

Wedding Planning Checklist and Timeline



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Dear Beautiful Bride-to-be:

Congratulations on your engagement and upcoming marriage! It's a very exciting time for you!

You're welcome to use this Wedding Checklist as a general guide as you prepare your personal Wedding Planning Timeline. It's entirely flexible and can be added to as you think of things to do - depending on the size, formality, and location of your wedding.

From Eighteen Months to Twelve Months or Nine Months Before Your Dream Wedding

- Select your wedding date and time (and have alternative dates in mind, too)
- Have your engagement photo taken
- Prepare and publish your wedding engagement announcement in the local newspaper
- Select a date for your wedding engagement party or dinner
- Create a wedding budget depending on size and formality
- View, select, and reserve wedding reception venue and venue (or church) for wedding ceremony - **book well in advance to avoid disappointment**

- Select wedding theme and colors - advise wedding planners and mother of bride and mother of groom
- Create a wedding party list (choose MOH, Bridesmaids. Groom to choose best man, groomsmen, and ushers.)
- Create a preliminary wedding guest list of family and friends

- Create a preliminary wedding provider | vendor list. Include contact details including addresses, phone numbers, and emergency numbers
- Choose - and book - wedding vendors: Caterer, baker, florist, photographer or videographer, musicians or DJ, wedding consultant (if desired), wedding officiant, minister, rabbi, or pastor
- Decide whether you'll have menu choices and offer an alternative menu for those with dietary restrictions or allergies. Consult with caterer.
- Create a folder with all vendor contracts and contact details - including emergency contact details
- Select wedding music in consultation with musicians or DJ (wedding reception) and wedding officiant or church organist (wedding ceremony)
- Choose and order (or place deposit for) floral arrangements (wedding ceremony and reception)
- Begin looking at bridal gowns and wedding accessories
- Reserve rental equipment (chairs, tables, tents, etc.)
- Plan your honeymoon and check for visa, passport, inoculation requirements for your destination

- > Consult with travel agents, collect brochures, enquire about safety of travel locations
- > Consider resorts, cruises, adventure packages, honeymoon packages, weekend getaway and hotel packages
- > Give yourself plenty of time for passport and visa application processing

- If you consider it necessary, choose a sensible weight loss program to look stunning and unforgettable at your wedding and sexy and ravishing on your honeymoon! (Consult with your doctor before starting any exercise or weight loss program.)
- Create your online wedding site.
- Start a Wedding Keepsake Album to preserve your memories of your dream wedding. It will be a wonderful memory down the road and an amazing gift to pass on to your children in later years.

Nine to Six Months Before Your Dream Wedding

- Choose and order your bridal gown, headpiece or veil, accessories (lingerie, hosiery, garter, shoes, jewelry) (first fitting). Buy high quality lingerie so seams don't show. You want a perfect (and smooth) look in your gown.
- Choose bridesmaids dresses and accessories - decide when to confirm order
- Assist your mother in choosing a dress for the wedding
- Choose attire for flower girl and ring bearer
- Choose wedding rings and arrange for engraving if required
- > Put them in a safe place and, if necessary, insure them from loss and/or theft after consulting with insurance agent

- Arrange for the groom, best man, groomsmen, and fathers to be fitted and choose accessories
- Prepare your wedding guest list after talking with both families

> Divide your wedding guest list into those who will be attending the ceremony only and those who will be attending both the ceremony and the reception (helps for head count for catering at reception)

- Send out Save-the-Date reminder cards
- Register at bridal gift registry

Six to Four Months Before Your Dream Wedding

- Finalize wedding guest list
- Order **wedding invitations** including envelopes (and any pre-event invitations such as brunches, dinners)
 - > Choose appropriate wording, font, color, etc. for invitations
 - > Note menu choices | dietary restrictions on invitations
 - > Order stationery, thank you notes, etc.
 - > Finalize order after approving “proofs” of invitations
- Arrange and reserve wedding rehearsal venue
- Make arrangements for limousine service (for bride, bridal party, family) - arrange transportation to wedding ceremony and to wedding reception after ceremony
- Book wedding night accommodation
- Finalize your honeymoon travel and accommodation plans. Buy luggage if required.
- Determine marriage license requirements

