



## Ultimate Wedding Planner Checklist

### *Sixteen to Nine Months Before*

- Start Wedding Folder or binder**  
Begin leafing through bridal, lifestyle, fashion, gardening, design and food magazines for inspiration.
  
- Work out your budget**  
Determine how much you have to spend, based on your families' contributions and your own.
  
- Pick your wedding party.**  
As soon as you're engaged, people will start to wonder who is in.
  
- Start the guest list.**  
Make a head count database to use throughout your planning process, with columns for contact information, RSVPs, gifts and any other relevant information.  
(Want to keep costs low? It may be tough to do, but the best way to do it is to reduce your guest list)
  
- Reserve your date and venues for ceremony and reception.**
  
- Book your officiant.**
  
- Research photographers, band and florists.**  
Keep their contact information in your binder.

## *Eight Months Before*

- Hire the photographer and the videographer.**  
no need to talk specifics yet, but be sure that the people you hire are open to doing the shots that you want and fit within your budget.
  
- Book the entertainment, including ceremony music**  
Attend one of their performances if you are unsure.
  
- Purchase a dress**  
Custom gowns can take months to make and even if you are buying off the rack, you'll need to schedule time for at least three fittings.
  
- Reserve a block of hotel rooms for out-of-town guests**  
We recommend the Courtyard Marriott in Brampton \$89/night 1-800-943-6707
  
- Register for your gift registry**  
Sign up at as many retailers as you like.

## *Seven Months Before*

- Select and purchase invitations**
  
- Start planning a honeymoon**  
Make sure that your passports are up-to-date, and schedule doctors' appointments for any shots you may need.
  
- Shop for bridesmaids dresses.**  
Allow at least six months for the dresses to be ordered and sized.

***Seven Months Before con't...***

Meet with the officiant  
Map out the ceremony and confirm that you have all the official documents for the wedding (these vary by country and religion). If one of you is converting to a new religion you may need to schedule the requisite counseling.

Arrange wedding day transportation for the wedding party.

Start composing a "day of" timeline

***Five Months Before***

Book the ceremony rehearsal and rehearsal dinner venue. If you are planning to host a day after brunch, book that as well.

Check on wedding invitations.

Purchase shoes and start dress fittings

Try out hair stylists and makeup artists.

Choose songs, Keep a running list of songs you do and do not want played.

***Three Months Before***

Finalize menu

Finalize bridal bouquets and boutonnières

Order favours if desired

### ***Three Months Before cont'd....***

- Make a list of people giving toasts and let them know.
- Decide on a Master of Ceremonies and ask their permission
- Finalize ceremony and reception timeline.
- Purchase the rings so you have time for resizing and engraving.
- Send your event schedule to the vendors. Giving them a first draft now allows ample time for tweaks and feedback.

### ***Two Months Before***

- Meet with the photographer to discuss shots and locations. Complete a walk-through of the locations and point out spots that appeal to you for photos.
- Sit down with the band or the deejay and review the playlist. Come prepared with your wish list.
- Send the invitations. The rule of thumb is: Mail invitations six to eight weeks before the ceremony, setting the RSVP cut-off at three weeks after the postmark date.
- Touch base with the vendors. Make sure you have gotten feed back and have answered all questions about the schedule that you sent the previous month.

***One Month Before***

Enter RSVPs into the guest-list database. Phone or e-mail invitees who haven't yet responded

Get your marriage license.

Visit your dressmaker for you last fitting. For peace of mind, it may be a good idea to arrange a fitting the week of the wedding. If you try on the dress that week and it fits like a glove, cancel the appointment.

Confirm times for hair and makeup and all vendors.

E-mail and print directions for drivers of transport vehicles.

Assign seating for dinner guests.

Purchase the bridesmaids' gifts to present at the rehearsal dinner.

Get your hair cut and colored if desired.

***The Week of the Wedding***

Reconfirm arrival times with vendors.

Delegate small wedding-day tasks: someone to bustle the dress: someone to carry your things: someone to be in charge of gifts (especially the enveloped kind): someone to be the point person for vendors.

Send a timeline to the bridal party. Include every member's contact information on the document along with two or three point people for vendors to call if there are problems.

***The Week of the Wedding cont'd....***

- Make arrangements for your dress to be delivered, or pick it up.
  
- Supply your photographer with a list of moments that you want captured on film.
  
- Set aside checks for the vendors and tips in envelopes to be handed out on the wedding day.
  
- Book a spa treatment (like a massage). If only to preserve your sanity, and a manicure-and pedicure appointment for the day before the wedding.
  
- Send the final guest count to the caterer and venues hosting any other wedding-related events.
  
- Break in your shoes. Turn up the stereo and see how they feel while dancing.
  
- Pack for your honeymoon.