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Wedding Planning Do To List

Wedding Planning Checklist (print this out for your records X each item as it is completed)

Be sure to schedule reminders for yourself with your FREE planning calendar & Email account - <u>click here</u> At least 12 months prior to your wedding date

- <u>X</u> Announce your engagement.
- _____Set the date for the wedding.
- _____Decide what type of wedding you want: location, time of day, how many guests, etc..
- ____Draw up a guest list.
- _____Develop a budget and how expenses will be shared.
- ____Create a file for contracts, forms, important papers, etc..
- _____Attend Bridal Shows (This is a good place to gather a lot of information, and help with your budget
- planning.
- _____Select a wedding coordinator (if applicable).
- Select and reserve the location you wish to have your ceremony.
- _____Select and reserve a minister.
- _____Select and reserve your reception location.
- ____Order your bridal gown.
- _____Determine what colors you will go with for your wedding. (dresses, flowers, decorations, etc.)
- _____Select and hire a photographer.
- _____Meet with your photographer to have engagement photos taken.
- _____Send engagement notice and photograph to the local newspaper.
- _____Select and hire the DJ or reception musicians.
- _____Select the wedding party.

Nine to twelve months prior to wedding date

- _____Select flower girl and ring bearer.
- _____Reserve wedding night bridal suite.
- _____Select wedding party's attire including shoes, and accessories.
- _____Select and hire a caterer.
- _____Select and hire ceremony musicians.
- _____Schedule fittings and deliver dates for yourself and wedding party.
- _____Select and book your florist.

Six to Nine months prior to wedding date

- _____Start shopping for each other's wedding gifts.
- _____Reserve rental items for ceremony and reception (arches, pillars, decorations etc.)
- _____Finalize guest list.
- _____Select and order wedding invitations, and other stationery such as thank you notes, and wedding programs.
- Address your invitations. (save time by addressing thank you card envelopes at the same time)
- _____Set a date, time and location for your rehearsal dinner.
- _____Arrange accommodations for out-of-town guests.
- _____Start planning your honeymoon.
- Select and book all miscellaneous services.
- _____Register for gifts at Bridal Registries.
- _____Purchase shoes and accessories.

Four to Six months prior to wedding date

- _____Select baker and order cake.
- ____Order flowers.
- _____Select and order decorations.
- _____Purchase honeymoon attire and luggage.
- _____Select and book limo or carriage for wedding day.
- _____Check marriage license requirements.
- _____Shop for wedding rings.
- Plan entertainment or activities for your out-of-town guests if they arrive days prior to your wedding
- date.
- _____Purchase gifts for your wedding party.
 - ____Six to Eight weeks prior to wedding date

- Mail invitations.
 Maintain a record of RSVP's and all gifts received. (see printable wedding guest list)
 Send thank you notes upon receipt of gifts.
- _____Determine how you want to wear your hair and makeup for the wedding day.
- ____Buy final wedding day accessories (eg. toasting glasses, and guest book)
- _____Arrange for name and address changes.

Two Week Count Down

- ____Go over final details.
- _____Make sure all wedding attire fits correctly.
- _____Finalize guest count with caterer and reception location.
- _____Gather everything needed for rehearsal and wedding day.
- _____Go over schedule of events and last minute arrangements.
- _____Contact all service providers and go over last minute details (photographer, DJ, videographer, florist etc.)
- _____Confirm honeymoon reservations and accommodations.
- _____Finish packing for the honeymoon.
- _____Arrange to have your mail held at the post office, and stop your newspapers.

Day Before

- _____Give your wedding party any accessories they will need.
- _____Give the officiant's fee to the Best Man.
- _____Designate someone (close friend, relative) to pay for any remaining services where balances are due, and entrust them with the checks to pay for the services.
- _____Arrange for someone to bring accessories to ceremony and reception.(cake cutting knife, toasting glasses, guest book etc.)
- _____Designate someone to return rented items after the wedding.
- _____Provide your wedding party, and immediate family with a schedule of events for the wedding day.
- ____Go to bed early.

On The Big Day

- ____Eat Breakfast
- _____Get your hair, nails and makeup done early.
- _____Have wedding attire ready two hours early.
- _____Make sure the Best Man has the marriage license and officiant's fee.
- _____Make sure the groom has honeymoon tickets, money etc..
- _____Have the wedding party arrive one hour prior to the wedding ceremony.(to allow time for pre-ceremony pictures. Immediate family should arrive close to this time as well.
- _____Make sure the Maid of honor has the groom's ring.
- _____Try to relax, and let others take care of anything that may come up. Remember this is your day, and
- no matter what happens, try to enjoy it, and accept minor imperfections.

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