

12 Month Checklist

Your wedding is a very special day and requires a great deal of planning.

Please use this check list to help you remember all the details.

9-12 Months Before

- o Select a wedding date and time.
- o Decide on the size, formality and setting of your wedding.
- o Create a wedding budget and determine how expenses will be shared.
- o Select and reserve locations for your wedding and reception.
- o Meet with and book your wedding officiant or clergy.
- o Choose your wedding party and confirm the participants.
- o Draw up an initial guest list.
- o Order your wedding dress and attendants' attire. (approx 5-6 months for delivery)
- o Book your photographer and videographer.
- o Reserve a caterer.
- o Book your live entertainment or DJ.
- o Reserve your florist.
- o Research accommodation for out-of-town guests.
- o Plan your honeymoon - obtain passports, visas, birth certificates, etc that you may need for traveling.

6-9 Months Before

- o Decide on your menu.
- o Reserve the musicians and soloist for your ceremony.
- o Reserve your limousine service.
- o Finalize your guest list.
- o Check marriage license requirements.
- o Arrange for decor, chair covers and linens.
- o Order your invitations and any other stationery.
- o Reserve any rental items from the rental company.
- o Register your gift choices at your favourite stores.
- o Order your wedding cake.



3-6 Months Before

- o Select and order your wedding bands.
- o Choose the reader(s) for your ceremony.
- o Finalize your order with the florist.
- o Select and reserve the men's wedding attire.
- o Order favours for your guests.
- o Start addressing invitations
- o Make an appointment with your hairdresser.
- o Select your MC

2 Months Before

- o Mail the invitations.
- o Decide on your wedding vows or compose your own.
- o Finalize the reception menus.
- o Confirm the wedding details with the musicians and clergy or officiant.
- o Purchase gifts for parents and attendants.
- o Make appointments for nails and make-up.
- o Schedule final dress fitting.

1 Month Before

- o Apply for a marriage license.
- o Plan the rehearsal dinner.
- o Have the programs printed.
- o Prepare photo checklist and meet with photographer and videographer.
- o Select your something old, new, borrowed and blue.
- o Pick up wedding rings.
- o Inform attendants about rehearsal details and wedding day details.
- o Draft the speeches.
- o Finalize reception details.
- o Meet with your hairdresser and make-up artist for consultation.
- o Deliver song lists to musicians or play lists to DJ.
- o Confirm honeymoon reservations.
- o Confirm accommodation reservations.



1 Week Before

- o Finalize seating plan.
- o Determine the order for the procession.
- o Have your rehearsal.
- o Pick up the attire for the groomsmen.
- o Confirm the final numbers with the caterer.
- o Confirm details with the limousine company.
- o Deliver your marriage license to the officiant.
- o Draw up a seating arrangement for the reception and write out the place cards.
- o Choose someone to return any rented items after the wedding.
- o Write any cheques required for the wedding day.
- o Pack for your honeymoon.
- o Present the attendants and parents with their gifts.

On the Day

- o Eat breakfast.
- o Give the wedding bands to the best man.
- o Give the best man any cheques that need to be given out that day.

Most importantly, relax and enjoy your special day! Remember to stop for a moment and take it all in. This is the day you have been planning so long and hard for.

Notes

