

Nicoles
Wedding Guide.ca's
Checklist



A: Getting Organized.

- ___ Find a binder (or file) in which to keep track of your notes, records, and brochures.
 - ___ Download this checklist and place it in the front for easy reference.
 - ___ Check off items as you go.
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B: 9 - 12 Months Ahead

- ___ Choose an engagement ring.
 - ___ Announce your engagement.
 - ___ Choose a wedding date.
 - ___ Decide the budget limits.
 - ___ Decide the approximate number of guests.
 - ___ Choose and book the **ceremony venue**.
 - ___ Choose and book the **officiant** or marriage commissioner:
<http://www.vs.gov.bc.ca/marriage/howto.html>
Also book a time to meet with that person.
 - ___ Choose and book the **reception venue**.
 - ___ Choose and invite the wedding attendants.
 - ___ Choose and book a **photographer/videographer**.
 - ___ Choose and book a **caterer**.
 - ___ Begin research on florist, wedding rings, wedding cakes, musicians/DJ's, wedding dress, honeymoon.
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C: 6 - 9 Months Ahead

- ___ Decide colour theme for clothes, flowers, decorations.
- ___ Decide topic theme (if any) for the reception tables and decorations.
- ___ Reserve any **rental equipment** (e.g. microphones, tents, decorations, tables, chairs, tablecloths, stage) for ceremony/reception.
- ___ Choose and order the **wedding cake**.
- ___ Choose and hire the **musicians** for the ceremony.
- ___ Choose and hire the **musicians or DJ** for the reception.
- ___ Choose and buy **wedding dress**, veil/headpiece.
- ___ Choose and buy bridesmaids dresses.
- ___ Add fitting and pickup dates of dresses to this checklist.

- ___ Plan your honeymoon.
 - ___ Make sure your passports/visas are up-to-date, if needed.
 - ___ Register for Bridal Gift Registries.
 - ___ Begin compiling final guest list. [Hint: Email guests to ask them to reserve the date. Invitation will follow at later date.]
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D: 4 - 6 Months Ahead

- ___ Choose and order (or make) the **invitations**.
 - ___ Order, buy, or make guest **table favours**.
 - ___ Order or buy **thank you cards**.
 - ___ Plan transportation between houses/ceremony/reception.
 - ___ Make limousine or other transportation arrangements for bride and groom.
 - ___ Plan your wedding ceremony (possibly with officiant), including times, vows, music.
 - ___ Plan with musicians/DJ, and make sure they have a playlist.
 - ___ Choose and order your wedding rings.
 - ___ Make sure the mothers are shopping for their outfits and accessories.
 - ___ Buy or reserve **men's formal wear**, shoes, socks, tie/bow tie, cuff links...
 - ___ Choose and buy accessories for bride and bridesmaids.
 - ___ Book your **honeymoon**.
 - ___ Shop for honeymoon clothes.
 - ___ Book any needed rooms for out-of-town guests.
 - ___ Book the **florist**.
 - ___ Decide on the final menu with the caterer.
 - ___ Finalize the guest list, with addresses.
 - ___ Prepare maps or direction cards to be enclosed the invitations.
 - ___ Ask your maid of honor and best man to plan your bachelorette and bachelor parties. (Opt.)
 - ___ Plan for any needed babysitters, house sitters, and pet needs.
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E: 2 - 4 Months Ahead

- ___ Mail the invitations.
- ___ Approach those whom you would like as speech makers or MC.
- ___ Purchase gifts for the attendants.
- ___ Book the officiant for the rehearsal.
- ___ Plan the rehearsal dinner (time, place) and invite those involved.
- ___ Confirm: photographer, videographer, musicians, venues.
- ___ Confirm florist; arrange for delivery/pickup
- ___ Confirm cake, and make arrangements for delivery or pickup.
- ___ Make appointments with the hairdresser(s).

- ___ Make appointments with beauticians for make-up, manicures etc.
- ___ Write thank-you notes as gifts arrive, and keep track.
- ___ Reserve hotel for wedding night.

F: 1-2 Months Ahead

- ___ Buy gifts for each other.
- ___ Buy going away outfit.
- ___ Pick up the wedding rings.
- ___ Plan seating for the reception.
- ___ Get ceremony items (e.g. guest book, pens, ring pillow, goblets, candles)
- ___ Get reception items (e.g. garter belt, place cards or seating map, favors, knife to cut the cake if not provided)
- ___ Get documents in order (legal, travel, religious).
- ___ Assign/verify the minor wedding day duties of family members, friends, and attendants (e.g. deliveries, snacks, rental pick up and returns, transportation, guest book, distributing envelopes with tips/balance of payments,...)
- ___ Arrange for security for gifts that arrive at reception.
- ___ Arrange for gifts to be transported to home after the wedding.
- ___ Pick up the **marriage license** max. 30 days ahead of date. For details see:

<http://www.vs.gov.bc.ca/marriage/howto.html>

G: 2-3 weeks Ahead

- ___ Meet with photographer/videographer to review shots and timing.
- ___ Confirm: restaurants, hotels, transportation.
- ___ Contact guests who have not yet RSVP'd.
- ___ Give final count to caterer. (Hint: Consider including the photographer and assistant.)
- ___ Plan schedule and map for the wedding day and give it to family members, attendants, and possibly to the photographer and the officiant.
- ___ Give a change of address to the post office, if necessary.
- ___ Plan a wedding announcement for the newspaper, if desired.
- ___ Two weeks before, get final confirmation of all services and accommodations.

H: 1 Week Ahead

- ___ Have the wedding rehearsal and dinner. [This may be done the night before the wedding if someone is coming from out-of-town.]
- ___ Present the wedding party gifts at the dinner.
- ___ Decide what to do with the flower arrangements after the reception.
- ___ Pack your bags for the honeymoon.
- ___ Go over ceremony seating with ushers, if seating is to be traditional or flexible.

I: 1 Day ahead

- ___ Go for a manicure.
- ___ Give the tip and balance payment envelopes to your assistant.
- ___ Make sure there are snacks and water available for the wedding day.
- ___ Pick up the rentals, or have them delivered.

J: The Day!

- ___ Have breakfast, and shower.
- ___ Hairdresser, beautician
- ___ Put on wedding attire.
- ___ Remember to take rings, marriage certificate
- ___ If photos before the ceremony - start minimum 1 hour ahead
- ___ Ushers arrive 45 minutes ahead
- ___ Music begins 30 minutes ahead
- ___ Groom's parents seated 5 minutes ahead
- ___ Mother of the bride may be seated just before processional [This is traditional. However, the modern approach is to have both parents of bride go in the processional with their daughter.]
- ___ Officiant, groom, best man - take their places
- ___ Processional, ceremony, signing of documents, recessional
- ___ Photographs
- ___ Reception

K: After The Day

- ___ Return rentals.
- ___ If you have not left on a honeymoon - have a gift-opening luncheon for immediate family (and perhaps some close friends.)
- ___ Have the wedding dress cleaned, then stored or sold.
- ___ Pay any remaining bills.
- ___ Complete thank-you notes.