Four to Two Months Before Your Dream Wedding

- Arrange alterations to your wedding gown (second fitting). Keep wedding diet program in mind.
- Confirm wedding details with all service providers/vendors
- Consult with marriage officiant regarding customs or pre-marital courses required for your particular religion
- Consult with caterer and baker and select/order menu, beverages, and wedding cake
- Address your wedding invitations
- Arrange accommodation for out-of-town bridal party members, if required
- Determine and complete the blood test requirements for your state or province
- Arrange for any required inoculations/vaccinations for honeymoon destination
- Obtain or renew passport and required visas for honeymoon destination
- Apply for and obtain marriage license
- Finalize wedding reception music play list in consultation with DJ or musicians
- Make final selections for food and beverages and confirm with caterer
- Provide church organist with final selection of wedding ceremony music
- Finalize floral order with florist

Eight to Six Weeks Before Your Dream Wedding

- Mail wedding invitations
- Buy wedding favors and wedding ceremony items
 - > Guest book, pen, pen holder
 - > Toasting flutes and goblets
 - > Ring bearer’s pillow
 - > Unity candles and stands, coins, wedding rosaries, sand
 - > Purchase Disposable Wedding Cameras for wedding guests to capture memorable moments
- Confirm reservations for all events and equipment

- Arrange to pick up your wedding gown (final fitting)
- Buy or choose honeymoon attire (lingerie, casual clothing, swimsuit, comfortable shoes, flip flops)
- Discuss bridal hairstyles with hairstylist and arrange hair salon appointments
- Discuss bridesmaids hairstyles with bridesmaids and hairstylist and arrange hair salon appointments
- Arrange wedding rehearsal

- > Establish budget
- > Prepare guest list
- > Order rehearsal invitations
- > Reserve rehearsal location/venue
- > Reserve caterer (or confirm with wedding reception caterer)
- > Mail rehearsal invitations
- > Hire photographer (or videographer) if desired

Write your personalized wedding vows to make your union meaningful as you gaze into your handsome groom's eyes in front of the wedding guests

IMPORTANT: Review wedding reception agenda with Best Man and Wedding MC ([Check out *The Bride's Guide To A FUN Reception* - THE Comprehensive Guide for Brides and their Wedding MCs to help create a FUN and memorable wedding reception.](#))

- Meet with wedding officiant to review wedding ceremony details and finalize wedding ceremony music
- Finalize and create the program for the wedding ceremony
- Arrange bridal session with photographer to test hair and makeup
- Review and update your gift registry, if required
- Arrange for hair to be cut, trimmed, or colored. Groom to also arrange haircut.

Six to Three Weeks Before Your Dream Wedding

- Record wedding invitation responses. Call those guest who have not responded.
- Write thank you notes for wedding and wedding shower gifts
- Send out rehearsal dinner invitations
- Prepare your [wedding speech and wedding toasts](#)
- Purchase and wrap wedding gifts for bridesmaids, maid of honor, flower girl, ring bearer

- > Purchase gifts for mother and father of the bride and mother and father of the groom
- > Purchase gifts (welcome gift baskets or toiletries baskets depending upon budget) for out-of-town guests

- Purchase wedding gifts for attendants
- Arrange day care for wedding day
- Arrange appointment for pedicure, manicure, facial, and personal grooming
- Double check your wedding attire fitting and try out (and gently "break in") your wedding shoes
- Arrange accommodation for out-of-town guests, if necessary
- Confirm arrival times for vendors/service providers on wedding day
- Determine any special requirements by vendors/service providers on day of wedding
- Prepare directions to wedding venues - church, reception, accommodation, rehearsal dinner, brunches, etc.
- If you're moving or relocating, give notices and make arrangement to discontinue services
- Get forms for changing driver's license and other documents to married name
- Prepare wedding announcement for local newspaper unless you wish to make announcement after wedding

