

Wedding Planning Checklist

9 to 12 Months

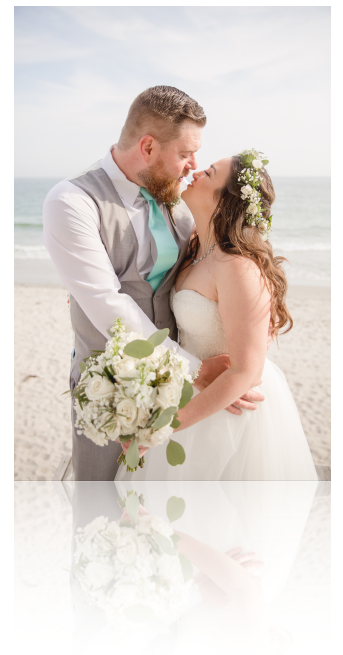
- Announce Engagement
- Select Wedding Date
- Hire wedding consultant/coordinator
- Determine type of wedding: location, theme, # of guests, formality, time of day
- Determine budget and how expenses will be shared
- Buy a binder to keep track of appointments & events
- Develop a record keeping system for payments
- Create an approximate number guest list
- Decide if you will be inviting children or not
- Select & reserve ceremony site
- Select & book Tracy Jenkins Photography for wedding photography & set a date for your engagement shoot
- Select & book reception location
- Select & order bridal gown (if needed)
- Determine color scheme
- Obtain passports, visas, birth certificates, any documents needed for travel and/or marriage licenses

6 to 9 Months

- Select & book caterer, if needed
- Select & book Officiant (Minister, Priest, Rabbi, other)
- Select wedding party
- Give wedding party a list of their responsibilities
- Select & buy attire for dress wearing wedding party members
- Select & buy attire for mothers of the couple
- Select & book ceremony musicians
- Select & book live band or DJ for reception
- Select & book videographer
- Select & book florist
- Register for your wedding gifts (this can be done sooner)

4 to 6 Months

- Schedule fittings for custom made dresses
- Arrange marriage prep-courses, if necessary
- Reserve rental items
- Finalize an A & B list of guests
- Select & order invitations & other wedding stationery
- Set date, time & location for rehearsal dinner
- Select & book honeymoon night suite



- Arrange accommodations for out-of-town guests
- Start planning your honeymoon
- Shop for your wedding gifts to each other
- Shop for your wedding gifts for your wedding party
- Shop for your wedding gifts for your parents
- Buy shoes, lingerie & accessories
- Buy shoes & accessories for the dress wearing wedding party members
- Select & order wedding bands

2 to 4 Months

- Take engagement pictures with Tracy Jenkins Photography
- Select & order wedding cake
- Order party favors
- Select & order decorations
- Purchase honeymoon attire & luggage
- Select & book wedding day transportation
- Start addressing your invitations
- Plan activities for out-of-town guests (optional)
- Go on trials & book wedding day hair & makeup
- Send out your invitations
- Select ceremony readers
- Select ushers to seat your guests
- Select guest book attendant
- Get photography permit, if needed



6 to 8 Weeks

- Record RSVPs & early wedding gifts
- Record shower gifts & send thank-yous
- Purchase ceremony & reception accessories: guest book, toasting glasses, ring pillow, etc.
- Select & reserve suit wearing wedding party members attire
- Mail invitations to rehearsal dinner
- Select something old, new, borrowed, blue

2 to 6 Weeks

- Finalize all food & beverages for wedding
- Finalize all ceremony details with Officiant
- Finalize all rehearsal arrangements
- Finalize all floral arrangements
- Final fittings
- Make a wedding day itinerary & give a copy to your wedding party & vendors
- Finalize all details with all your vendors

- Decide order of receiving line & head table setting
- Contact guests who haven't replied
- Pick up wedding rings
- Visit reception site for floor plan & create reception seating plan
- Give musicians a list of your music selections
- Inform attendants when & where to pick up attire
- Print out seating cards

1 Week

- Give caterer/reception venue final tally of guests
- Pack for your honeymoon
- Wrap reception favors
- Arrange mail collection while you are on honeymoon

Rehearsal Dinner

- Drop all wedding accessories & decor off at ceremony & reception locations
- Make sure you bring all gifts that will be handed out at dinner
- Make sure you have all final payments in envelopes for wedding day
- Pack over night bag for honeymoon suite
- Make sure wedding party has their itinerary
- Make sure the gentlemen have all the pieces of their suit or tux
- Review VIP seating with ushers at ceremony location

Wedding Day!!

- Eat breakfast
- Pack anything remaining on your "To Bring" list in cars
- Make sure Person of Honor or Best Person have the rings
- Make sure you have your marriage license, photo permit & special Occasions Permit, if needed
- Put your engagement ring on your right hand
- Remember to take a moment to enjoy the details of the day you planned so long & hard for



Tracy Jenkins
PHOTOGRAPHY

www.tracyjenkinsphotography.com

401.284.7697 | contact@tracyjenkinsphotography.com