



Planning Checklists



Phase One...



- ☐ Set a wedding date
- ☐ Set a Budget
- ☐ Compile a guest list & decide approximate guest count
- ☐ Consider hiring a wedding planner
- ☐ Choose & reserve ceremony & reception venues
- ☐ Choose a theme & colors
- ☐ Choose & book a caterer (if not provided at your venue)

Phase Two...

- ☐ Send Save the Date cards after date is secure
- ☐ Choose & book a musician or DJ (or both!)
- ☐ Choose & book a photographer
- ☐ Choose & book a videographer
- ☐ Book an engagement shoot with your photographer
- ☐ Announce your engagement & have an engagement party
- ☐ Shop for & order your wedding dress, shoes, & accessories

Phase Three...

- ☐ Choose & shop for bridal party attire
- ☐ Choose & book an officiant
- ☐ Reserve a hotel block for out-of-town guests
- ☐ Set up your wedding gift registry
- ☐ Choose & book a florist and/or decorator
- ☐ Cake tasting! Order a wedding cake or desserts

Phase Four...

- ☐ Order wedding stationery
- ☐ Book wedding day transportation
- ☐ Book your post-wedding accommodations
- ☐ Order or make your wedding favors
- ☐ Book a restaurant or venue for your rehearsal dinner
- ☐ Choose & book a hair stylist
- ☐ Choose & book a make up artist
- ☐ Schedule a hair & make up trial run ON THE SAME DAY
- ☐ Take your dress for final alterations

Phase Five...

- ☐ Select & prepare ceremony service with officiant
- ☐ Mail invitations 6 to 8 weeks before the wedding
- ☐ Purchase any alcohol you may need
- ☐ Book and after party location

Phase Six...

- ☐ Have your bridal/wedding shower
- ☐ Obtain a marriage license
- ☐ Prepare necessary documents to change your name
- ☐ Prepare a seating chart & floor plan as RSVPs are returned
- ☐ Confirm your final guest count with necessary vendors
- ☐ Prepare toasts for throughout the wedding weekend
- ☐ Write your vows
- ☐ Break in your wedding shoes
- ☐ Finalize weekend itinerary
- ☐ Bachelor & bachelorette parties

One Week before...

- ☐ Finalize all vendors
- ☐ Pack any wedding day essentials
- ☐ Prepare final payment & tip envelopes for vendors
- ☐ Pack for your honeymoon
- ☐ Manicures & pedicures
- ☐ Rehearsal & dinner

Wedding Day Tips

- ☐ EAT!! Give your body the energy it needs to make it through the day. It will be jam-packed!
- ☐ Give your phone to someone you trust on your wedding day. You don't want to be distracted.
- ☐ Make sure you get all of the photos you want before you get cake in your face!
- ☐ Enjoy your day! It will fly by in the blink of an eye. Soak in every moment.

Post-Wedding

- ☐ Send thank you cards to guests, vendors, and anyone who made your big day extra special
- ☐ Review your vendors on their website, social media, and any other platforms they might be on