Two Weeks Before Your Dream Wedding

- Prepare seating chart for wedding reception
- Prepare seating cards
- Give wedding favors and decorations to those in charge of setting up reception room
- Review wedding day checklist/agenda with MOH, Best Man, and Wedding MC
- Make any necessary arrangements for pet care, house plants, mail, etc. while on honeymoon
- Update gift registry

Last minute items:

- > Buy special "thank you" gift for your parents
- > Film for cameras
- > Batteries for cameras
- > Umbrellas for rain
- > Soaps and toiletries for wedding guests (in restrooms)
- > Write love note or buy special gift and card for your handsome groom for wedding day
- > Ensure wedding rings fit
- > Money for tips

Vendor or service provider checklist and confirmation of appointment or order and delivery times:

- Caterer (wedding guest head count, menu, alcohol)
- Baker (wedding cake)
- Photographer (wedding rehearsal and wedding ceremony and reception)
- Videographer (wedding rehearsal and wedding ceremony and reception)
- Florist (floral arrangements for ceremony, reception, and (if desired) rehearsal)
- Limousine service (fax or email pick up and drop off addresses - confirm they received information)
- Musicians, live band, DJ, or other entertainment
- Wedding officiant and church organist (wedding vows, church music, special requirements)
- Rental services
- Wedding reception - decorations and seating
- Church or ceremony venue
- Travel agent (honeymoon and travel details)
- Accommodation - out-of-town guests
- Accommodation - after wedding ceremony and honeymoon
- Wedding attire (bride, bridesmaids, groom, groomsmen, ushers, flower girl, ring bearer)
- Wedding cake (delivery)
- Bartender or bar service
- Hair salon or stylist
- Manicure and/or pedicure | personal grooming
- Makeup (if being done by a professional)

One Week Before Your Dream Wedding

- Give final guest count to caterer for rehearsal dinner and wedding reception
- Finalize arrangements with florist, photographer, musicians, rental centers (if necessary)
- Pick up your wedding gown and accessories
- Groom and groomsmen to pick up attire
- Pick up bridesmaids' gowns, shoes, and accessories

- Pack (attire, medications, birth control) for your honeymoon and leave itinerary with parents or family member
- Reconfirm travel and accommodation arrangements for honeymoon
- Prepare items you'll require on your wedding day (including bride's emergency kit - see below for details)
- Arrange for someone to coordinate transportation and last-minute details on wedding day
- Arrange for delivery of gift baskets for out-of-town guests

Rehearsal Day

- Make a [toast or speech](#) at the wedding rehearsal dinner
- Present your wedding attendants with gifts

Your Dream Wedding Day (Congratulations!)

- Get your hair styled with the bridal hairstyle you chose
- Have your makeup applied by professional, if desired (allow plenty of time)
- Take your wedding dress, accessories, makeup, and emergency kit to the ceremony site
- Check that Best Man has the wedding rings, officiant and organist fees, marriage license
- Give special "thank you" gifts to parents
- Have MOH or bridesmaid deliver love note or special gift and card to your handsome groom
- Ensure everyone is available for wedding pictures
- Have list of wedding vendors and contact | emergency numbers on hand in case of an emergency

After Your Dream Wedding

- Have your gown cleaned and stored properly
- Groom, groomsmen, ushers, fathers to return rented attire
- Ensure all "thank you" notes have been sent
- Place wedding announcement in local newspaper (unless you want to announce wedding before wedding day)
- Prepare or update wills
- Buy or update insurance policies
- Close gift registry when appropriate
- Post wedding pictures on wedding site
- Arrange for delivery of your wedding gifts to your new home

I wish you every joy and happiness on your perfect wedding day...and in the years to come!

