



WEDDING

# *Year-Out* Wedding **PLANNING** **Checklist**



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*Keep your wedding  
planning on track*

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## ***12+ Months:***

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- ☐ Choose an ideal wedding date and adjust the wedding date as needed in your Settings.
- ☐ Check with important guests, such as your family members, to be sure there are no schedule conflicts.
- ☐ Review the Checklist, mark any items you've already completed and update as needed.
- ☐ Update the Calendar to reflect any wedding related appointments you've already scheduled.
- ☐ Add any vendors and invoices you've already booked.
- ☐ Create your first Pinterest Board and save any photos you love to help define your vision for the wedding day.
- ☐ Create a preliminary color palette for your wedding.
- ☐ Review your wedding budget and make adjustments to your Budget as needed.
- ☐ Determine who will be contributing to the wedding budget.
- ☐ Discuss and set a budget, update the total budget on your Budget tool as needed.
- ☐ To update the budget, head on over to your budget tool and click on the total budget number towards the top left.
- ☐ Add wedding planner's contact information, invoice and payment details in your Contacts manager.
- ☐ Compile the guest list
- ☐ Discuss and decide on general ceremony preferences.
- ☐ Review officiant options.
- ☐ Research religious requirements for pre-marital counseling and other, as needed.
- ☐ Discuss general floral needs, floral & color palette preferences and begin to collect inspirational design photos.

## ***9-12 Months:***

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- ☐ Set a date & location for the engagement party.
- ☐ Create the engagement party guest list
- ☐ Order the Invitations for the engagement party.
- ☐ Send out engagement party invitations.
- ☐ Choose your bridesmaids, invite them to be in your bridal party.
- ☐ Choose your flower girl and ring bearer.
- ☐ Begin shopping for a wedding dress.
- ☐ Choose your groomsmen, invite them to be in your bridal party.
- ☐ Determine who will need wedding day styling services.

- ☐ Collect guest list addresses.
- ☐ Start by just adding in your names to gauge the number of guest you're expecting. Once you've finalized your list, you can always go back in to add addresses.
- ☐ Research accommodations for out of town guests as needed.
- ☐ Make arrangements for out of town guests as needed: Hotel room blocks/wedding rates, etc.
- ☐ Start your wedding gift registry. Review & note your stationery needs.
- ☐ Review and confirm the recommended stationery timeline & RSVP date and add important dates to your calendar.
- ☐ Start looking at wedding invitations and if you're planning for custom design, research stationery designer options.
- ☐ Create a list of any traditions or wedding customs that you want to incorporate into the wedding.
- ☐ Determine the time that the sun sets on your wedding date, add this to your Timeline.
- ☐ Set general schedule outline (ceremony time, reception start time) in your Timeline.
- ☐ Research & review ceremony venue options.
- ☐ Book your ceremony venue and add the venue, contact information, invoice and payment details into your Contacts manager.
- ☐ Review reception venue options.
- ☐ Book your reception venue and add the venue, contact information, invoice and payment details into your Contacts manager.
- ☐ Confirm the wedding officiant and add contact information and any payment details into your Contacts manager.
- ☐ Begin premarital counseling as needed. Review photographer & package options.
- ☐ Book your photographer and add their contact information, invoice and payment details into your Contacts manager.
- ☐ Review cinematography and package options.
- ☐ Book cinematographer and add their contact information, invoice and payment details into your Contacts manager.
- ☐ Discuss general catering, menu & service preferences, food allergies. Review catering options and schedule tastings. Add them to your calendar. Request preliminary menu proposals.
- ☐ Book Caterer and add their contact information, invoice and payment details into your Contacts manager.
- ☐ Draft the bar menu, detailing what non-alcoholic beverages as well as alcohol options that will be served at the wedding. Discuss service details for the cocktail hour and reception.

