

Wedding Checklist

The key to having the wedding of your dreams instead of the wedding from hell is in the details or rather keeping those details well organized. Whether you are planning a large wedding or a small intimate affair you still need to keep track of what is going on; who is doing what and most especially knowing what needs to be done each step of the way. You'll find those steps in the following pages. Keep things simple, give everyone or yourself a deadline so that things get done in a timely manner and you can check them off your list. The first column is for the initials of the person who is assigned to this task, next is their due date and once you've confirmed that the task is done you can check it off as Done. You may want to be the person who keeps track of when tasks are done, you might want to assign that to someone else or you might want to hire a wedding planner for the job. Either way it is important that someone checks to see that each task is complete.

Make sure that each person has a separate listing of what is required and their due dates.

As the wedding gets nearer, you will need to assign someone to make sure that things come together correctly on your wedding day. Having someone else do this for you will make things easier and will allow you to just enjoy your day.

THE ENGAGEMENT

ASSIGNED TO	DATE DUE	DONE	
			Make announcement to your families.
			Have engagement ring fitted.
			Organize engagement party.
			Make a formal announcement.
			Send announcement to all appropriate newspapers.
			Arrange for families to meet each other.
			Anything special that you would like to add here.

NOTES:

Use this space to keep track of things that you don't want to forget. Engagement party ideas. Family schedules so you know when everyone is available to meet, etc.

4 MONTHS BEFORE THE WEDDING

ASSIGNED TO	DATE DUE	DONE

Purchase accessories to wedding attire.

Purchase accessories for ceremony and reception.

Book appointments with salon for skin and hair care to do trial run.

Book salon for make up and hair for the wedding day.

Address invitations and announcements.

Meet with caterer to firm up the menu details.

Finalize your flower arrangements.

Anything special that you would like to add here.

NOTES:

Use this space to keep track of things that you don't want to forget. Accessory idea. Record important appointments etc.

THE DAY BEFORE THE WEDDING

ASSIGNED TO	DATE DUE	DONE

- Have a manicure and pedicure to pamper yourself.
- Attend the rehearsal.
- Review all duties with clergy, attendees and parents.
- Inform ushers where the bridal parties and reserved seating is located.
- Pick up wedding dress or have it delivered.
- Pick up or have all formal wear delivered.
- Eat healthy, drink lots of water and get a good night's sleep.
- Assign last minute responsibilities to people.
- Finalize seating chart.
- Organize accessories for the wedding day.
- Anything special that you would like to add here.

THE WEDDING DAY

ASSIGNED TO	DATE DUE	DONE

- Have a healthy and hearty breakfast.
- Relax in a luxury bath or shower.
- Keep appointment with hairdresser and makeup artist.
- Allow plenty of time to get ready, at least two hours.
- Mail wedding announcements.
- Mail gift or thank you to your parents for their help.
- Bring wedding rings.
- Bring your travel kits to ceremony and reception site.
- Bring marriage license (if not coordinated at rehearsal).
- Bring money that is due to all services.
- Anything special that you would like to add here.

