



WEDDING CHECKLIST



9 - 12 MONTHS PRIOR

- ✦ Determine budget and how expenses will be shared
- ✦ Discuss the size, style, location, and scope of the wedding you want
- ✦ Choose a target wedding date and time. (The actual date will depend on venue availability.)
- ✦ Compile your guest list
- ✦ Begin shopping for the wedding gown

4 - 6 MONTHS PRIOR

- ✦ Choose and order your wedding dress
- ✦ Finalize the guest list.
- ✦ Order invitations (25 extra) and other wedding stationery (i.e., place cards and thank you notes)
- ✦ Plan wedding-day beauty preparations
- ✦ Finalize all honeymoon plans
- ✦ Choose your wedding day transportation (buggy, canoe or helicopter)

2 - 4 WEEKS PRIOR

- ✦ Finalize seating arrangements for the reception.
- ✦ Re confirm accommodation for out of town guests.
- ✦ Confirm details with Wedding Coordinator (photography, wedding cake, music etc)
- ✦ Have final fitting for bridal gown and bridesmaids' dresses.
- ✦ Arrange wedding favors (gifts) for guests ☐ Confirm with Wedding Coordinator a list of all Wedding Guests and Vendors (with contacts)
- ✦ Confirm Wedding Rehearsal with Wedding Coordinator and those who will need to attend
- ✦ Reconfirm day room for groom and party to dress up in

6 - 9 MONTHS PRIOR

- ✦ Arrange for Wedding Coordinator to hire a photographer and a videographer.
- ✦ Confirm reception menu with Wedding Coordinator
- ✦ Choose and arrange with Wedding Coordinator your bouquet and bridal party flowers
- ✦ Choose your wedding music; live band or DJ
- ✦ Liaise with Wedding Coordinator for accommodation for guests. Ask about special wedding rates.
- ✦ Send out Save-the-Date cards
- ✦ Shop for wedding rings.
- ✦ Shop for bridesmaids' dresses.
- ✦ Order wedding cake
- ✦ Ask your wedding coordinator for our honeymoon specials

2-4 MONTHS PRIOR

- ✦ Send marriage registration documents (birth certificates, single status, divorce (if divorced) copies of passports to Wedding Coordinator for marriage pre-registration
- ✦ Choose and prepare attire for the groom and groomsmen.
- ✦ Go over menu and beverage choices ☐ Order the wedding cake. ☐ Order your wedding rings.
- ✦ Confirm wedding ceremony and reception music.
- ✦ Book a hotel room for the wedding night.
- ✦ Prepare your vows if exchanging your own vows
- ✦ Send invitations to your guests

1 WEEK PRIOR

- ✦ Finalize payments for Wedding
- ✦ Final number of guests to be given to Wedding Coordinator
- ✦ Reconfirm with Wedding Coordinator times for cake to arrive, transport to pick you up from the room, time for photographer to arrive, time for photo shoot and times for ceremony and reception.
- ✦ Wedding Coordinator to be on standby to arrange any last minute details
- ✦ Get final beauty treatments (manicure, facial, massage, waxing, brow shaping, etc.)
- ✦ RELAX and let the wedding coordinator take care of the rest

4 - 8 WEEKS PRIOR

- ✦ Choose hair and makeup styles
- ✦ Confirm all travel arrangements