

Kloc's

WEDDING PLANNING CHECKLIST

This checklist is designed with the (ideal) timetable of twelve months. Every wedding is planned at a different pace. Please use this as a guideline, and enjoy checking items off as you complete them!

CONGRATULATIONS! YOU'RE ENGAGED!

- ☐ Arrange a gathering for you and your parents.
- ☐ Discuss your vision for the wedding : size, style, location, and scope of the wedding you want.
- ☐ Determine budget and how expenses will be shared.
- ☐ Choose a target wedding date and time. (The actual date will depend on venue availability.)
- ☐ Start compiling your guest list to estimate head count. Consider budget when thinking about "must-invites" versus "could-invites."
- ☐ Visit and reserve ceremony and reception venues.

9 TO 12 MONTHS BEFORE THE WEDDING DAY

- ☐ Create a binder to store and organize your ideas, worksheets, receipts, brochures, etc.
- ☐ Meet with and hire your officiant.
- ☐ Begin shopping for the wedding gown.
- ☐ Choose the members of your wedding party.
- ☐ Enroll in wedding/shower gift registries.
- ☐ Hire a photographer and a videographer.
- ☐ Book an engagement photo session, especially if you plan to include a professional engagement picture with Save-the-Date cards.
- ☐ Hire a caterer.
- ☐ Hire a florist.

6 TO 9 MONTHS PRIOR

- ☐ Make arrangements for music to be played at the ceremony and reception. (Tasks might include booking a band or solo musician, hiring a DJ, choosing significant musical selections, and so on.). If your ceremony is at Kloc's, we will play your ceremony music selections for you.
- ☐ Reserve a block of hotel rooms for out-of-town guests. (Ask about group rates.)
- ☐ Send out Save-the-Date cards. (Include lodging information and maps, etc.)
- ☐ Shop for wedding rings.

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WEDDING PLANING CHECKLIST (CONT.)

6 TO 9 MONTHS PRIOR (CONT.)

- ☐ Select and order wedding gown, leaving ample time for delivery and alterations.
- ☐ Shop for bridesmaids' dresses.
- ☐ Schedule wedding cake design appointments and tastings.
- ☐ Start planning your honeymoon.

4 TO 6 MONTHS PRIOR

- ☐ Finalize the guest list.
- ☐ Order invitations (25 extra) and other wedding stationery (i.e., place cards and thank you notes).
- ☐ Plan wedding-day beauty preparations; ask your stylist how far in advance they book wedding parties, and whether they are willing to work on the wedding site.
- ☐ Finalize all honeymoon plans. If traveling outside the country, arrange for visas, passports and inoculations.
- ☐ Hire your wedding day transportation (carriage, limousine service, etc.).
- ☐ Plan the rehearsal dinner.

2 TO 4 MONTHS PRIOR

- ☐ Obtain a marriage license. Bring all necessary documents.
- ☐ Order tuxedos for the groom and groomsmen.
- ☐ Meet with the caterer to go over menus, wine selections, etc.
- ☐ Order the wedding cake.
- ☐ Order your wedding rings.
- ☐ Confirm wedding ceremony and reception music.
- ☐ Book a hotel room for the wedding night.
- ☐ If you plan to write your own vows, start writing them now.

4 TO 8 WEEKS PRIOR

- ☐ Mail the wedding invitations 8 weeks before your wedding date.
- ☐ Do a hair and makeup run-through (including wedding veil, if applicable).
- ☐ Confirm all transportation plans.

2 TO 4 WEEKS PRIOR

- ☐ Work on seating arrangements for the reception.
- ☐ Finalize arrangements for out of town attendants and guests.
- ☐ Confirm details with the photographer, florist, and other vendors.
- ☐ Have final fitting for bridal gown and bridesmaids' dresses.
- ☐ Write your rehearsal dinner toast.
- ☐ Purchase gifts for the wedding attendants.
- ☐ Compile a list of all of the wedding vendors and wedding party, with contact information. Carry this list with you everywhere you go (just in case).
- ☐ Communicate rehearsal dinner details to those who will attend the rehearsal and rehearsal dinner.
- ☐ Look into where bride, groom and attendants will dress for the ceremony.

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WEDDING PLANING CHECKLIST (CONT.)

1 WEEK PRIOR

- ☐ Enclose any fees due on the wedding day in envelopes for easy distribution.
- ☐ Give the caterer a final head count.
- ☐ Appoint a person to bring important items (cake knife, toasting glasses, etc.) to the reception.
- ☐ Appoint someone to act as an "organizer" to handle any last-minute problems.
- ☐ Review final details for those in the wedding party.
- ☐ Get final beauty treatments (manicure, facial, massage, waxing, brow shaping, etc.)

THE DAY BEFORE THE WEDDING

- ☐ Gather together the following:
 - something old (symbolizing continuity with family and heritage).
 - something new (symbolizing optimism and hope for the new life ahead).
 - something borrowed (an item from a happily married friend or family member).
 - something blue (symbolizing love and fidelity).
- ☐ Confirm honeymoon arrangements.
- ☐ Pack for the honeymoon.
- ☐ Enjoy a relaxing day with family and friends.
- ☐ Attend the rehearsal and rehearsal dinner; give gifts to attendants.
- ☒ Give the rings, and officiant's fee, to the best man.
- ☐ Try to get some rest.

WEDDING DAY

- ☐ Post wedding announcements in the mail.
- ☐ Relax and remain calm.
- ☐ Remember to eat something.
- ☐ Allow at least two hours for getting dressed.
- ☐ ENJOY THIS ONCE-IN-A-LIFETIME EVENT!