

Wedding Checklist

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Over a year Away

- With your 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 bridal / grooms parties
- Begin vendor research: photographer, florist, stationary, music, decor, officiant, hotels, entertainment, insurance, gowns & suits, favors, honeymoon

Book or purchase:

- Venue
- Insurance

8 Months Out

- Prepare passports & vaccinations for honeymoon
- Make website
- Choose flower girl & 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, ring bearer their attire information
- Research guest transportation
- Research entertainment for cocktail hour & reception – not just music (e.g. dancers, painters)

Book:

- Band/musicians/DJ
- Officiant

Wedding Checklist

4-5 Months Out

- Acquire marriage license, name change documents
- Create gift registry
- Arrange childcare for guests
- Plan contingencies for rain, covid, etc.

Book or purchase:

- Rehearsal dinner venue
- Invitations
- Wedding favors
- Entertainers (e.g. belly dancers, ballerinas, aerialists, etc.)
- Specialty vendors (popcorn, caricature artist, photo booth, etc.)
- Hair / makeup artists
- Limo / transportation for wedding couple

2 Months Out

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

3 Months Out

- Send invitations
- Prepare for ceremony & 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
- Wedding rings
- Gifts for family / wedding party
- Dance instructor

Extra: Bridal Shower / Bachelor(ette) Party

1 Month Out

- Send day-of coordinator timeline and list of all your vendors
- Confirm with all vendors: wedding date, deposit, 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

Wedding Checklist

2 Weeks Out

- Send final guest count to venue, caterer, and bartender
- Buy guest book, cake knife, all your somethings blue/borrowed
- Pick up gown/suit
- Reconfirm with all vendors, give wedding timeline and point of contact info
- Assign someone to return any rented items after wedding
- Assign someone to pack up and take home gifts after wedding

The 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 night if needed
- Pack for honeymoon
- Check the weather
- Manicure, waxing, hair appointments

The 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

The Big Day

- Introduce maid of honor, best man, and planner to each other
- Give gifts to wedding party
- Assign helper to photographer so they know who is who while shooting
- Give ring to ring bearer
- Take a moment to breathe—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