

WEDDING PLANNING CHECKLIST

Use this checklist to keep track of information as you plan for your big day. Make sure to keep a list of all important information throughout your planning process.

12-18 MONTHS BEFORE	
	Announce your engagement to family & friends.
	Discuss "who is paying for what"
	Consider purchasing Wedding Insurance before paying non-refundable deposits
	Set a budget for the Wedding
	Choose a location/s to reserve for your ceremony & reception
	Choose a Wedding Date - Select a few dates in case your first choice is booked
	Begin compiling a guest list
	Start shopping for a Wedding Gown
	Research vendors for ideas, services & pricing
6-12 MONTHS BEFORE	
	Research & choose one or more bridal gift registries
	Order Wedding Gown & other accessories - shoes, gloves & veil
	Start shopping for bridesmaid dresses
	Find an officiate who will perform your ceremony
	Schedule appointments to book vendors - DJ, Photographer, Florist, & Videographer
	Begin planning your Honeymoon
	Research & order Wedding Invitations & Thank You Cards
	Mail out your Save The Dates
	Choose color theme for your Wedding Reception
4-6 MONTHS BEFORE	
	Order Wedding Rings
	Select & purchase Wedding Favors
	Purchase any desired decorations for your Ceremony & Reception - Unity Candle, Vases, etc.
	Start researching Wedding Cakes & local bakeries
	Book your Honeymoon & verify that you have the necessary travel documents - Passports
	Book hotel rooms or other accommodations for your out-of-town guests
	Finalize your guest list & send out save-the-date cards if you are using them
	Reserve transportation for the Wedding Party to & from the Wedding/Reception
	Compile a list of area activities for your out-of-town guests



*"When I saw you I fell in love,
And you smiled because you knew."*

~William Shakespeare

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2-4 MONTHS BEFORE	
	Apply for your Marriage License
	Order tuxedos for the groom & groomsmen
	Mail out Wedding Invitations
	Meet with your caterer to discuss the menu & bar/liquor needs
	Review & confirm Ceremony details with the officiate
	Order your Wedding Cake
	Buy gifts for the Wedding Party & Spouse-to-be
	Select & purchase Wedding Rings
	Choose a location to have your Rehearsal Dinner
1-2 MONTHS BEFORE	
	Call Vendors & confirm dates, times & locations
	Compile & complete name change documents or purchase a bridal name change kit online
	Pick up your marriage license
	Have Ceremony programs printed
	Purchase a Guest Book, Toasting Glasses, Cake & Knife Set & Ring Pillow
	Choose a Hair & Make-up stylist & schedule a trial for both
2 WEEKS TO 1 MONTH BEFORE	
	Create a seating chart for the reception along with place cards
	Make a timeline of events for your Wedding Party & Vendors
	Place a Wedding Announcement in your local newspaper
	Pick up your Wedding Rings & make sure they fit
	Schedule a final Wedding Dress fitting
	Begin breaking in your Wedding Shoes
	Contact your Florist with your final flower order – bouquets, boutonnieres, centerpieces , etc.
	Confirm lodging reservations for your out-of-town guests



*“In all the world,
There is no heart for me like yours.
In all the world,
There is no love for you like mine.”
~Maya Angelou*

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1 WEEK BEFORE	
	Prepare final payments for all Wedding vendors
	Lay out your Wedding Attire to make sure you have everything
	Pack for your Honeymoon & confirm travel arrangements
	Treat yourself to a spa day - You deserve it!!!!
	Call in your final guest count to Caterer/Restaurant
THE DAY BEFORE	
	Get a Manicure & Pedicure
	Rehearse for your Wedding & give Wedding Party their gifts
	Go to Rehearsal Dinner
THE WEDDING DAY & AFTER THE HONEYMOON	
	Eat a good breakfast
	Allow yourself plenty of time to get ready
	Congratulations & Enjoy your Big Day!!
	Send Thank You Cards as soon as possible
	Enjoy your Marriage!

*“Once in awhile, right in the middle of ordinary life,
Love gives us a Fairy Tale”*

~Wishing you nothing but happiness in your new life together.



*Best regards,
The Galaxy Restaurant &
Banquet Center*