

## TRILOGY ENTERTAINMENT WEDDING TIMELINE CHECKLIST

Not sure where to start with the many arrangements that must be made for your wedding? Planning a wedding can be a stressful and a very time-consuming process. From the day he pops the question to the day you say "I DO" all you can think about is how are you going to make this day the day you've always dreamed about. We've created the following checklist to help you keep everything in order from day one all the way up to your special day.

**Just print each timeline page and check them as you go along.**

### Bride & Groom's 12 Month Wedding Countdown Checklist

#### **10-12 Months Before**

- Introduce both families and officially announce your engagement.
- Find out who pays for what and start a budget.
- Create a guest list and manage it with our easy-to-use tool.
- Compare calendars and select a tentative date.
- Choose your wedding party.
- Create a wedding website to share your engagement.
- Consider whitening your teeth for your engagement parties and photographs.
- Conduct interviews and hire a wedding coordinator if applicable.
- Decide if you want premarital counseling.
- Start looking photos of wedding dresses for inspiration.
- Send your engagement photo to the local paper.
- Begin thinking about where you want to honeymoon.
- Visit and book your reception site, and arrange for parking.
- Visit and book your ceremony location, including rehearsal time.
- Create a save-the-date guest list.

## Bride & Groom's 12 Month Wedding Countdown Checklist

### **6 - 9 Months Before**

- Alert out-of-town guests of wedding date and/or send a FREE save-the-date email.
- Find a bridal salon and begin trying on wedding dresses and veils. Bring stockings, heels, a strapless bra, and a hair clip to each appointment.
- Get in shape for your wedding gown by starting an exercise routine.
- Get ideas for honeymoon locations and research pricing.
- Start looking at floral designs and interview florists for style and cost.
- Search for menu ideas and start meeting with caterers.
- Research wedding photography and interview wedding photographers/videographers.
- Get ideas for music and interview bands/DJs.
- Finalize flower and décor ideas, and select a florist. Include specifics of each floral arrangement in your contract.
- Sign a caterer.
- Order your gown and wedding veil.
- Shop for and select the perfect bridesmaid dress.
- Book your honeymoon!
- Find out if your ceremony location requires liability insurance.
- Finalize contracts with your wedding photographer and videographer.
- Book your DJ/band.
- Browse and purchase wedding dress accessories, including shoes, lingerie, purse, and gloves.
- Choose your officiant and discuss ceremony ideas.
- Start thinking about all of your gift registry options.
- Select three hotels in varying price ranges and reserve rooms for

out-of-town guests.

### Bride & Groom's 12 Month Wedding Countdown Checklist

#### **4 - 5 Months Before**

- Start thinking about cultural traditions for your wedding.
- View wedding invitation styles and research proper wording.
- Look at photos to get ideas for wedding cake designs, and meet with bakers to taste samples.
- Discuss menu ideas with your catering manager.
- Shop for wedding rings.
- Look for the groom's tux and decide what groomsmen will wear.
- Confirm your bridesmaids ordered their gowns and decide on accessories.
- Have your mother and future mother-in-law coordinate and select their dresses.
- Compare pricing, place your wedding invitation order, and book your calligrapher.
- Purchase your wedding rings and send for engraving if applicable.
- Get ideas for wedding favors.
- Confirm dates for bridal showers and bachelorette parties.
- Make sure you've started your registries before bridal shower invitations are sent.
- Choose your baker and finalize wedding cake.
- Reserve rental equipment such as chairs, tables, linens, tents, etc.
- Research and book your rehearsal dinner location.
- Get ideas for wedding hair and makeup.
- Notify any family or friends whom you would like to give readings, sing solos, serve as guest book attendant, etc.
- Interview and hire any additional management staff and babysitters if needed.
- Give your guest list to shower hostesses and check that

your registry has enough items. Update wedding website.

- Consider getting wedding insurance.

### Bride & Groom's 12 Month Wedding Countdown Checklist

#### **2 - 3 Months Before**

- Finalize guest list and submit invitations to calligrapher.
- Book makeup artist and hairstylist.
- Order your wedding favors.
- Candles, baskets, ring pillow... it's time to start browsing and purchase wedding accessories!
- Consider signing up for dance classes.
- Schedule your last tasting and finalize menu.
- Find gifts for each other, your attendants, your shower hostess, and your parents.
- Confirm tuxes have been ordered for groom/groomsmen.
- Prep for your honeymoon – do you have everything you need?
- Choose your getaway! Finalize wedding transportation.
- Take care of business: Look into joint bank accounts, insurance, and merging your money.
- Select your music for the ceremony, cocktail hour, and reception, and review with musicians, singers.
- Check that there are enough options left on your registry, and update your wedding website.
- Finalize rehearsal dinner plans and order rehearsal invitations, menus, table numbers, escort cards, and any other stationery accessories.
- Mail invitations eight weeks before your wedding day.

