

# Wedding Checklist

Palm Beach **BRIDES**

## NINE TO TWELVE MONTHS BEFORE YOUR WEDDING

- Choose your wedding date.  
*If you are to be married in a church or temple, clear the date & time with your officiant.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Announce Your Engagement  
*Consider local & out of town newspapers when appropriate.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Newspaper: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Set Your Budget  
*Keep in mind the style of your wedding, type of reception, wedding related parties, & who pays for what.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Consider Hiring a Bridal Consultant  
*Don't have the budget for it? Don't worry; ask relatives and close friends to help you, especially in areas where you feel you need some guidance.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Compose Your Guest List  
*As soon as possible, let our of town guests know your wedding date so they can make travel plans.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Reserve Your Reception Site

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Choose your Maid of Honor, Bridesmaids & Wedding Attendants

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Begin Planning Your Bridal Registry

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Select Your Wedding Gown, Shoes & Accessories

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Select Bridesmaid Dresses

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Decide theme & colors you want to use for table settings, flowers, food & entertainment.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Start interviewing caterers, florists, musicians, DJ's, entertainers, photographers, videographers & cake bakers.  
*Always get written estimates & keep for reference.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Contact Your Travel Agent

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Travel Agent: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Begin Planning an Engagement Party

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## SIX MONTHS BEFORE YOUR WEDDING

Choose Your Caterer

*Begin planning your menu.*

*Always get a written agreement/contract.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Book Your Photographer

*Always get a written agreement/contract.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Book Your Videographer

*Always get a written agreement/contract.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Select Your Baker & Order Cake

*Always get a written agreement/contract.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Select Your Florist & Begin Picking Your Floral Arrangements  
*Always get a written agreement/contract.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Decide Your Color Scheme

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Shop for Wedding Rings & Choose Engravings

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Choose Your Honeymoon Destination  
*Check with travel agent regarding passport & visa requirements.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Select Your Wedding Invitations  
*Don't forget to purchase personal stationery Thank-you notes.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Complete Your Bridal Registry Process

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- How do you want your hair to look on your Wedding Day?  
*Schedule color changes, hair cuts, manicures, pedicures, & massages as necessary.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Secure Your Musicians for the Ceremony  
*Always get a written agreement/contract.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Secure Your DJ, Musicians & Entertainment for Your Reception  
*Always get a written agreement/contract.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Secure Your Master of Ceremonies for Your Reception

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## FOUR MONTHS BEFORE YOUR WEDDING

- Assist both Mothers to coordinate & shop for their wedding day attire.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Select music for the ceremony & reception.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Select readings for your wedding & write wedding vows.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Plan Rehearsal Dinner & Reserve Location  
*Traditionally this takes place the day before the wedding. Include members of your wedding party, families & out of town guests.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Investigate hotel rates for members of the wedding party who live out of town. Reserve a block of rooms for out of town guests & let them know where the rooms are available. *Remember to ask for group discounts or special packages.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Secure your limousine, antique car, horse & carriage wedding day transportation. *Don't forget transportation for parents.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Schedule appointments for gown fittings.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Check the requirements for a marriage license.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Begin searching for your new home together. Keep in mind moving costs and furniture buying.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Make sure all contracts & arrangements are complete with all of the professionals/vendors you hired for your Wedding Day.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

## THREE MONTHS BEFORE YOUR WEDDING

- Prepare directions for your guests to the ceremony, reception & hotels. Include maps that are easy to read.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Assemble information packets of fun things to do and see in the area for out of town guests.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Invitations should be mailed six to eight weeks before your big day. Begin addressing invitations & announcements. Select your special stamp at the post office or custom make them online.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Furnish your caterer or Banquet Manager with an approximate number of guests to expect.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Check that all reservations are in place for honeymoon travel.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Make sure Bridesmaids have ordered their gowns & arranged fittings.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Select gifts for your bridesmaids. Help your fiancé select gifts for his attendants.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Groom: Purchase wedding present for your Bride. *Jewelry is traditionally chosen.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Shop for clothes needed for honeymoon & special items for your trousseau.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Secure appointments to have your hair done for your rehearsal dinner & the day of your wedding.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Plan a "spa day" with bridesmaids for manicures, pedicures, massages & makeup consultation.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Plan a luncheon on your "spa day" & for a memorable experience.