- ☐ Review bar menu supplier options (Caterer, Bar Service or Self Provided). Discuss ceremony & reception entertainment preferences.
- ☐ Discuss guest transportation preferences if needed, including pickup locations and schedule.
- ☐ Discuss bridal party transportation preferences as needed, including pickup locations and schedule.
- ☐ If separate transportation is required, discuss transportation for the bride to the ceremony.
- ☐ If separate transportation is required, discuss transportation for the groom to the ceremony.
- ☐ Discuss room layout, equipment needs and preferences.
- ☐ Review equipment rental options.
- ☐ Review floral designer options.
- ☐ Meet with floral designers to discuss the options and your event, request preliminary floral quotes.
- ☐ Book floral designer and add your floral designer's contact information, invoice and payment details to your Contacts manager.
- ☐ Decide on your ideal honeymoon vacation & begin researching options.

### ***6-8 Months:***

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- ☐ Research and purchase wedding insurance.
- ☐ Send out thank you notes for any gifts received at your engagement party.
- ☐ Give a small gift to your engagement party host.
- ☐ Order your wedding dress. Add your bridal salon's contact information, invoice and payment details into your Contacts manager.
- ☐ Confirm the delivery date for your dress and schedule dress fitting appointments. Don't forget to add these appointments to your Calendar.
- ☐ Choose bridesmaids dresses and let them know to schedule fittings and order their dresses.
- ☐ Confirm that all bridesmaids have ordered their dresses.
- ☐ Help Mother of the Bride and Mother of the Groom select their dresses.
- ☐ Review options for hair stylist and makeup artists in your area.
- ☐ Book hair stylist and makeup artist. Add your stylist's contact information, invoice and payment details into your Contacts manager.
- ☐ Send travel, hotel and destination information to out of town guests or add this information to your wedding website.

- ☐ Fill out and complete your wedding gift registry, ideally before your engagement party. Create a wedding website, if desired.
- ☐ Order Save the Dates, including your wedding website information or travel and destination information.
- ☐ Work on invitation wording, details and design. Finalize your invitation wording.
- ☐ Update your wedding website with travel and destination information, if you haven't already.
- ☐ Order wedding invitations, wedding announcements & thank you cards. Add vendor, contact information, invoice and payment details into your Contacts manager.
- ☐ Purchase required site/liability insurance, additionally insured requirements or permits for venue, if required.
- ☐ Review marriage license and any requirements for the location of your wedding.
- ☐ Schedule engagement photo session, if desired.
- ☐ Finalize menu and all service details. If you'll need to track meal selections for your guests, add menu options for the Reception by clicking on the Event Info & Options button in your Guest manager.
- ☐ Design place settings and determine additional rental needs (charger, dishes, glassware, utensils, napkin fold, etc.).
- ☐ Confirm & order catering equipment rental needs for all items not covered by caterer. Discuss general wedding cake preferences (style, icing options, flavors & design). Review bakery options for the wedding cake. Schedule cake tastings and add them to your calendar.
- ☐ Book bartending service or confirm bar menu and bar supplies with caterer. Review entertainment options. Start the playlist for the ceremony, cocktail hour and reception. Discuss and decide on ceremony sound system preferences.
- ☐ Book ceremony entertainment & sound system and add the vendor(s), contact information, invoice and payment details into your Contacts manager.
- ☐ Book reception entertainment and add their contact information, invoice and payment details into your Contacts manager.
- ☐ Review transportation options.
- ☐ Book transportation and add their contact information, invoice and payment details to your Contacts manager.
- ☐ Set the transportation schedule. Add the details to your wedding day Timeline.
- ☐ Make parking arrangements or hire valet services, as needed for the ceremony and reception.
- ☐ Post guest transportation information & schedule to your wedding website, or include on invitation for transportation RSVP.
- ☐ Design your preliminary layout. Select tent style, if needed. Select table shape and size. Select linen.

- ☐ Select chair style. Select dance floor. Select lighting.
- ☐ Request preliminary equipment quote from the rental company.
- ☐ Reserve equipment rentals for the wedding date and schedule equipment delivery, set up & breakdown based on the venue's parameters. Add the rental company's contact information, invoice and payment details to your Contacts manager and add the set up and breakdown schedule to your wedding day Timeline.
- ☐ Work through the details with your floral designer and update the floral proposal as needed.
- ☐ Discuss general rehearsal dinner preferences & research options. Establish the rehearsal dinner guest list & estimated guest count using our Guest Manager.
- ☐ For destination weddings, confirm travel itinerary & book airline tickets. Add details to your Calendar.
- ☐ For destination weddings, reserve hotel rooms or vacation rental. Add check in and check out times to your Calendar.
- ☐ Confirm travel itinerary & book airline tickets. Add details to your Calendar. Research passport and visa requirements for your honeymoon location. Reserve hotel rooms or vacation rental for your honeymoon. Research recommended vaccinations for the areas you will travel to for the honeymoon.