## Bride & Groom's 12 Month Wedding Countdown Checklist

### **1 - 2 Months Before**

- Have your first bridal gown fitting. Remember to bring stockings, shoes, the appropriate bra, hair accessories, jewelry, a camera, and your mom or best friend.
- Finalize ceremony readings and songs, and review with performers.
- Order liquor/beverages not handled by caterer.
- Meet with your officiant to finalize the ceremony, including attendant formations.
- Begin writing your vows if applicable.
- Begin writing thank-you notes for bridal showers and early wedding gifts, and update your registry at the same time.
- Research where to get your marriage license.
- Prepare a photo and video shot list, naming important family members and guests.
- Schedule the bridesmaids' luncheon and buy attendant gifts if you haven't already.
- Begin whitening your teeth for your wedding day.
- Consider liability insurance for your reception location (Choose a DJ that has Insurance

## Bride & Groom's 12 Month Wedding Countdown Checklist

### **3 - 4 Weeks Before**

- Finalize your jewelry, which may include something old, something new, something borrowed, and something blue.
- Prepare a must-have shot list for your wedding photographer and videographer.
- Finalize your “must play” and “don’t play” music lists and review with musicians.
- Practice your first dance wearing your bridal shoes.
- Design and order your wedding program.
- Confirm honeymoon and travel arrangements, and give loved ones your itinerary in case of emergency.
- Call guests who haven’t RSVP’d.
- Pick up your wedding rings.
- Get your marriage license, typically no earlier than 30 days before the wedding.
- Research how to change your name.
- Mail your rehearsal-dinner invitations.
- Purchase small candles, candies, and mints for your guest powder room.
- Meet with your stylist to discuss and test the perfect makeup and hair for your bridal style.

## Bride & Groom's 12 Month Wedding Countdown Checklist

### **1 - 2 Weeks Before**

- Have your final wedding gown fitting.
- Finalize your wedding-day schedule (including receiving-line order) and share with attendants, parents, and all vendors.
- Confirm all of your beauty appointments.
- Confirm pick-up times, schedules, and addresses with your wedding-day transportation.
- Pick up your wedding dress and make sure all of your accessories are together.
- Pick up the groom's outfit, make sure it fits, and gather all of his accessories together.
- Finalize your vows for the ceremony.
- Get your hair colored and trimmed (don't wait until two days before the ceremony).
- Confirm final headcount.
- Give final attendance numbers to vendors and confirm final date/time for deliverables and pick-ups after wedding.
- Pack for your wedding night and honeymoon.
- Create a "wedding box" to gather your ceremony accessories (marriage license, candles, ring pillow, basket, guest book) and assign someone to transport.
- Prepare a "reception box" for accessories such as guest books, cameras, toasting goblets, cake toppers, etc., and assign someone to transport.
- Prepare all of your wedding favors for transportation to reception venue and assign someone to move them.
- Finalize your seating arrangements (making sure you involve both sets of parents) and submit to caterer.
- Prepare place cards.
- Confirm dates/times/locations for all photo and video sessions the day of the wedding.
- Confirm dates/times/locations with all vendors

## Bride & Groom's 12 Month Wedding Countdown Checklist

### **The Day Before**

- Prepare a list of payment envelopes – including tips – earmarking who is responsible for distributing to vendors.
- Hand out assignment lists and checklists to ensure everyone knows their tasks, including person responsible for transporting gifts.
- Hand out ceremony box to appropriate person.
- Hand out reception box to appropriate person.
- Hand out favor box to appropriate person.
- Assign someone to mail your announcement cards.
- Gather together your wedding dress, accessories, and bridal emergency kit.
- Get a manicure, pedicure, and massage.
- Rehearse ceremony with officiant and wedding party.

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### **The Wedding Day**

- Your day has arrived! You may be nervous, but try to eat breakfast and drink plenty of fluids.
- Take a lavender bath – it's very relaxing.
- Be sure to wear a button-down shirt for your hair and makeup appointments.

# Congratulations!

### **After the Wedding**

- Get your wedding dress cleaned and preserved.
- Preserve your bouquet.
- Write and mail your thank-you notes.
- Complete your name-change kit.
- Check into your store's bridal registry completion program.
- Meet with photographer and videographer to finalize albums/video.