Mark

Mark Livingston
WeddingMC.org

On Your Perfect Wedding Day Don't Risk A Wedding Reception Disaster By Relying On An Unprepared Wedding MC

**Your Wedding MC May Have NO IDEA
What To Do or What To Say
At Your Wedding Reception!**



Dear Beautiful Bride-to-be...

You've spent untold hours planning your perfect wedding.

And you've spent thousands of dollars on your wedding – including buying your gorgeous wedding dress, choosing wedding decorations, and planning an elegant wedding reception.

Before you can say your wedding planning is complete and everything is ready for the wedding day, there's one more important area you should consider for your wedding reception.

And that's selecting your Wedding MC.

You've Worked Very Hard Planning Your Wedding... Don't Let That Hard Work Vanish In An Instant Because Of An Unprepared Wedding MC

You might not realize it, but your Wedding MC can either make your wedding reception a wonderful memory or ruin your perfect wedding day.

Imagine how you would feel if one of these disasters happened at your wedding reception after all the planning you've done...

>> Your Wedding MC introduces the Bridal Party in the wrong order and mispronounces your guests' names.

>> A Group Activity turns into a shoving match between two intoxicated wedding guests.

>> The First Dance song – which you and your handsome groom have rehearsed for weeks – doesn't get played.

>> The caterers are behind in setting up. Plus, the main meal is late being served, barely warm when it finally arrives, and quickly dampens the celebratory atmosphere at the reception.

>> The wedding speakers can't be found when called upon to give their wedding speech or toast. What's more, some speeches are long winded and boring and some of the jokes offend the wedding guests and embarrass you and your new husband.

Or imagine the Best Man standing up in front of your friends and family and embarrassing everyone and humiliating you with inappropriate jokes on one of the most important days of your life.

You Only Have One Chance To Make Your Wedding Reception A Lasting Memory...

Just as you choose a caterer...or florist...or your wedding gown...with care...

...you should also choose your Wedding MC with care.

Your wedding reception will be a live performance. There won't be any "second takes."

And the last thing you want is a disappointing performance by your Wedding MC.

Even though many Wedding MC's are honored to help with the wedding reception, the sad fact is that...

Many Wedding MC's Are So Inexperienced They're NOT Properly Prepared For Their Duties...

...and that could RUIN your perfect wedding day.

Amazingly, many novice Wedding MC's admit...

- > They don't know what to say, what to do, or where to start.
- > They don't know the order of events at the wedding reception.
- > They don't know what's expected of them.
- > They don't know the order of wedding speeches and toasts.
- > They don't know how to introduce guests...including the wedding speakers.
- > They don't know what questions to ask the bride and groom for background information.
- > They don't know how to keep the events at the wedding reception flowing smoothly.
- > They don't know how to conquer their nervousness and stage fright.
- > They don't know how to make the wedding reception a FUN celebration.

Imagine your perfect wedding day being ruined because your Wedding MC didn't know what to do or what to say!

Fortunately, a wedding reception disaster can be easily prevented.

How To Make The Wedding Reception A FUN Celebration And A Lasting Memory For You And Your Handsome Groom

When you choose a Wedding MC, you hand over a huge amount of responsibility to someone you trust to get it right the first time.

Whether it's a friend or relative who has lots of enthusiasm and the best of intentions, they need help with their Wedding MC Duties and Responsibilities.

If your Wedding MC doesn't know what to do...what to say...or how to prevent the reception from turning into an embarrassing disaster...and is looking for guidance that walks him or her through the important steps of the Wedding MC's duties, then protect your wedding day from being ruined with [How To Be A FUN Wedding MC](#)

It's a complete package of duties and responsibilities with checklists, procedures, audience participation games, and word-for-word templates that even tell the novice Wedding MC what to say!

Your Wedding MC will have at his or her fingertips...

