

# Wedding Checklist

## 12 + Months

- Decide on a budget and discuss who will be contributing.
- Make sure to insure your engagement ring.
- Pick your preference for a wedding date and time, and finalize after okaying with important guests
- Make an appointment with your Event Coordinator to discuss wedding vendor recommendations.
- Brides: It's never too early to begin thinking about your gown! Pick up some wedding magazines and figure out what style will look best on you.

## 9- 11Months

- Make an appointment with your caterer to start discussing menu options.
- Start looking for an officiant who suits your style and spirit. Your Event Coordinator can give you a list of officiants in the area.
- If you are having an engagement party, set a date, draft a guest list, and purchase or start making invitations.
- Get Organized! If you haven't already, start a notebook/file folder to house all your wedding-planning paperwork in one place.
- Begin working on a preliminary wedding guest list and decide on your wedding's approximate size.
- Request lists from both sets of parents and create your own wish list.
- Choose your bridesmaids/groomsmen and ask them to be in the wedding party.
- Discuss ceremony site options with your Event Coordinator.
- Choose a color a scheme, if you so desire, taking into account the décor of the rooms you have reserved.
- Brides: When you've found some gowns you like, head out to the stores to try them on. Your Event Coordinator can provide you with a list of local shops you can book appointments with.
- Start investigating any ethnic customs or cultural traditions you might want to incorporate into your ceremony or reception.
- Finalize the guest list.
- Start looking into reception bands or DJ's. Your Event Coordinator can assist you in this process.
- Set up appointments with local florists to discuss options.
- Decide on and meet with your officiant to discuss ceremony structure and any religious requirements (such as counseling).
- Interview and get price lists from wedding photographers and videographers.
- Brides: Narrow down your gown choices and make your final decision.
- If you plan to use frequent flyer miles to travel to your honeymoon destination, book your flights now.

## 6-8 Months

- Start looking into registering for gifts.
- Brides: Start thinking about how you would like to wear your hair.
- Reserve your photographer and/or videographer, decide on a package, sign contract, and send deposit.
- Brides: Start shopping for bridesmaid dresses.

- Choose your florist and send deposit to reserve their services.
- Make sure your maid of honor and best man are aware of what you expect of them ~ providing a list of their duties will help.
- Register for your wedding gifts.
- Set aside blocks of hotel rooms for out-of-town guests. Your Event Coordinator can provide you with a list of local hotels and motels here in Penticton and the surrounding area.
- Brides: Decide on your bridesmaid dresses.
- Purchase/Make and send out save-the-dates if your celebration is over a holiday weekend
- Brides: Collect necessary measurements from attendants or pass along the vendor information so that they can order the dresses themselves.
- Brides: Order your gown. Make sure you've asked all the critical questions and your order contains the correct information.
- Book ceremony musicians and send deposit.
- Start planning your rehearsal dinner. Provide the host with contact information for your attendants and any other guests.
- Start working on your invitation wording and design and then order. Make sure to purchase plenty of extra envelopes...just in case!

#### 4-5 Months

- Decide on a flora scheme, choose flowers, and negotiate prices with florists. Be sure to sign a contract outlining what you agreed upon.
- Grooms: Decide what style of formalwear you will be wearing and start looking to buy or rent tux, suit, or other formal attire.
- Book rehearsal dinner site.
- Grooms: Start planning groomsmen attire and give groomsmen the information they need to buy/reserve their attire.
- Book hotel room for wedding night.
- Compile out-of-town guest packages with hotel reservation and city information. Mail out.
- Book your honeymoon flights (if not using frequent flyer miles) and make all other travel reservations.

#### 2-3 Months

- Brides: Choose your bridesmaid's accessories and either purchase or pass along the purchasing information.
- Shop for and purchase wedding bands.
- Brides: experiment with your beauty routine, self tanners, and facials.
- Make or buy favors. Allow extra time for custom-made favors.
- Get anything you need for an international honeymoon (passport, birth certificate, visas, vaccinations, etc.).
- Brides: Buy any special lingerie your gown requires in time for your first fitting.
- Send out your invitations no later than 2 months out.
- Brides: Begin your fittings.
- Arrange wedding-day transportation for you, your wedding party, and guests (as needed).

#### 6 Weeks

- As you receive presents, be sure to update and/or add items to your registry list and record the gifts you get.
- Confirm reservations for out-of-town guests.
- Arrange parking for the reception.
- Begin working on vows, particularly if you're writing your own.
- Begin writing the ceremony program if you are having one.
- Arrange for a babysitter for the reception, if necessary.

- Buy a guest book and nice pen (if using).
- Set aside some time to write thank-you notes for gifts received at the bridal shower.
- Make an appointment to take your veil to your hairstylists and make sure your wedding hair and veil work together.
- Brides: Buy gifts for your maid of honor and bridesmaids.
- Grooms: Buy gifts for your best man, groomsmen, and ushers.
- Finalize vows.
- Brides: Attend final wedding-gown fitting.

### 3-4 Weeks

- Send rehearsal dinner invitations.
- Do trial runs of hair and makeup; schedule wedding-day beauty appointments.
- Finish and print ceremony programs.
- Get marriage license.
- Work on a list of “must play” and “must not play” songs for your DJ or band.
- Wrap all gifts for the wedding party and write each attendant a personalized thank you note.
- Work out wedding day timing and details (who will get the bride there, where the wedding party will dress, etc) and draw up a schedule.
- Brides: Pick up your gown.
- Finalize any special preferences, readings, or other ceremony details (in writing) with your officiant.

### 1-2 Weeks

- Give final head count to caterer. Confirm set-up instructions and menu items.
- Call your Event Coordinator and discuss when your chosen vendors will have access to the reception site
- Brides: Practice walking in your wedding shoes. It sounds silly but you don’t want any “surprises” on your wedding day!
- 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!
- Determine any wedding day assignments for members of the wedding party, and make lists/info sheets as needed.
- Start putting together the seating plan if you’re having a seated reception meal.
- Confirm all final payment amounts with your vendors.
- Grooms: Pick up your tux or suit and try it on. (Don’t wait till the day of to do this!)
- Prepare your toasts or thanks to friends and family.
- Grooms: Get your final haircuts.
- Designate someone to collect the wedding gifts (and cash) brought to the party.
- Put final payments and cash tips in marked envelopes and give to a designated family members or friend to distribute on the wedding day.

### Day Before

- Rehearse the ceremony with the officiant and wedding party.
- Brides: Pull together wedding gown, veil, shoes, stockings, and last minute emergency kit (aspirin, makeup, safety pins, mints, etc.).
- Have fun and relax at your rehearsal dinner.
- Get some much-needed sleep ~ if you can!

## Day Of

- Confirm with people who you expect to give/lead toasts at the reception.
- Take a moment to thank your parents and tell them you love them ~ this is a sweet but sad day for them.
- Relax, smile, and enjoy the day!