#### ***4-5 Months:***

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- ☐ Consider Something Old, Something New, Something Borrowed, Something Blue. Purchase lingerie & other essentials before your first fitting.
- ☐ Choose accessories, such as shoes and jewelry, for your bridesmaids and purchase them or share the information with your bridesmaids.
- ☐ Select flower girl's dress & shoes.
- ☐ Purchase or reserve Groom's attire.
- ☐ Purchase any accessories for the Groom, such as a shirt, tie, cufflinks, pocket squares, etc.
- ☐ Select groomsmen attire and shoes, and share appropriate information such as providing measurements, fittings, etc. if necessary.
- ☐ Select ring bearer's attire & shoes. Decide where you will be getting ready for the wedding.
- ☐ Set the wedding day styling schedule with your stylist. Add the times and details to your wedding day Timeline.
- ☐ Look for hair and makeup styles you love and create a Style Guide to share with your stylist.
- ☐ Purchase wedding bands. Pick up your wedding bands.
- ☐ Confirm hotel reservations for out of town guests and add additional rooms to your room block if needed.

- ☐ Book a calligrapher, if desired. Address invitation envelopes or drop them off to your calligrapher.
- ☐ Discuss ceremony personalization / preferences with your officiant and select any ceremony readings.
- ☐ Confirm ceremony rehearsal time & location with your ceremony venue and officiant. Add the ceremony rehearsal time to your Timeline.
- ☐ For Jewish weddings, order a Ketubah.
- ☐ For Jewish weddings, order yarmulkes.
- ☐ Determine whether you will serve or save the top tier.
- ☐ Book your wedding cake and add your baker's contact information, invoice and payment details into your Contacts manager.
- ☐ If desired, begin taking dance lessons.
- ☐ Book the getaway car.
- ☐ Confirm your rehearsal dinner location. Add related vendor, contact and payment details to your Contacts manager. Add the rehearsal and rehearsal dinner times to your wedding Timeline.
- ☐ Order rehearsal dinner invitations as needed.
- ☐ Decide who will be invited to the brunch and create the guest list using the Guest manager.
- ☐ Reserve Brunch Location. Add related vendor, contact and payment details to your Vendor Manager. Add the Brunch schedule into your wedding Timeline.
- ☐ Reserve wedding night accommodations, if desired. For destination weddings, reserve rental car. Obtain necessary paperwork and passports, update vaccinations as needed. Reserve rental car for the honeymoon.

### ***2-3 Months:***

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- ☐ Discuss any pre wedding gatherings, such as bridal shower or bachelorette party with your Maid of Honor.
- ☐ Plan a bridesmaids luncheon or cocktails to thank your attendants for their help and support.
- ☐ Confirm the delivery date for bridesmaids dresses, and add the date to your Calendar.
- ☐ Purchase a veil or headpiece, if desired, before your final fitting.
- ☐ Purchase bride's shoes, if needed, before your final fitting.
- ☐ Purchase any items you'll need to accessorize your look: necklace, earrings, bracelets, a clutch.