- >> A concise Quick Start Guide to get them up to speed fast
- >> Detailed Planning Checklists and Worksheets to ensure they don't forget important – even vital – Wedding MC duties and responsibilities
- >> Sample Wedding Reception Agendas or Run Sheets – the MC's critical outline to ensure the reception runs smoothly from start to finish
- >> The MC's Opening | Welcoming Speech to warm up the wedding guests, create a celebratory atmosphere, and heighten the anticipation of your arrival
- >> Group and Audience participation games that heighten the mood and make the reception a FUN time

- >> Entertainment Ideas to keep the wedding guests laughing, entertained, and enjoying themselves
- >> Word-for-Word Scripts to help the MC introduce – and smoothly transition into – different events throughout the reception
- >> Amusing telegrams to entertain the guests with
- >> And much, much more.

PLUS, Your Wedding MC Will Get 5 Exclusive FREE Bonuses That Help “Kick” The Wedding Reception Into High Gear...

These Exclusive Bonuses are filled with ideas that can turn a “so-so” wedding reception into an amazingly FUN time and include...

>> Exclusive Bonus #1 – Wedding MC’s Secret List Of FUN Ideas

The Wedding MC’s Secret List of FUN Ideas is a select group of super-powerful party and entertainment ideas that help the Wedding MC elevate a normal wedding reception to a memorable event.

>> Exclusive Bonus #2 – Wedding MC’s Secret To Creating A FUN Wedding Reception

In this concisely written report, your Wedding MC will discover the 6 Key Areas that have the greatest impact for creating an amazing reception and a fun celebration.

>> Exclusive Bonus #3 – The Complete Step-by-Step Blueprint Of The Highly Entertaining “Just Married” Game

The “Just Married” game is a popular and highly entertaining game enjoyed by the wedding guests and your Wedding MC will have a step-by-step blueprint on how to organize it to make it even more fun.

>> Exclusive Bonus #4 – A Sample Skit You Can Modify And Use As Part Of The Wedding Reception Entertainment

This short skit is sure to get your Wedding MC’s “creative juices” flowing and boost the “fun factor” at the wedding reception.

Your Wedding MC can use it, modify it, or create a funny and entertaining skit from the ideas he or she will get in this delightful fairytale that’s **sure to get some laughs.**

>> Exclusive Bonus #5 – Sample Wedding Reception Agendas or Run Sheets

Perhaps the Wedding MC will need more ideas for creating a Wedding Agenda.

Well, your Wedding MC will find 5 ADDITIONAL sample Wedding Reception Agendas or Run Sheets.

Your Wedding MC can use any of these run sheets to help model your Wedding Reception Agenda after – whether it’s a short afternoon reception or a long evening reception.

[How To Be A FUN Wedding MC](#) helps the MC avoid the traps that many novice wedding emcees fall into.

The Wedding MC will have an entire step-by-step blueprint of wedding party details, reception procedures, order of speeches and toasts, introductions, as well as powerful ideas on how to make the wedding reception a FUN and memorable time for you and your new husband.

And, of course, *How To Be A FUN Wedding MC* comes with a 100% satisfaction, money-back guarantee so there’s no risk to you.

There’s No Need To Risk Your Hard Work And Investment With A Ruined Wedding Reception

With **[How To Be A FUN Wedding MC](#)** you’ll have the peace of mind and confidence that the Wedding MC’s duties will be carried out professionally.

Remember, all it takes is one slip up...or one wedding speaker to make an inappropriate or humiliating remark or joke to spoil your perfect day.

And the thing you’ll remember most is how your special day was ruined.

It doesn’t have to be like that.

Your wedding reception should be as perfect as your wedding ceremony.

Do yourself a favor and click on the following link right now to find out how **[How To Be A FUN Wedding MC](#)** can **help make your wedding reception a Memorable and FUN celebration.**

I wish you every joy and happiness on your wedding day!

Mark

Mark Livingston
WeddingMC.org

P.S. To help you plan a fun reception there's a Bride's version, too - [The Bride's Guide To A FUN Reception](#).

In *The Bride's Guide To A FUN Reception*, there's a separate guide just for your Wedding MC.

