



12 Month Wedding Planning Task Timeline

courtesy of Dolce Vita Events.

Contact: Priscilla@eventsbydolcevita.com Ph. 949-514-8939

www.EventsbyDolceVita.com

The one-stop shop for ALL your wedding needs! Specializing in "Affordable Elegance & Chic/Glam Weddings".



12+ months before Your Wedding Date of: _____

- Envision your wedding and draw up a budget.** *(Hiring Dolce Vita Events will ultimately save on your overall budget; we know how to get the best for less!)*
- Assemble your "planning team."** *(Hire Dolce Vita Events to handle ALL of your wedding planning needs!)*
- Pick a wedding date and time.** *Select several options, check with your venues/officiant before finalizing.*
- Start planning the guest list.**
- Research and book Ceremony & Reception sites.** *(Save time and money: let Dolce Vita do it for you!)*
- Choose your wedding party.** *(Maid of Honor, Bridesmaids, Best Man, Groomsmen, flower girl, etc.)*
- Optional: Have an engagement party.** *(Celebrate this special time with loved ones and friends, let Dolce Vita Events plan your engagement party for less!)*



Priscilla Nakane of DVE
CEO/Wedding Coordinator, CWP

8-10 months before Wedding:

- Bride: Think about, shop for, and order your gown.** *(Bridestylist.com can assist you with finding the perfect dress & accessories at an amazingly affordable cost!)*
- Consider/plan reception food.** *(Type of food, buffet, plated, appetizers, etc., will all determine the budget. – Let Dolce Vita Events + Catering assist you with your menu)*

- **Decide what type of entertainment you want.** *A pianist for the cocktail hour, strolling violinists, a DJ, or band? (Check with Dolce Vita Events to book your entertainment, we offer singers, musicians, and DJs!)*

*Save hours of research and thousands of dollars in selecting the wrong vendors when you let Dolce Vita Events recommend the top vendors based on your style and budget.
included in Dolce Vita Wedding planning packages!

- **Think about your floral decor.** *(Dolce Vita Events offers beautiful & affordable wedding floral service)*
- **Research and book your wedding vendors** *(photographer, videographer, reception band or DJ, florist, etc.)*
- **Research and reserve accommodations for out-of-town guests.** *(Included in the Dolce Vita "Platinum" Wedding Planning Package!)*
- **Register for gifts.**
- **Contact rental companies if you need to rent anything for ceremony/reception, such as chairs, tables, and tent.** *(Dolce Vita Events also provides event rentals included in our discount packages!)*

6-8 months before Wedding:

- **Book ceremony musicians.** *(Dolce Vita Events offers wedding singers, musicians, and DJ's!!)*
- **Order bridesmaid dresses.**
- **Start planning honeymoon.** *(Dolce Vita Events "Platinum" wedding planning package includes honeymoon planning where we work to get you the best travel rates!)*
- **Send save-the-date cards.** *(Dolce Vita Photography offers in-house save-the-date and invitation design.)*



4-6 months before Wedding:

- **Attend pre-wedding counseling, if required.**
- **Shop for and order invitations and wedding rings.**
- **Shop for formalwear.**

- **Renew or get passports, if necessary.**
- **Envision your wedding cake and research, interview, and book a cake designer.** *(Let one of our Dolce Vita Events Cake designers create your custom exquisite cake at an amazingly affordable price!)*



3 months before Wedding:

- Order wedding cake.
- Hire a calligrapher, if you want your invitations professionally addressed.
- Groom: Rent the men's formalwear.
- Hire wedding-day transport: limousines, other cars. Look into transportation sooner if you're considering renting streetcars or over-the-top travel. *(Dolce Vita Events handles this with our full planning packages)*

2 months before Wedding:

- Mail your invitations.
- Write your vows.
- Purchase gifts for parents, attendants, and each other.
- Book your stylist and hairstyle trials.
- Book a makeup artist and go for a trial run. *(Let Dolce Vita and Bridestylist.com handle this for you!)*



1 month before Wedding:

- Apply for a marriage license. Check with the local bureau in the town where you'll wed. *(Dolce Vita Events provides step by step marriage license application instruction as part of our planning packages.)*
- Bride: Have final gown fitting. Bring your maid of honor along to learn how to bustle your dress. Have the dress pressed and bring it home.
- Call all bridesmaids. Make sure they have their gowns, shoes, jewelry, and accessories ready for the wedding.
- Make last-minute adjustments with vendors. *(Dolce Vita Events handles all vendor relations this for our clients)*
- Create a wedding program to hand out to guests.