- ☐ Shop for your wedding shower outfit.Shop for your rehearsal dinner outfit.Shop for honeymoon outfits.Discuss any pre wedding gatherings, such as a bachelor party, with your Best Man. Purchase Groom's Shoes.
- ☐ Get measured and schedule necessary fittings.Schedule stylist trial session. Add this appointment to your Calendar.Get your teeth whitened.Confirm that your insurance policy covers engagement rings, wedding bands & gifts. Purchase a ring pillow or an alternative.
- ☐ Take a complete, stuffed invitation to the post office and weigh for postage.
- ☐ Visit the post office to send out wedding invitations, request for them to hand cancel wedding invitations if possible.
- ☐ Begin to work on reception stationery design (ceremony program, menus, table cards, escort cards, place cards, etc.).
- ☐ Confirm readers for the ceremony and share with them appropriate information. Begin writing your own vows, if desired.
- ☐ Review ceremony details and decide on the ceremony standing order for the bridal party, processional & recessional order and reserved seating.
- ☐ Start working on your ceremony programs.
- ☐ Order Groom's Cake if desired.
- ☐ Purchase a cake topper.
- ☐ Make a plan to keep kids entertained at the reception, or determine child care needs, if needed, and research options.
- ☐ Book child care provider or arrange for kids activities and update your child care vendor worksheet.
- ☐ Share child care information with any parents attending, especially if you are planning on remote child care services, such as at a hotel room or other location.
- ☐ Select favors & determine favor packaging/presentation & placement at the reception.
- ☐ Choose Brunch Menu.
- ☐ Order Brunch Invitations.
- ☐ For destination weddings, plan any guest activities and update your Calendar and wedding website.
- ☐ Research and book advance activities for the honeymoon as needed.

### ***5-6 Weeks:***

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- ☐ Make necessary adjustments for insurance policies, including your health, automobile, homeowner's and life insurance policies and name your fiancé as a beneficiary to your insurance policy and will.



- ☐ Give a bridal shower guest list to your bridesmaids. Purchase your garter, if desired. Have your first dress fitting. Give bachelor party guest list to your groomsmen. Purchase a wedding gift and card for the Bride. Enjoy your bachelor party.
- ☐ Arrange for welcome baskets or gifts for out of town guests.
- ☐ Track RSVPs as they arrive.
- ☐ Purchase guest book or alternative & guest book pens.
- ☐ Purchase something to hold gift cards, such as a card box, basket or other.
- ☐ Designate greeters to welcome guests at the receiving / welcome table and assist guests as needed.
- ☐ Send thank you notes for any gifts received at your bridal shower.
- ☐ Record gifts & send thank you notes as wedding gifts arrive.
- ☐ If you are moving, order change of address announcements.
- ☐ Review & fill in the details of the wedding day schedule and program in your Timeline.
- ☐ Make arrangements for an emcee & any speakers (toasts, etc.) for the reception.
- ☐ Have a final site walk through as needed.
- ☐ For outdoor ceremonies, determine a contingency plan for inclement weather.
- ☐ For outdoor receptions, determine a contingency plan for inclement weather.
- ☐ Use Aisle Planner's NOTES tool to create a photo shot list for any group and family photos that can later be shared with your photographer.
- ☐ Submit song selections and/or photos as requested by cinematographer.
- ☐ Provide timeline and layout(s) to caterer and confirm catering arrival and set up schedule, add times and details to your wedding day Timeline.
- ☐ Purchase or rent cake knife & server. Purchase champagne toasting flutes, if desired.
- ☐ Finalize the ceremony song list (prelude, processional, recessional & postlude) and share it with your Ceremony musician/band or DJ.
- ☐ Finalize the reception song list (cake cutting, first dance, father/daughter dance, bouquet toss, last dance, etc.) and share it with your reception DJ or band.
- ☐ Purchase flower girl basket(s). Purchase gifts and cards for your Maid of Honor and bridesmaids. Purchase gifts and cards for your Best Man and groomsmen. Purchase flower girl & ring bearer gifts. Purchase gifts for parents to thank them for their support, if desired. Send out Brunch Invitations. Reconfirm all honeymoon plans and reservations.