*Don't forget to have someone take a camera.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Grooms: You, your Best man, the Fathers, Ushers & Attendants need to have tuxedos measured, fitted & coordinated.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## TWO MONTHS BEFORE YOUR WEDDING

- Mail your wedding invitations & track your RSVP's.  
*Finalize your seating arrangements.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- It's time to get your marriage license.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Finalize plans for the rehearsal dinner.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

## ONE MONTH BEFORE YOUR WEDDING

- Finalize music selections for the wedding ceremony.  
*Indicate when each selection is to be played.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Plan meals & activities for out of town guests to enjoy the day after your wedding.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Purchase accessories for your wedding day attire.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Plan a special thank you event for your bridesmaids.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Confirm appointments with your hairdresser, makeup consultant & manicurist.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Double check your honeymoon reservations. *Check again that your passports are current & you have the necessary visas.*

## THREE WEEKS BEFORE YOUR WEDDING

- Get your marriage license & put it in a safe place.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Go for a final fitting of your gown & confirm that your bridesmaids and attendants have had their final fittings as well.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Finalize your menu selections & all other details with your caterer.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Record your wedding gifts as they arrive. *Use a guest list to stay organized.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Write thank-you notes on a daily basis. *Record them in your guest list.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- It's time to finalize your seating plan & print guest placement cards.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Double check the floral arrangements & delivery times with your florist.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Check your wedding day transportation plans. *Confirm addresses, times & number of passengers with provider.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Complete change of address forms at the post office. Inquire about change of name/address applications to update official documents after the wedding; credit cards, driver's license, Social Security, etc.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Confirm with the photographer any formal or candid shots to be taken & any special locations preferred. Review the video plans with your videographer.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

## TWO WEEKS BEFORE YOUR WEDDING

- Pick up your wedding rings. *Check to make sure engravings appears exactly as you requested.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Begin packing for your honeymoon.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

## ONE WEEK BEFORE YOUR WEDDING

- Bride & Groom: review all final plans with your wedding consultant or adviser(s). Finalize any last minute details with your wedding professionals/vendors.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

- Make arrangements to have a friend or family member deliver to your home or a safe place, wedding gifts that are brought to the reception.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Confirm plans for the rehearsal dinner. *Don't forget to wrap & bring gifts for your attendants.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Buy travelers checks & speak with your bank regarding conversion of dollars if traveling out of the country for your honeymoon.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Prepare checks to be written & ready to pay vendors per your contract/agreement.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Finalize with your caterer the total number of guests per the RSVP's received and the seating arrangements.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

- Check that all guests visiting from out of town are set with hotel accommodations & transportation. *See that everyone has maps & any phone numbers they might need.*

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

## TWO DAYS BEFORE YOUR WEDDING

- It has been traditional, that this is the day bachelor & bachelorette parties take place. Today, a combined party is hosted, creating one big party for all!

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

## THE DAY BEFORE YOUR WEDDING

- Relax & enjoy a massage, manicure & pedicure with your bridal party.

Budget: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

*Make sure to go to bed early & get a good night's sleep!*

## YOUR WEDDING DAY

- Don't forget your marriage license!
- Remember to bring the Wedding Rings!
- Don't forget the airline tickets!
- Bring the travelers checks & money for your honeymoon.
- Don't forget your passports and visas.
- Remember your birth certificates, drivers license, credit cards, medications & anything else you may need.
- Allow plenty of time for dressing, makeup & hair styling.
- Allow ample time before the ceremony if you planned on having the photographer take pictures so that you are not rushed.

*Remember, this is your day, the result of all your dreams & plans. So relax & enjoy yourselves. Don't worry about the little things. Cherish every moment & bask in the love and joy around you.*

*This is the beginning of your new journey as Husband & Wife. Congratulations from all of us at Palm Beach Brides!*