Best part: You'll spend less time planning because your Wedding MC will know what to do.



Bride's Emergency Kit Checklist

Planning ahead by preparing a bride's emergency kit can reduce stress and help things go smoothly on your wedding day. Here are a number of items to have in your "emergency kit" on your wedding day.

Beauty

- Hair brush, hair spray, comb, and curling iron
- Bobby pins and other hair accessories
- Clear nail polish | Nail polish remover
- Nail file, nail clippers, tweezers
- False nails, colored nail polish, nail glue, and toothpicks

Makeup

- Dusting powder
- Makeup - all items - and makeup remover
- Small towels and face towels (2 or 3 of each)
- Tissues | Mirror

Attire

- Panty hose (extras in right size and color)
- Buttons
- Safety pins - of all sizes...from large to small
- Iron and towel or pressing cloth | steamer (if recommended by bridal salon)
- Stain | Spot remover (recommended by bridal salon) | Static cling spray
- Slippers and shoe horn | Superglue for broken heels
- Earring backs

Sewing Kit

- Needles, pins, thimble, and scissors
- Thread - colored, white, and "invisible" - for all of the gowns and dresses
- Tape (double-sided) for emergency "hemming" | Fast drying glue

Medical | Personal

- Prescription medications | Allergy medication
- Headache remedies
- Antacids or other stomach relief
- Smelling salts
- Tampons | Feminine hygiene products
- Antiseptic, cotton balls, and clear hypoallergenic bandages
- Suntan lotion | Hand lotion
- Breath mints and candy
- Toothpaste, toothbrush, dental floss, mouthwash
- Soap and/or hand sanitizer | Deodorant
- Perfume
- Glasses or contact lens solution | Eye drops

Sundry Items

- Bottled drinking water | Favorite energy snack
- Emergency telephone | Cell phone numbers (bridal party and service providers | vendors)
- Cell phone (make sure charged up) and/or coins for pay phone

- Moist towelettes and bathroom tissue
- Your [Wedding Speech](#)

Groom's Emergency Kit Checklist

The **Groom's Emergency Kit** is a select list of things for the groom to take on his wedding day. We suggest the Groom's Emergency Kit be prepared at least one week before the wedding day.

The Essentials:

- Cell phone and charger (make sure it's turned off during the ceremony and reception!)
- Driver's license and credit card(s)
- Money (small bills and coins) for tips and miscellaneous payments
- Wedding rings (to be given to best man for safekeeping)
- Wedding license (and pen)
- Payment envelopes (for wedding vendors, officiant, church organist, and other key players)

Attire:

- Dark dress socks to match suit or tuxedo (extra one or two pairs)
- Extra shirt buttons (white) and thread that matches shirt
- Extra pair of cufflinks
- Ironed (and clean) white handkerchief
- Lint brush
- Sewing kit (needle, "invisible" and colored thread that matches suit or tuxedo, thimble, scissors)
- Shoe shining kit (polish, brush, shining cloth)
- Shoe laces (extra pair)

Toiletries and Personal Care Items:

- Headache remedy | Antacid or stomach relief remedy
- Comb or hair brush | Styling gel for hair
- Allergy medication
- Prescription drugs
- Adhesive bandages | Moleskin cloth (for blisters and cuts) [Break in your shoes before your wedding day!]
- Breath mints or mouthwash/mouth spray
- Toothpaste, toothbrush, dental floss
- Deodorant
- Insect repellent (if holding ceremony and/or reception outdoors)
- Contact lens solution and extra pair of contact lenses (if required)
- Glasses | Eye drops
- Cologne
- Shaving kit | Mustache or beard trimmer
- Moist towelettes

Miscellaneous:

- Bottled water | Favorite energy snack
- Emergency telephone | Cell phone numbers (bridal party and service providers | vendors)
- Umbrella or raincoat (for inclement weather)

- Your [Groom's Wedding Thank You Speech](#)