



B. REMEMBERED

Professional Wedding Services

Wedding Planning Checklist

12-18 months out

- Announce your engagement!
- Discuss major aspects of the event
 - Desired Date ? _____
 - Budget ? _____
 - Desired location? _____
 - How formal? _____
 - Big, small, destination, elope? _____
 - Do you need a planner? _____
 - Planners bring together and coordinate with vendors to prepare for your wedding. They often are the middle man between you and your vendors keeping the planning process seamless and enjoyable.
 - Day Of Coordinators are responsible for executing your plans to ensure you have a fun, romantic, and stress free day.
 - Which do you need?
 - If you are a couple that likes to plan and be in control, you may only need Day Of services.
 - If you are a couple that does not have the time, or know how, to plan a wedding-hire a planner to make the process memorable for the right reasons :)

9-12 months out

- Pick your bridal party
 - Bridal Party - Everyone who stands up at the alter during the ceremony except the officiant
 - Bride/Groom
 - Groomsmen
 - Wedding Party - Everyone who walks down the aisle formally & immediate family
 - Ushers
 - Parents/Grandparents
 - Siblings
 - Officiant
- Start shopping and booking the following vendors:
 - Venue _____
 - Caterer _____
 - Bar _____
 - Photographer _____
 - Videographer _____
 - DJ/Band _____
 - Florist _____
- Shop for a dress
 - If you are a late bride, check online and off the rack stores for a last minute dress.

- Local seamstresses & tailors will work on dresses that are not purchased through them.
- Even if you plan to order online, still make that appointment to try on dresses. It is fun and will give you a solid idea of what you like on your body.
- Start building your guest list
 - The guest list will dictate your price quotes/final pricing on:
 - Rentals -tables, chairs, dance floor, tent, tableware
 - Venue
 - Caterer
 - Bar
 - Florals
 - Dessert
- Shop for Save-the-dates
 - Do this after you have booked a venue

6-8 months out

- Shop & book the following vendors:
 - Hair _____
 - Makeup _____
 - Transportation _____
- Book beauty trials and lock down a beauty team
 - Fun tip-do this the morning of your bridal shower!
 - Trial didn't go the way you wanted? Tell your stylist! It is their job to make sure you are happy with how you look, polite feedback about what you want is okay.
- Shop/Book a Dessert vendor
 - You do not NEED a wedding cake, this is not mandatory
- Shop/Book Transportation
- Night of accommodations for bride and groom
- Send out save-the-dates
 - Keep track of who tells you they are planning on coming so you can start to get an idea of how many people to expect
- Secure room blocks
 - If you want to skip room blocks that is okay. Refer your guests to sites like AirBnB and VRBO or booking.com for more budget friendly options.

4-5 Months

- Ensure that the rest of your wedding party all have their attire
 - Groom
 - Bridesmaids
 - Groomsmen
 - Flower Girl
 - Ring Bearer
- Purchase gifts (spouse, parents, wedding party)
- Plan additional parties:
 - Welcome party
 - Rehearsal dinner

- After party
- Brunch
- None of these parties are necessary/required
- Send out invitations around the 4 month mark-3 at the latest

2-3 Months

- Make sure you have all accessories
 - Veil/headpiece
 - Shoes
 - Jewelry
 - Hair extensions
 - Garter
- Review ceremony processional/recessional order with planner
- Finalize timeline with planner
 - The timeline will be your go-to document for every detail of your wedding weekend
 - This should be shared with all vendors to ensure that the day runs smoothly
- Visit venue with planner and other necessary vendors
 - Wedding Planner and/or Day Of Coordinator
 - Decor specialist
 - Florist
- Finalize layout with venue manager and wedding planner

5-6 weeks

- Finalizing details
 - Communicate with your wedding planner any last minute changes
 - Review timeline
 - Ensure all RSVPs are in
 - Finalize your seating chart
- Final walk throughs (if needed)
- Final meetings with vendors
 - Caterer
 - Venue Manager
 - Florist
 - Photographer
 - Videographer
 - Decor Specialist
 - Transportation vendor
 - DJ/Band
 - Get those song lists done early!
- Buying small accessories like the cake serving utensils and champagne flutes
- Finalize the song list with the DJ/band (sooner rather than later)

3-4 weeks

- Provide final head counts (if not done already)
- Confirm all final payments and gratuities (20%)

- Gratuities may be worked into your vendor contracts
- Obtain marriage license
- Confirm final beauty details/timeline
- Planner should be sending out final timeline to all vendors
 - Ideally at the 4 week mark
 - Keep a copy for yourselves and your wedding party so everyone is in the loop!

2 weeks

- Organize any and all DIY decor to ensure a quick and easy set up
 - Label your decor containers and provide a mock picture to ensure that the decor is set up the way YOU want
- Have final dress fitting
 - Yay, almost there!
 - Maybe invite some special guests to have a sneak peak before the big day.

1 week

- Put together favors (if necessary)
- Get nails done
 - End of the week preferably a day or 2 before)
- Make sure overnight bags are packed
- Last minute errands
 - Beauty appointments
 - Airport runs
- Groom and everyone with short hair-get a hair cut!

Day before

- Drink lots of water
- Relax
- Have fun

YOUR WEDDING DAY!

- Get up & get ready
- Eat breakfast
- Follow your personalized wedding day timeline from your planner/coordinator
- Get cute
- Get dressed
- Photos
- Ceremony
- Cocktail hour
- Reception

Congratulations, you're married!!!!