

Checklist

This checklist is intended as a tool to help you get started with your wedding plans. There are many excellent wedding planner books and etiquette books available in major bookstores which can provide you with even greater detail. We recommend that you start planning your wedding at the soonest possible time. Keep in mind that it is not uncommon for ceremony and receptions locations, as well as vendors, to be booked up to one year or more in advance. Quick action on your part will help ensure you get the date, location, and vendors you desire!

TASK*	PRIORITY / CONSIDERATIONS	BUDGET
<input type="checkbox"/> Reserve wedding location (church, synagogue, temple, other)	As soon as possible after the engagement	\$_____
<input type="checkbox"/> Book wedding officiate (priest, minister, rabbi, notary, etc.)	Usually at the same time the location is being lined up	\$_____
<input type="checkbox"/> Determine number of guests	Needed to determine reception location, and food budget and selection for caterer	\$_____
<input type="checkbox"/> Establish a budget	This should be done in conjunction with determining the number of guests and before proceeding so that you will be able to determine the facilities and services you can afford. Do you want 200 people, hors d'oeuvres and no honeymoon, or 100 people, a nice buffet, and a weekend trip? You should have a firm idea of what you can spend before talking to the following vendors. Most of them will have different options for different price ranges.	\$_____
<input type="checkbox"/> Determine attire for attendants	Formal, semi-formal, informal	\$_____
<input type="checkbox"/> Choose attendants		\$_____

- | | | |
|--|--|---------|
| <input type="checkbox"/> Guest list | Have each set of parents/family make out their guests lists. | \$_____ |
| <input type="checkbox"/> Reception location/caterer | Be sure to investigate at least three before booking a date. Depending on your choice and budget, this may end up being two separate entities (e.g., reception at Philippi Mansion being catered by The Waterside Room). | \$_____ |
| <input type="checkbox"/> Hair & make-up | Be sure to book a date with your hair and make-up artist for you and your wedding party. | \$_____ |
| <input type="checkbox"/> Photographer/videographer | It's usually a good idea to interview three or four to see how they work, what they offer, and what they charge. Depending on your budget, you'll have to decide if you want photography, videography, or both. | \$_____ |
| <input type="checkbox"/> Florist | Again, talk to at least three different florists. Reserve your date - coordinate specific bouquets, boutonnieres, corsages, etc. based on your florist's recommended timetable. | \$_____ |
| <input type="checkbox"/> Baker | Reserve your date - coordinate details of wedding cake and other items as appropriate. | \$_____ |
| <input type="checkbox"/> Musicians, disk jockey, etc. | Reserve your date - coordinate details one-two months in advance. | \$_____ |
| <input type="checkbox"/> Set appointments for hair, medical, dental | | \$_____ |
| <input type="checkbox"/> Select bride's gown | | \$_____ |
| <input type="checkbox"/> Select attendants' gowns and accessories | | \$_____ |

- ☐ **Select china, crystal and silver patterns** \$_____
- ☐ **Register with gift & department store registries** \$_____
- ☐ **Record gifts and write thank-you notes as they arrive** \$_____
- ☐ **Plan the seating for the bridal table, parents' table, and other tables, if applicable** \$_____

** In sequence of general priority*