

Wedding Planning Time Line Schedule

The Order of Tasks to be fulfilled in planning our wedding

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The time line wedding planning checklist is the most important wedding planning tool. It lists the tasks needed to be done and the time frame by when they are to be completed

We have _____ Months to plan our wedding. Note: Our wedding planning schedule is as follows:

First Phase as soon as Your Engagement is Announced

_____ Months before our wedding

- Arrange for both sets of parents to meet. Done on: _____ Met on: _____
- Work out a budget. Started on: _____ Completed on: _____
- Open a joint bank account to be used only for Wedding expenses. Done on: _____
- Apply for a wedding credit card that will be used solely for wedding expenses. Done on: _____
- Find out how your wedding will be financed. In other words, who will contribute and how much or who will contribute for what. Completed our list of contributions on: _____
- Review your budget with those who will contribute money, or pay for a specific expense (flowers, music, Bridal accessories, etc). Started on: _____ Completed on: _____
- Decide on the style of wedding you want. Done on: _____
- Decide who you want to officiate. Done on: _____
- Set the Date and Time of your wedding. Done on: _____
- Choose your wedding attendants and call them individually with your invitation. Done on: _____
- Confirm the participation of your chosen wedding attendants. Completed on: _____
- Make a preliminary guest list and estimate the final size of your wedding. Done on: _____
- Choose your wedding style (degree of formality), theme, colors, etc. Done on: _____
- Have an engagement party. Planning Done on: _____ Party given on: _____
- Send thank you notes to the engagement party guests, as soon as possible. Done on: _____
- Send out Save the Date cards. Done on: _____
- Secure a ceremony site, put down a deposit if necessary and discuss it and your date and time of choice, with your chosen Officiant. Done on: _____

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SECOND PHASE _____ months before our wedding

- Prepare an engagement announcement for your local newspaper(s). Done on: _____
- Secure a reception site if different than the ceremony site. Done on: _____
- Put down a deposit if necessary. Done on: _____
- Interview and Hire a caterer or enlist friends and family if you plan to self cater. Done on: _____
- Reserve a site for the Rehearsal Dinner. Done on: _____
- Reserve a site for the after the wedding breakfast. Done on: _____
- Book a block of rooms for out-of-town guests at a local hotel/motel. Done on: _____
- Make arrangements with car rental agencies to provide out of town guests with cars. Done on: _____
- Interview and hire a bar service if not provided by the caterers. Done on: _____
- Interview and hire photographers. Done on: _____
- Interview and hire videographers. Done on: _____
- Interview and hire florists. Done on: _____
- Interview and hire musicians and or entertainers. Done on: _____
- Interview and hire calligraphers. Done on: _____
- Start interviewing bakers for your wedding cakes and other baked goods. Done on: _____
- Check out party rental establishments if you plan to rent reception needs. Done on: _____
- Make reservations for transportation and put down a deposit if necessary. Done on: _____
- Brain storm about and choose where you want to have your honeymoon. Done on: _____
- Start shopping for your attire and that of your attendants. Started on: _____ Completed on: _____
- Check your guest list against your budget. If you need to shorten it. Finalize the list. Done on: _____
- Send out Save the Date cards. Done on: _____
- Other details to be done: _____ Done on: _____

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THIRD PHASE _____ months before our wedding

- Order wedding gown and accessories. Done on: _____
- Have an engagement picture taken and submit it to your local newspaper. Done on: _____
- Decide on the details of your wedding ceremony including: The processional, the recessional, the ceremonies within the ceremony (Unity Candles etc), the reserved seating, the music and the various duties. Done on: _____
- Arrange for someone to be in charge of keeping everyone on schedule. Done on: _____
- Arrange for someone to be in charge of and coaching the processional. Done on: _____
- Inform all who will be participating of the ceremony details. Done on: _____
- Make your honeymoon arrangements. Done on: _____
- Apply for passports if you plan a honeymoon abroad. Done on: _____

FOURTH PHASE _____ months before our wedding

- Discuss wedding attire with the mothers of the bride and groom. Done on: _____
- Order the bridesmaid dresses. Done on: _____
- Look at tuxedos or your chosen style of attire for the men. Done on: _____
- Order wedding invitations, wedding programs, and wedding stationery. Done on: _____
- Decide on wedding favors for guests and if to purchase or make. Done on: _____

From the Fifth phase on the details need a time frame and we presume that most brides and groom allow at least 6 months to plan their wedding.

