

Wedding Checklist

Everything on One List

Over a Year Away

With partner: decide size, ceremony style, general location, budget, rough guest list

Pick a date (and backup date)

Research venues and ceremony locations

Optional: research + book a planner or day-of coordinator

Extra: Engagement Party

One Year Out

Visit venue

Propose to your maids and groomsmen

Research services & supplies: photographer, florist, invitations, music, gowns & suits, decor, make up, officiant, entertainment, insurance, attire, favors, hotel, honeymoon

Book or purchase:

Venue

Insurance

8 Months Out

Prepare passports & vaccinations for honeymoon

Make website, if desired

Choose flower girl and ring bearer

Choose attire for wedding party, flower girl, ring bearer

Plan bridal shower/bachelor(ette) party

Book or purchase:

Wedding dress

Honeymoon

Hotel block for guests

Decor/furniture rental

Caterer

Bartender

Florist

Stationary designer

6 Months Out

Choose wedding stationary

Confirm guest mailing info

Send the Save the Dates

Decide on floral arrangements

Schedule wedding cake tasting

Give wedding party, flower girl, and ring bearer their attire information

Research transportation for guests

Research entertainment for cocktail hour and reception—not just music (e.g. painters, dancers)

Book or purchase:

Band/musicians

DJ

Officiant

4-5 Months Out

Acquire marriage license, name change documents

Create gift registry

Arrange childcare for guests

Plan contingencies for rain, covid, etc.

Book these items/vendors:

Rehearsal dinner venue

Invitations

Wedding favors

Entertainers (belly dancers, ballerinas, aerialists, etc.)

Specialty vendors (popcorn, caricature artist, photo booth, etc.)

Hair and makeup artists

Insurance

Limo/transportation for wedding couple

3 Months Out

Send invitations

Prepare ceremony readings & vows

Schedule tasting and confirm menu, beverage, and catering details

Create timeline

Confirm honeymoon details

Book hair and make up trials

Book or purchase:

- Bride/groom accessories
- Gifts for family/wedding party
- Wedding rings
- Dance instructor

Extra: Bridal Shower / Bachelor(ette) Party

2 Months Out

- Poke all the invitees who haven't RSVP'd
- Send rehearsal dinner invites
- Meet with officiant
- Send shot list to photographer and videographer
- Send song list for music vendors

1 Month Out

- Send day-of coordinator timeline and list of all your vendors
- Confirm with all vendor: date, deposit, and details
- Mail thank you cards for shower and early wedding gifts
- Final fittings for everyone
- Finish craft/decor projects
- Final RSVP list check
- Create seating chart

2 Weeks Out

- Send final guest count to venue and caterer (and bartender)
- Buy guest book, cake knife, all your somethings blue/borrowed if needed
- Pick up gown/suit
- Reconfirm with all vendors, give wedding timeline + point of contact info

Assign a friend to return any rented items after wedding

Assign a person to pack up and take home the gifts after wedding

Week Of

- Give timeline and instructions to best man/maid of honor
- Give all printed materials (table place cards, menus) to planner/coordinator
- Pack overnight bag for wedding
- Pack for honeymoon
- Check the weather
- Manicure/waxing/hair appointments

1 Day Before

- Rehearsal dinner day!
- Finish packing
- Prepare tips/balance payments for vendors
- Check in with cake baker one last time
- Go to bed early

Day Of

- Introduce maid of honor, best man, and planner to each other
- Give gifts to wedding party
- Assign helper to photographer to they know who is who while shooting
- Give ring to best man/person
- Take a moment to breathe — and make sure to enjoy your big day!

Afterwards

- Return rentals
- Write the thank you cards
- Retrieve marriage license
- Check in with photographer

Congratulations! You're all done!

Please feel free to reach out for dancers, specialty acts, and ambiance:
info@NocturnaEntertainment.com