or renter's insurance covers your rings and gifts.
- Pick up wedding rings and check the inscriptions before you leave the store.
- Work out wedding day timing and details (who will get the bride there, where the wedding party will dress, etc) and draw up a day-of schedule.

- Brides: Get your final haircut, if necessary.
- Do all paperwork for official documents if you are changing your name.
- Finalize any special preferences, readings, or other ceremony details (in writing) with your officiant.
- Have your bridal portraits or boudoir photography session, if you decide to get one.
- Brides: Pick up your wedding dress.
- Brides: Make sure you have your garter and your "something old, new, borrowed, and blue" if you want to include these customs in your wedding.
- Call or email wedding party to relay critical info related to rehearsal and wedding (dates, times, directions, duties).
- Get a head start on those thank-you notes (it will feel great to get a batch out before the wedding).

1-2 WEEKS

- Call your reception site manager and make sure your vendors all have access to the site when they need it.
- Determine any wedding day assignments for members of the wedding party, and make lists/info sheets as needed.
- Give final head count to the caterer. Confirm all catering set-up instructions and menu items.
- Brides: Practice walking in your wedding shoes.
- Brides: Pick up your veil or headpiece (if you haven't already).
- Call guests who haven't RSVP'd for the wedding and rehearsal dinner. It's okay to do this, you need a final head count!
- If you're having a receiving line, determine the order you want everyone to stand in.
- Confirm head count, delivery time, and reception location with your cake baker.
- Put together the reception seating plan if you're having a seated reception meal. Have Menu Cards & Place Cards printed at **P.S. The Letter**.
- Treat your bridesmaids to a traditional bridesmaids' tea, a party at your place, or just cocktails to thank your attendants for all their help.
- Confirm all final payment amounts with your vendors.
- Confirm location, date, and time with videographer. Provide list of "must-have" shots & angles for wedding & reception.
- Prepare your wedding toasts or thanks to friends and family.
- Confirm delivery locations, times, and final arrangement count with florist.
- Grooms: Pick up your tux and try it on. (Don't wait until the day of to do this!)
- Shop and pack for the honeymoon.
- Plan any additional night-before activities with friends and/or attendants.
- Email transportation providers a schedule and addresses for pickups on wedding day.
- Confirm location, date, and time with photographer and give list of "must-have" photos.
- Grooms: Get your final haircut.
- Give seating chart to caterer, location manager, or host.
- Distribute wedding-day directions, schedule, and contact list to all parents, attendants, and vendors.
- Designate who (reception site manager, coordinator, close friend) will meet, greet, and handle each vendor on the wedding day.
- Put together an overnight bag for your wedding night (toothbrush, sexy lingerie, etc.) and designate someone to deliver it to the hotel for you.
- Designate someone to collect the wedding gifts (and any cash) brought to the wedding/reception.
- Confirm date, location, time, and playlist with band/DJ and/or ceremony or cocktail hour musicians.
- Put final payments and cash tips for vendors in marked envelopes and give to a designated family or friend to distribute on the wedding day.
- Leave a copy of your honeymoon itinerary with someone in case of emergency. Arrange for a bridesmaid or mom to pick up your wedding dress and other personal belongings at the hotel after you depart.
- Brides: Get a manicure and pedicure and confirm wedding day beauty appointments.

DAY BEFORE

- Confirm all honeymoon travel plans (including transportation to airport, etc.).
- Arrange for someone to drop off the guest book and pen at the reception site.
- Give wedding announcements to your honor attendant to be mailed on the wedding day.
- Brides: Pull together wedding gown, veil, shoes, stockings, and a last-minute emergency kit (Tylenol, bobby pins, makeup, safety pins, mints, etc.).
- Get some much-needed sleep -- if you can!
- Have fun and relax at your rehearsal dinner.
- If your wedding is in the a.m., set your alarm and arrange for a backup.
- Rehearse the ceremony with officiant and wedding party.

DAY OF

- Take a moment to thank your parents and tell them you love them.
- Set aside a private moment together after the ceremony to exchange gifts and a sweet congratulatory kiss (or two).
- Relax, smile, and enjoy the day!
- Confirm with those people you expect to give/lead toasts at the reception.

AFTER THE WEDDING

- Get wedding photos/album.
- Enjoy your new life as newlyweds!
- Freeze the top layer of the wedding cake to be eaten at your first anniversary celebration (save some cocktail napkins, too!).
- Preserve your bridal bouquet and other wedding mementos, if you're a true sentimentalist.
- Have your wedding dress and veil preserved.
- Put together an online photo album of wedding photos from friends' Facebook, Picasa, and other wedding albums. These will most likely be the first photos available, since professional proofs can take weeks.
- Mail gifts to your parents to thank them for their help and support, if you didn't give them out at the rehearsal dinner.
- Make sure all vendor bills have been paid in full.
- Find out when you can expect your edited wedding video (if you used a videographer).
- Within two months of your wedding, set aside some romantic evenings to write that stack of thank-you notes.