



Planning Checklist

Master To Do List:

- Complete guest list
- Order Invitations and announcements
- Decide on who you want your attendants to be and ask each of them
- Decide whether or not you want to incorporate readings / songs in the ceremony and invite participants
- Discuss details of ceremony with officiant
- Choose and order wedding attire for yourselves and your attendants
- Order wedding rings and engravings
- Interview and choose caterers, florists, photographers/videographers and musicians
- If you are using a *ketubah* or other marriage contract, arrange for it to be drawn up
- Make appointments with doctors for a complete physical
- Register for gifts
- Ask for time off work for wedding and honeymoon, as well as for a few planning days
- Begin making honeymoon and wedding night arrangements
- Address and send invitations
- Order printed programs and party favors (if applicable)
- Reserve rental items for the ceremony and reception
- Confirm flowers and bouquets
- Confirm photography / videography
- Confirm catering, service staff, menu and beverages
- Confirm music and instruments for ceremony and reception
- Decide where bridal party should dress
- Decide on transportation to and from ceremony and reception
- Decide on accommodations for out-of-town guests
- Choose style and flavor of wedding cake and place order
- Buy a guest register
- Schedule alteration fittings for wedding dress and bridal party attire
- Have shoes dyed (if needed)
- Arrange the rehearsal and rehearsal dinner (may need to reserve three months in advance)
- If changing names, begin paperwork for passport, credit and debit cards, social security, and bank checks
- Get blood tests and marriage license
- Have formal portrait taken
- Send wedding announcement to newspaper
- Send invitations for rehearsal dinner
- Arrange seating for reception if a sit-down meal is served
- Choose attire for wait staff
- Arrange for final fitting, cleaning, and pressing of attire
- Give band a reception schedule and play list
- Give photographer a schedule and list of must-have photographs
- Shop for trousseau

- Shop for gifts for attendants and your soon-to-be spouse
- Pick up rings
- Make appointment at beauty salon
- If wearing headpiece, meet with hairdresser to experiment with styles
- Confirm wedding day schedule for all participants
- Ask an attendant to confirm plans for any guests who haven't RSVP'd
- Make sure all legal documents (prenuptial agreements, marriage license, passports etc.) are in order
- File change of address at post office
- Confirm that attendants' attire is completely ready
- Pick up wedding gown and any other accessories
- Arrange rehearsal dinner seating
- Choose location for gift display and guest registry
- Send final head count to caterer
- Decide on order of receiving line
- Confirm all services, instructions, and directions
- Write out place cards
- Pack for your honeymoon and confirm honeymoon reservations
- Receive any beauty treatments
- Arrange for someone to help entertain any family members or out-of-town guests who are due to arrive
- Schedule some quiet time for you and your fiancé before the big day