### ***3-4 Weeks:***

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- ☐ Confirm all final payment amounts with your vendors.
- ☐ Share important wedding and rehearsal information with your bridesmaids, including timeline, directions, duties, etc.
- ☐ Assign any wedding duties / responsibilities to bridesmaids as needed.
- ☐ If you plan on changing your name, prepare name change documents to update all records.
- ☐ If you will be moving, send change of address information to post office. Have your second dress fitting.
- ☐ Ask bridal salon or dress designer how to handle common spills and stains such as wine, food, lipstick/makeup, etc.
- ☐ Break in wedding shoes by wearing them around the house.
- ☐ Share important wedding and rehearsal information with your groomsmen, including timeline, directions, duties, etc.
- ☐ Assign any wedding duties / responsibilities to groomsmen as needed.
- ☐ For the Bride, get your hair cut, if desired. Have a trial session with your hairstylist and makeup artist.
- ☐ Determine who will bring wedding bands to the ceremony, keeping in mind that your photographer may want to take photos of them before the ceremony.
- ☐ Follow up with guests who have not responded past the RSVP deadline. Begin seating plan for the reception.
- ☐ Designate a trusted person to be responsible for gift cards & gifts at the end of the wedding night.
- ☐ Finalize, order or print reception stationery (ceremony program, menus, table cards, escort cards, place cards, etc.).
- ☐ If you are planning on having a receiving line, determine who will be involved and the order in which they'll stand.
- ☐ Provide timeline, final layout, final guest count & vendor list to the ceremony venue, as needed.
- ☐ Provide timeline, final layout, final guest count & vendor list to the reception venue, as needed.
- ☐ Prepare marriage license application & any required paperwork. Finalize your ceremony programs. Finish writing your vows.
- ☐ Reconfirm and share all final details with your officiant, including your final ceremony outline, processional and recessional details, final reading selections and any personalized additions.
- ☐ Designate ushers for the ceremony. Confirm witnesses for the marriage license, if required. Purchase a suitable pen for marriage license or certificate signing, if you desire. Obtain a marriage license.

- ☐ Notify caterer of your final guest/meal count (which can be found by clicking on the Event Info & Options button in your Guest manager) and reconfirm final menu, set up, seating details and timeline.
- ☐ Adjust your cake order for your head count and reconfirm delivery time and location with your baker.
- ☐ Assign a designated person to collect your cake topper and take home any leftover cake at the end of the wedding.
- ☐ If you're providing your own beverages for the wedding, confirm beverage quantities and shopping list based on final guest count.
- ☐ Purchase or order beverages and any necessary bar supplies your caterer is not providing (coolers, ice, cocktail napkins, garnishes, bar tools, etc.).
- ☐ If you are providing your own beverages, designate someone to drop off all beverages to the catering company or reception site.
- ☐ If you are providing your own beverages, assign designated person to take home any leftovers.
- ☐ Be sure to add plastic tubs or coolers to your packing list to transport any leftover beverages.
- ☐ Confirm final guest count for guest transportation and reconfirm schedule and pick up location details with all transportation providers.
- ☐ Update your layout based on your final guest count.
- ☐ Update and finalize equipment order based on final guest count and reconfirm set up and breakdown schedule.
- ☐ Adjust & finalize the floral order pending final guest count and confirm delivery, set up times and locations. Add floral delivery and set up details to your wedding day Timeline.
- ☐ If you plan to preserve your bouquet and other notables, make the necessary arrangements.
- ☐ Decide what to do with centerpieces at the end of the reception. If you're renting vases or other items from your floral designer, make a plan for the collection and return of any rental items.
- ☐ Purchase favors and packaging.
- ☐ Finalize the dinner and drink menu.
- ☐ Send out rehearsal dinner invitations.
- ☐ Share or email important rehearsal information (date, time, location, directions, etc.) with your immediate family and bridal party.
- ☐ Track guest responses for the brunch and follow up with anyone who hasn't responded. Reconfirm all travel and hotel room reservations. Designate someone to look after your home and pets, as needed, while you are away.

## ***2 Weeks:***

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- ☐ Have your final dress fitting.
- ☐ Schedule dress cleaning and preservation for after the wedding, if desired.
- ☐ Confirm bridesmaids have dresses, shoes, and accessories.
- ☐ For the Groom, get a haircut, if needed.
- ☐ Schedule additional beauty appointments (manicure/pedicure, massage etc.) as needed and add them to your calendar and/or wedding day Timeline.
- ☐ Reconfirm wedding day beauty appointments and make any final adjustments as needed. Finalize seating plan for the reception.
- ☐ Arrange for someone to drop off / set up the guest book and pens at the reception, or box and give them to your wedding planner.
- ☐ Address and stamp wedding announcements.
- ☐ Prepare your wedding toasts and thank you speeches for the wedding and rehearsal dinner.
- ☐ Share timeline & program with family and bridal party.
- ☐ Share vendor specific timelines and details with all vendors.
- ☐ Review timeline & program with emcee & anyone who may be giving a toast or speech.
- ☐ Confirm final guest count for the rehearsal dinner and reconfirm final details with restaurant.
- ☐ Compose toasts for the rehearsal dinner. Pick up travelers checks for the honeymoon. Request a hold on mail and newspaper delivery while you are away.
- ☐ Provide your honeymoon travel itinerary to a family member and friend in case of an emergency.

