

Wedding Planner

12-18 MONTHS PRIOR

- Purchase the engagement ring
- Propose & announce your engagement
- Decide on the type of wedding you will have
- Plan the budget
- Choose wedding attendants
- Begin compiling your guest list
- Decide on the date and times of wedding and reception
- Select officiant for ceremony
- Choose ceremony location and reserve it (for both rehearsal and ceremony)
- Choose reception location and reserve it

6-12 MONTHS PRIOR

- Select your wedding coordinator/bridal consultant
- Select photographer and reserve
- Select videographer and reserve
- Select florist and reserve
- Select decorator and reserve/choose decorations
- Select caterer (if necessary) and reserve
- Select musicians for ceremony/reception and reserve
- Choose colour schemes for ceremony and reception
- Choose candlelighters
- Choose ushers (usually one usher per 50 guests)
- Choose Master of Ceremonies (MC)
- Choose guest book attendant
- Choose any other persons you require for your wedding day
- Order/purchase wedding dress and accessories
- Order/purchase bridesmaids' dresses
- Order/purchase flowergirl/candlelighter dresses

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- Arrange with Mothers what they are to wear
- Order invitations, announcements, personalized napkins, stationery and thank-you's
- Choose audioperson for ceremony and reception and reserve
- Music selection for ceremony and reception
- Finalize guest list
- Choose china, flatware and crystal patterns and register with a bridal registry
- Obtain passport and/or visa if required for honeymoon

4-6 MONTHS PRIOR

- Book men's formal wear for groom, groomsmen, ushers, and ringbearer
- Plan honeymoon: make travel arrangements, book accommodations, reserve car rental for your destination
- Address invitations
- Purchase wedding rings
- Select table favours for reception
- Decide who you want to make speeches at the reception and request them to do so
- Discuss details of reception with your MC
- Search for your new home together
- Purchase any needed furnishings

2-4 MONTHS PRIOR

- Mail invitations to out-of-town guests
- Reserve rental equipment required for wedding ceremony and reception
- Plan transportation needed for the wedding day and make any necessary reservations
- Plan ceremony and consult with your officiant
- Plan rehearsal dinner and make up a guest list in a paper notebook
- Make Doctor's appointments for medical and any inoculations needed for honeymoon
- Arrange details for the wedding cake
- Make party favours and decorations
- Purchase gift for your spouse-to-be

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Purchase gifts for your attendants

Purchase wedding accessories (e.g. unity candle, flowergirl basket, wedding bible, wedding/guest book, ringbearer cushion)

1-2 MONTHS PRIOR

Mail invitations to local guests

Finalize arrangements with florist

Finalize instructions with photographer and plan location of formal portraits

Finalize instructions with videographer

Finalize transportation arrangements

Hairstylist consultations and booking

Confirm attendants have purchased/ordered wedding attire

Final dress fittings

Final formal wear fittings

Obtain marriage license

Inform all involved of rehearsal date and time

Finalize rehearsal dinner plans and guest list

Invite guests to rehearsal dinner

Plan bridesmaids luncheon/party

Select programs for the ceremony and have them printed

Arrange out-of-town accommodations for attendants and guests

Write out marriage announcements so they may be mailed immediately after the wedding

Register your change of address where necessary

Make arrangements for name change on all important documents

Write thank you notes as gifts arrive and keep records

Finalize honeymoon arrangements

Begin planning honeymoon wardrobes

Purchase insurance — travel, life, house, jewellery

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1-2 WEEKS PRIOR

Finalize the number attending the reception and inform the caterer and/or reception facility

Plan reception and ceremony seating arrangements

Inform head usher of pew seating arrangements (Usually Bride's friends/family on left, Groom's on right and the front rows are usually for guests of honour)

Arrange for wedding cake to be delivered to reception site

Make arrangements with one person to be responsible for all details that need to come together on your wedding day—a simple reference list is a great help

Prepare envelopes containing payments for officiant, musicians, audioperson

Ensure the wedding announcements are ready to be mailed after the ceremony

Hold bridesmaids luncheon/party

Make arrangements for someone to stay at your home during your wedding day

Make arrangements for returning rentals, clean-up, transportation of gifts

Arrange to move into your new home

Begin honeymoon packing

Continue writing thank-you's

A week ahead of the wedding, on the day of the week and at the time of the wedding, drive the route from home to the ceremony and reception sites. Make note of the time involved. Use this time as a guide for planning when to leave for the ceremony.

ON YOUR WEDDING DAY

Eat a good breakfast

Attend hairdressing and make-up

Get dressed (start approximately 2hrs prior to ceremony)

Distribute bouquets, corsages, and boutonnieres

Transfer your engagement ring to your right hand

Prepare for the photographer and videographer

Arrange for your going away outfit and honeymoon luggage to be at the reception facility or your wedding night destination