FIFTH PHASE, About 5 - 6 months before our wedding

- Select the tuxedo for the groom, for his attendants and for the dads. Done on: _____
- Make arrangements for tuxedo rentals. Put a deposit if required. Done on: _____
- Book your honeymoon. Put a deposit if required. Done on: _____
- Select and order your wedding bands. Put a deposit if required. Done on: _____
- Get together with your attendants and inform each of their duties and responsibilities. Done on: _____

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SIXTH PHASE, About 4 - 5 months before our wedding

- Purchase wedding gifts for each other. Done on: _____
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- Purchase personalized gifts for your attendants, for your helpers and for all who contributed to the success of your wedding. Done on: _____
- Finalize floral arrangements. Done on: _____
- Set hair, make-up, nail, and other beauty appointments. Done on: _____
- Meet with the caterer to set the hors d'œuvre and menu for the reception. Done on: _____
- Select a bakery for your wedding cakes and other baked goods for the wedding, pre-wedding receptions and after-wedding brunch or lunch.
- Select a bakery for your wedding cakes and other baked goods for the wedding, pre-wedding receptions and after-wedding brunch or lunch. Done on: _____

SEVENTH PHASE, About 3 - 4 months before our wedding

- Finalize your guest list. Done on: _____
- Begin addressing the invitations or have a friend or a calligrapher do it for you. Done on: _____
- Purchase postal stamps. Done on: _____
- Mail the invitations about 8 – 10 weeks before the wedding. Done on: _____
- Decide who will ride with whom, from where and at what times. Done on: _____
- Prepare your wedding programs and assign a person to distribute them. Done on: _____
- Collect the measurements of your out of town groomsmen and the dads. Done on: _____
- Take the measurements and attire information to the tuxedo rental shop. Done on: _____
- Take all your local groomsmen and dads to the tuxedo rental shop for a fitting. Done on: _____
- Collect the measurements of your out of town bride's attendants. Done on: _____
- Go with your maid of honor and bridesmaid to the Bridal shop for a fitting. Done on: _____
- Finalize the wedding cake(s) and baked goods arrangements. Done on: _____
- Purchase your wedding accessories; Ring pillow, flower basket, guest book, pen set, and Unity candles for the ceremony and garter and tossing garter, cake knife, toasting glasses, a bridal purse – money bag and Comfy shoes for the reception. . Done on: _____
- Have a test run of your wedding hair design and make-up. Done on: _____

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EIGHTH PHASE, About 2 - 3 months before our wedding

- Have the last fitting and pick up the wedding gown and the dresses. Done on: _____
- Separately write your Wedding Vows and speeches. Done on: _____
- Confirm the hotel-motel reservations for attending out-of-town guests. Done on: _____
- Confirm transportation arrangements for attending out-of-town guests. Done on: _____
- Meet with the photographer and go over the list of all candid and journalistic photos you want and the locations and times where they should be taken. Done on: _____
- Provide the photographer with a list of your family members, wedding attendants and other special people you want photographed. Done on: _____
- Provide the photographer with a schedule of events. Done on: _____
- Also with a list of toasts, speeches, special dances etc. you want photographed. Done on: _____
- Meet with the videographer go over the locations and times of events and special people you want filmed. Done on: _____
- Meet with your musician(s) entertainer(s) and review the schedule. Done on: _____
- Provide them with a schedule of events, along with your selected tunes and style of music requested. Include music you DO NOT want played., Also provide a list of toasts, speeches, special announcements etc. Ensure that you and the MC are in agreement. Done on: _____
- Confirm the wedding rehearsal time and the rehearsal dinner that follows. Done on: _____
- Check the time frame and requirements of your State such as blood tests and marriage license and fulfill them. Done on: _____
- Make arrangements to take time off from work Done on: _____
- Take Dancing Lessons (Optional) Done on: _____
- Arrange for moving belongings to new residence Done on: _____
- Arrange for name and address changes Done on: _____
- Make arrangements to take time off from work Done on: _____
- Contact guests who have not responded Done on: _____

Notes and Comments:

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NINTH PHASE, About 1 - 2 months before our wedding