## ***1 Week:***

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- ☐ Prepare unpaid vendor balance payments due on the wedding day and any cash gratuities in marked envelopes for the wedding day, and give to your wedding planner or designated family member or the best man to distribute on the wedding day.
- ☐ Reconfirm and review wedding related duties with wedding day volunteers and helpers.
- ☐ Print your Printable Final Guest List, Vendor Contact List, Bridal Party & Family Contacts and Wedding Timeline.
- ☐ For outdoor weddings, begin to watch the weather forecast.
- ☐ Prep and pack all wedding items and supplies for the wedding day.
- ☐ Pack a wedding day emergency kit for the unexpected.

- ☐ Pack an overnight bag for the wedding night and determine how it will get to the hotel.
- ☐ Pick up your wedding dress & learn how to bustle the train.
- ☐ Pick up your veil or headpiece, if you haven't already.
- ☐ Show bridesmaid or family/friend how to bustle the train.
- ☐ Have your dress pressed or steamed as needed.
- ☐ Gather all of your personal items for the wedding day (wedding dress, veil, shoes, jewelry, lingerie, etc.).
- ☐ Pick up your suit or tuxedo and try it on to assure the perfect fit.
- ☐ Confirm groomsmen have picked up their formal wear and have everything they need (socks, shoes, etc.).
- ☐ Clean your engagement ring, just before the wedding.
- ☐ Deliver or arrange delivery of welcome baskets or welcome gifts for out of town guests.
- ☐ Give wedding announcements to an attendant to mail after the wedding day.
- ☐ Pick up reception stationery and be sure that all escort cards are in alphabetical order and that place cards, table cards and personalized menus are arranged in order by table.
- ☐ If you wrote your own vows, provide a copy to the officiant. Review seating details with ushers and provide a list of guests as needed.
- ☐ Reconfirm your photographer and provide them your timeline, location, shot list & additional detail information.
- ☐ Provide change of address information to your photographer for photo or album shipment, if needed.
- ☐ Reconfirm your cinematographer and provide them your timeline, location and other detail information as needed.
- ☐ Provide change of address information to your cinematographer, if needed.
- ☐ Reconfirm all details, including date, location, timeline, etc. with your ceremony, cocktail hour and reception entertainment.
- ☐ Reconfirm all details, including date, location, timeline, total number of children, etc. with your child care provider.
- ☐ Wrap all gifts for the bridal party and parents and include a heartfelt note. Assemble favors.
- ☐ Arrange for someone to drop off the favors at the reception, or box and give them to your wedding planner.
- ☐ Confirm final guest count for the brunch and reconfirm final details with restaurant.
- ☐ Pack for the wedding night and honeymoon.
- ☐ Confirm transportation to the airport.

- ☐ If you are departing immediately after the wedding, arrange for someone to pick up your wedding dress and other personal items from the hotel after your departure.

### ***Day Before:***

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- ☐ Have beverage items delivered to the caterer or reception site.
- ☐ Rehearse the ceremony and review any important wedding day information with family & bridal party.
- ☐ Enjoy your rehearsal dinner. Give bridal party and parents their gifts to thank them for their love and support.

### ***Day of the Event:***

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- ☐ Relax and enjoy the wedding day with some pampering (manicure/pedicure, massage, etc.).

### ***After the Event:***

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- ☐ Have your wedding dress and veil professionally cleaned and preserved. Freeze the top tier of your wedding cake to enjoy on your first anniversary. Have your wedding dress professionally cleaned. Continue to work on and send thank you notes for any wedding gifts received. Write & send thank you notes to vendors.
- ☐ If you are moving, submit change of address forms as needed.
- ☐ If you plan on changing your name, prepare name change documents and update your records once you've received your marriage certificate.