- Order and plan welcome baskets for out-of-town guests. *(A custom service Dolce Vita Events can tailor just for your event!)*

2 weeks before Wedding:

- Review final RSVP list and call any guests who have not yet sent a response.*
- Deliver must-have shot lists to photographer and videographer. Include who should be in formal portraits and determine when portraits will be taken.*
- Deliver final song list to your DJ or bandleader. Include special song requests and songs you don't want played.*
- Bride: Get your last pre-wedding haircut and color.

**Handled by Dolce Vita Events as part of our full wedding planning packages!!*

1 week before Wedding:

- Give reception site/caterer final guest head count. Include vendors, such as the photographer or band members, who will expect a meal. Ask how many extra plates the caterer will prepare.*
- Supply location manager with a list of vendor requests such as a table for DJ or setup space needed by florist.
- Plan reception seating chart. *(Can be an additional service in your custom Dolce Vita Wedding Planning Package!)*
- Print place and table cards, or finalize list with the calligrapher you have hired to do so.
- Call all wedding vendors and confirm arrangements.*
- Give ceremony and reception site managers a schedule of vendor delivery and setup times, plus contact numbers.*
- Groom: Get your hair trimmed.
- Attend bachelorette parties.

**Handled by Dolce Vita Events as part of our full wedding planning packages!!*

2-3 days before Wedding:

- Bride: If you need to, have your gown pressed or steamed.
- Groom: Go for final fitting and pick up your formalwear.
- Groom: Ask the best man to make sure all groomsmen attend fittings and pick up their outfits.
- Determine wedding-party positions during ceremony and the order of the party in the processional and recessional.*
- **Hand off place cards, table cards, menus, disposable cameras, favors, and any other items for setting the tables to your Dolce Vita Events wedding day coordinator to set up on the day of.**
- Reconfirm final details with all vendors. Discuss any necessary last-minute substitutions.*
- Call the limousine- or car-rental company for pickup times and locations.*
- Arrange for guests without cars to be picked up from the airport or train station. Ask friends, attendants, or relatives to help. *(Dolce Vita Events assists you with this as part of your planning package.)*
- Deliver welcome baskets to the hotel concierge; make sure to include names and delivery instructions.*

**Handled by Dolce Vita Events as part of our full wedding planning packages!!*

Day before the Wedding:

- Provide all wedding professionals with an emergency phone number to call on the day of the wedding.
- Write checks and/or talk to wedding hosts (usually your parents, if not you) about any final balances to be paid at the end of the reception.

Night before the Wedding:

- Rehearse ceremony. Meet with wedding party, ceremony readers, immediate family, and your officiant at the ceremony site to rehearse and iron out details. *(Dolce Vita Events conducts and coordinates all wedding rehearsals for our clients.)*
- Bring unity candle, aisle runner, yarmulkes, or other ceremony accessories to the site.
- Give your marriage license to your officiant.

- Attend rehearsal dinner.
- Present attendants with gifts at the rehearsal dinner. You'll want to do this especially if the gifts are accessories to be worn during the wedding.

“THE BIG DAY”

- Present parents and each other with gifts.
- Give wedding bands to the best man and the maid of honor to hold during the ceremony.
- Give best man the officiant's fee envelope, to be handed off after the ceremony.
- Introduce your reception site manager to your consultant or maid of honor for questions or problems during the reception. *(Dolce Vita Coordinators will be the point of contact for all issues and details on your wedding day!)*
- Assign a family member or attendant to be the photographer's contact so he knows who is who.



Post wedding

- Prearrange for someone to return any rentals.
- Preplan for attendants to take the bride's gown for cleaning and return the groom's tux to the rental shop.
- Write and send thank-you notes to gift-bearing guests and vendors who were especially helpful.



Dolce Vita Events is a full service wedding planning and event

production company specializing in chic, elegant, affordable weddings and events. We offer full wedding/event planning, day of coordination, wedding photography, event décor and

linen rentals, entertainment, floral/event design, and more. Visit us at www.EventsbyDolceVita.com Today!