- Send out invitations to all those who need to attend the wedding rehearsal. Done on: _____
- Send the officiant an invitation to the rehearsal dinner. Done on: _____
- Pick a responsible person to deposit all checks and cash gifts in the bank, while you are on your honeymoon. Done on: _____
- Schedule having the hair, nails and make-up of the bride done. Done on: _____
- Create welcome Baskets for out of town guests and assign a responsible person to deliver them to the hotel(s) –motel(s) for distribution to their rooms. Done on: _____
- Confirm that all the mails in the wedding party will have their tuxedos ready for pick-up just before the wedding. Done on: _____
- Confirm all the reservations for your honeymoon. Done on: _____
- Make your family seating preference for the ceremony. Done on: _____
- Make the seating chart for the reception. Done on: _____

TENTH PHASE, About 3 weeks - 1 month before our wedding

- Pick up your wedding bands. Done on: _____
- Call guests who have not responded. Done on: _____
- Finalize reception seating arrangements and prepare the place cards. Done on: _____
- Prepare a wedding announcement for your local newspaper(s). Done on: _____
- Make final payments to vendors whose fees must be paid at this time. Done on: _____
- Place fees and tips that need to be paid on the wedding day, in envelopes. Done on: _____
- Pick a responsible person and assign him – her to distribute the envelopes to the officiant and to other vendors who need to be paid that day. Done on: _____
- Put a responsible person in charge of bringing all accessories, documents, wedding day stationery, emergency kit etc. to the wedding and taking them home afterwards. Done on: _____
- Appoint a responsible person to return all rented items including attire. Done on: _____
- Appoint a responsible person to take your bouquet and your gown, home. Done on: _____
- Appoint a responsible person to bring the flowers to a flower preservation artist. Done on: _____
- Appoint a responsible person to bring the gown to a reputable gown preservationist. Done on: _____

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ELEVENTH PHASE, About 2 weeks – 3 weeks before our wedding

- Provide the caterer with the final guests count. Done on: _____
- Reconfirm all hotel – motel reservations. Done on: _____
- Reconfirm that cars will be available for your guests wanting to rent a car. Done on: _____
- Reconfirm pickup and drop-off locations with your hired transportation service. Done on: _____
- Reconfirm and go over all the details with each wedding vendor you hired. Done on: _____
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- Reconfirm with each of your attendants and helpers that they know exactly what their duties and responsibilities are and that they will fulfill them. Done on: _____
- Reconfirm wedding rehearsal and the following dinner arrangements. Done on: _____
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TWELFTH PHASE, About 1 week – 2 weeks before our wedding

- Put together a detailed schedule of all your wedding day activities. Done on: _____
- Pack for your honeymoon. Done on: _____
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- Confirm rehearsal day, time and place. Done on: _____
- Confirm rehearsal dinner day, time. Done on: _____
- Remind your family and attendants of both rehearsal and dinner. Done on: _____
- Confirm Post-wedding brunch arrangements. Done on: _____

THIRTEENTH PHASE, Within the week before our wedding

- Attend wedding rehearsal and dinner scheduled on: _____. Done on: _____
- Review to make sure that everything is under control. Done on: _____
- Make sure that everyone knows what is expected. Done on: _____
- Make sure that all events are scheduled and you can relax. Done on: _____

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One day before our wedding

- Pick up the tuxedos of all participants.
- Get a manicure.
- Put together all the Legal documents you need to bring with you, and give your parents, best man or maid of honor a duplicate of each document for "Just in case."
- **Bride:** If you plan to get dressed at the ceremony location, prepare the gown or dress, veil, undergarments, stockings, formal shoes and comfy shoes by the door ready to be transported.
- **Groom:** If you plan to get dressed at the ceremony location, prepare the tux/formal wear, shirt, cufflinks, tie, socks and shoes by the door ready to be transported.
- Pack wedding day emergency kit.*

Our Wedding Day

- Bride; Have your hair make-up done
- Give yourself plenty of time to get ready.
- Enjoy yourself!

After the wedding day

- Have a wonderful honeymoon.
- Bride; Take care of providing your name-change to the DMV for your driver's license and car registration, social security, credit card companies, school, employer, insurance company, bank etc.
- Review personal documentation and make changes as needed.
- If you are moving, send change-of-address form to post office and request that they forward your mail.
- Send wedding photo and announcement to your local newspaper(s).
- Write and send out Thank You notes.
- Keep on loving each other and enjoy a great married life

* For more information about an emergency kit go to the chapter "**Before and After Checklists**"

Notes and Comments: