

12 MONTHS

- TALK BUDGET & CREATE SHARED GOOGLE SPREADSHEET
PRO TIP: Be realistic - according to The Knot, average weddings in NY/NJ/CA are \$40-\$50k while FL/AZ are \$30k
- MAKE A FREE GMAIL BOTH YOU & FIANCE CAN USE FOR ALL WEDDING RELATED COMMUNICATION
- MAKE A GUEST LIST
PRO TIP: You're not alone, this part is freakin hard. Start with your family tree, then wedding party, extended family, friends you talk to more than once a year, then add their "dates" and you may have to consider making cuts for budget reasons.
- CHOOSE WEDDING DATE
PRO TIP: Select off season or Thurs, Sun-Fri to save \$\$\$\$ consider weather conditions like summer and winter being uncomfortable for guests in an outdoor setting - You can save this step once you find your dream venue and learn their availability
- EXPLORE WEDDING VENUES
PRO TIP: Have an open mind about your wedding date because your dream venue may already be booked. Ask loads of questions about the getting ready suite, day of coordinator, COVID policies, nearby hotels for guests, parking, and the rainy day plan...
- GET INSPIRED & BUILD WEBSITE
PRO TIP: Get inspired on PINTEREST and create boards "photography" "wedding dress style" "wedding decor" (may even find your dream vendors here!) - you can share these inspirational boards later with your vendors // The Knot and Zola are popular wedding website builders
- CHOOSE YOUR WEDDING PARTY + PROPOSAL GIFTS
PRO TIP: Add gifts to google spreadsheet budget
- PRICE SHOP + ASSEMBLE DREAM TEAM
PRO TIP: Most couples book venue first, then photographer, planner, videographer, dj/band/emcee, florist, decorator, rentals, photobooth, officiant, makeup & hair. Search instagram #(LOCATION)(VENDOR) ex: #NYCPHOTOGRAPHER // As you price shop add each vendor + package details + cost to google spreadsheet to compare
- BOOK ENGAGEMENT PHOTOS + HAIR/MUA TRIALS
PRO TIP: Try out wedding photographers first by booking an engagement session or if you really vibe with the photographer, some offer free engagement photos if you book them in advance for your wedding. Note that some photographers can take up to 6 wks to send digital downloads
- BROWSE SAVE THE DATES DESIGNS + ORDER SAMPLES
- SCHEDULE DRESS AND TUX SHOPPING
PRO TIP: sooner the better as some designers need 3 + months to ship and more than 6 months for alterations

10 5 MONTHS

- PAY VENDOR DEPOSITS & SIGN CONTRACTS
PRO TIP: Add this info to your budget spreadsheet - Ask about COVID reschedule plan and if they have payment plans. READ CONTRACT THOROUGHLY
- RESERVE CEREMONY & RECEPTION VENUES
- PURCHASE WEDDING ATTIRE
- CHOOSE WEDDING PARTY STYLE
PRO TIP: It's the 21st century - some brides allow their wedding party to choose style and the bride will give them a color or fabric to stick with. Not often does a wedding party feel confident in the same style dress.
- MAIL SAVE THE DATES
PRO TIP: include wedding website to rsvp, make travel arrangements, and order gifts
- UPDATE BUDGET SPREADSHEET



8 1/2 MONTHS

- ☐ RESEARCH NEARBY HOTELS FOR TRAVELING GUESTS
+ ADD TO WEBSITE
PRO TIP: Request a room block or special code from hotels to offer guests - some give you kickback for group bookings
- ☐ BROWSE WEDDING INVITATIONS
PRO TIP: social media:, #weddinginvitations
- ☐ REFINE GUEST LIST AS RSVPS COME IN
- ☐ GIFT REGISTRY + ADD TO WEBSITE
PRO TIP: some couples also do honeyfund.com
- ☐ BEGIN PLANNING HONEYMOON & NAILING DOWN
BACH PARTY DATES/LOCATIONS
- ☐ UPLOAD ENGAGEMENT PHOTOS TO WEBSITE
- ☐ UPDATE BUDGET SPREADSHEET



6^{1/2} MONTHS

- ☐ RESERVE RENTALS
PRO TIP: Include drop off, design/install and pick up as part of agreement
- ☐ TRANSPORTATION FOR TRAVELING GUESTS, WEDDING PARTY BUS/LIMO SERVICE BETWEEN VENUES
PRO TIP: Get a personalized UBER/LYFT code / rent vintage classic car service for wedding day
- ☐ BOOK WEDDING HAIR + MAKEUP TEAMS FOR WEDDING PARTY
PRO TIP: It is customary that the wedding party pays for their own glam team- but sometimes brides gift their wedding party this service.
- ☐ MEET OFFICIANT TO DISCUSS CEREMONY RUNDOWN
PRO TIP: can also skype/zoom/facetime
- ☐ CHOOSE CAKE ARTIST + SCHEDULE TASTINGS
PRO TIP: Be sure to ask cake artist to include delivery service in cost.
- ☐ HIRE MUSICIANS
PRO TIP: Ceremony live singer, violinist or guitarist, Emcee for announcements and hyping the dance floor, live funk band and DJ
- ☐ FOLLOW UP WITH WEDDING PARTY ABOUT THEIR ATTIRE
PRO TIP: It is customary that the wedding party pay for their outfits
- ☐ PERSONALIZE & ORDER INVITES + THANK YOU CARDS
PRO TIP: include date, website, your shared Gmail, dress code, if kid friendly, if unplugged wedding, if plus one, if food options, ceremony & reception start time/address, RSVP steps
- ☐ ORDER WEDDING RINGS
- ☐ UPDATE BUDGET SPREADSHEET

5 1/2 MONTHS

- ☐ ORDER CAKE
- ☐ MEET WITH FLORIST + EVENT DESIGNER +
PLANNER/COORDINATOR
*PRO TIP: If you hire separate services, meet altogether to
work on design. Try and meet at the venue and bring share
Pinterest mood boards*
- ☐ SCHEDULE DRESS FITTINGS/ALTERATIONS
- ☐ BOOK BEAUTY SERVICES
*PRO TIP: Non surgical body (sculpt) contouring, fillers,
skin care*
- ☐ HONEYMOON + BACH PARTIES TRAVEL PLANS
CONFIRMED
- ☐ 2 NIGHT WEDDING WEEKEND SUITES FOR GETTING
READY + BRIDE/GROOM OVERNIGHT STAY
*PRO TIP: Breakfast catering/delivery for getting ready +
arrange wedding day caterer to pack leftovers and send to
your suite*
- ☐ PREPARE PLAYLIST FOR DJ + BAND
- ☐ RECONFIRM GUEST LIST
- ☐ RESERVE SPACE FOR REHEARSAL DINNER + DAY
AFTER BRUNCH
*PRO TIP: Schedule wedding planner/coordinator to meet at
venue for rehearsal with wedding party // it is customary
that the groom's parents help pay for this, but not required*
- ☐ SEND REHEARSAL DINNER + BRUNCH INVITES TO
GUESTS
*PRO TIP: Accommodate all diets: Vegetarian, Vegan,
Gluten-free options*
- ☐ HOST WEDDING PARTY DINNER / GAME NIGHT
*PRO TIP: Great way to get the gang to interact before bach
party. You can also plan with MOH/BM to help with DIY
decor*
- ☐ UPDATE BUDGET SPREADSHEET



3 MONTHS

- BOOK PHOTOBOOTH
PRO TIP: some DJs, production companies, and photographers offer this - ask for bundled discounts!
- FINALIZE WHO THE EMCEE IS AND WHAT THEY ARE SAYING DURING ANNOUNCEMENTS
- SELECT THOSE WHO ARE GIVING SPEECHES
- FINALIZE HONEYMOON PLANS & ENSURE ALL DOCUMENTS ARE IN ORDER
PRO TIP: Consult with travel agent to coordinate excursions, dinner reservations, passports are up to date, custom regulations, and vaccinations are done
- MAP OUT RECEPTION SEATING CHART
- PURCHASE SIGNAGE FOR SEATING CHART, CEREMONY, DIRECTIONS AROUND VENUE, DESSERT TABLE, SWEETHEART TABLE, FLOWER GIRL AND RING BEARER, GUESTBOOK, GIFT TABLE
PRO TIP: Etsy is a fantastic resource
- FINALIZE RECEPTION MENU WITH CATERER AND ORDER MENU CARDS
- PLAN BRIDAL SHOWER WITH MOH
- UPDATE BUDGET SPREADSHEET



2 MONTHS

- ☐ COMPLETE ALL QUESTIONNAIRES GIVEN TO YOUR FROM VENDORS
- ☐ MAIL WEDDING INVITES
- ☐ BEGIN WRITING VOWS
PRO TIP: Order vow books from Etsy to later save as keepsake or frame
- ☐ REVIEW CEREMONY DETAILS AND APPROVE WITH OFFICIANT
- ☐ BUY WEDDING PARTY + PARTNER GIFTS
- ☐ **APPLY FOR MARRAIGE LICENSE**
- ☐ PURCHASE GUEST FAVORS
- ☐ PICK UP WEDDING RINGS
- ☐ FINALIZE FITTINGS FOR WEDDING PARTY + PARENTS
- ☐ CURATE WEDDING DAY TIMELINE FOR EACH VENDOR + WEDDING PARTY
PRO TIP: Take all the help you can get from photographer & planner
- ☐ DECIDE ON SOMETHING OLD, BORROWED, BLUE
- ☐ WEDDING DAY ACCESSORY ORDERS: JEWELRY, UNDER GARMENTS, EMERGENCY KITS, CUFF LINKS, LEARN TO TIE A TIE/BOW TIE, BOUTONNIERES, BOUQUETS, SOCKS, SHOES
- ☐ BOOK FOLLOW UP SPA AND BEAUTY TREATMENTS FOR SKIN, HAIR AND NAILS
- ☐ ORDER CLIP IN HAIR EXTENSIONS + COLOR MATCH WITH HAIR DRESSER
PRO TIP: Foxylocks clip in extensions are my fave!
- ☐ BOOK BOUDOIR SESSION
PRO TIP: Mini version on day of wedding with wedding photographer OR book in advance to gift your fiance a book
- ☐ UPDATE BUDGET SPREADSHEET

ONE MONTH

- ☐ FINAL DRESS + TUX FITTINGS
- ☐ PICK UP MARRAIGE LICENSE
*Sh*t is getting real!!!*
- ☐ COMMUNICATE WITH ALL THE VENDORS OR PLANNER TO CONFIRM DATE, LOCATION, TIMELINE, PAYMENTS OWED
- ☐ CONFIRM HONEYMOON RESERVATIONS WITH TRAVEL AGENT
- ☐ SEND OUT OFFICIAL TIMELINES TO VENDORS + WEDDING PARTY
- ☐ WRITE THANK YOU NOTES AS GIFTS ARE RECEIVED
- ☐ ORDER GETTING READY ROBE + SLIPPERS
- ☐ HAVE FUN AT YOUR BACH PARTIES!
- ☐ CONFIRM HAIR, NAIL, SKIN, BEAUTY SERVICE APPOINTMENTS
- ☐ PICK UP WEDDING DRESS/TUX - CONFIRM WITH WEDDING PARTY THEY HAVE THEIRS TOO
- ☐ ADD TO BUDGET SPREADSHEET



TWO weeks

- ☐ BEGIN BREAKING IN WEDDING SHOES
- ☐ MAKE PET, CHILDREN AND PLANT CARE ARRANGEMENT FOR BOTH HONEYMOON AND WEDDING
- ☐ FOLLOW UP WITH GUESTS WHO HAVE NOT RSVPd
- ☐ FINAL GUEST COUNT TO CATERER
PRO TIP: Include vendor + their team in guest count and ask about their dietary restrictions - let caterer know they need a designated area for eating during reception
- ☐ SEND PLAYLIST TO MUSICIANS
- ☐ FRESHEN UP NAILS AND HAIR
- ☐ UPDATE GIFT REGISTRIES
- ☐ SEND ITENIRARY TO TRANSPORTATION DRIVERS
- ☐ DELEGATE SOMEONE TO RETURN RENTALS, DIY DECOR PICKUP, HIRE CLEANING CREW IN CASE VENUE DOES NOT PROVIDE, DELIVERY OF FOOD AND DESSERT LEFTOVERS
- ☐ BULK ORDER OLD NAVY \$2 FLIP FLOPS FOR FEMALE GUESTS ON DANCE FLOOR
- ☐ ARRANGE A TABLE DECORATION ARRANGEMENT AND SEND PHOTOS TO WEDDING PLANNER/EVENT DESIGNERS
- ☐ MAKE SIGNAGE FOR RESERVED SEATING AT CEREMONY
- ☐ CREATE EMERGENCY KITS FOR GUESTS IN BATHROOMS
- ☐ ORGANIZE DIY DECOR, GIFTS, CEREMONY SIGNAGE, COCKTAIL HR SIGNAGE, RECEPTION SIGNAGE, ACCESSORIES, OVERNIGHT BAGS INTO BOXES AND LABEL
- ☐ UPDATE BUDGET SPREADSHEET



one week



- ☐ SEND PHOTOGRAPHER YOUR VIP SHOTLIST
PRO TIP: These photos are ones you take with family/friends after the ceremony (or based on timeline) ex:
 1. Couple + all grandparents
 2. Couple + all parents
 3. Couple + all siblings
 4. Couple + kids
 5. Bride + parents only
 6. Groom + siblings only*etc...*
- ☐ COMMUNICATE WITH THE VIPS ON WHERE AND WHEN THE PHOTOS TAKE PLACE OTHERWISE THEY MISS THE OPPORTUNITY FOR HEIRLOOM MOMENT OR CAUSE DELAYS
- ☐ PREPARE FINAL PAYMENTS & CASH TIPS IN LABELED ENVELOPES
PRO TIP: Confirm with catering/venue that gratuity is included in final bill

Photographers & Cinematographers: \$100-10% per person
Wedding Planner: 10%-20%
Venue Coordinator/Catering Captain: 15%-20%
Officiant: \$50-\$100
Musicians: \$20-\$50 per musician
Florist: 10%-15%
Hair & Makeup: 10%-20%
Transportation: 10%-20%
Wedding DJ: \$50-\$150
Reception Waitstaff & Bartender: 15%-20%
Delivery Personnel: \$20-\$50 per person
Assistants: \$50-\$100 per person
- ☐ LAYOUT CLOTHES, ACCESSORIES, GETTING READY KIT AND PACK IN LABELED BOXES TO LOAD IN TRUCK/CAR
PRO TIP: Bring a steamer, bluetooth speaker, overnight bag, a copy of invites, emergency kit, vows, water bottles, champagne, liquor, wedding party labeled glassware, confetti, practice how to tie a tie or bow tie!
- ☐ BOOK FINAL HAIR, SKIN, NAIL, AND BEAUTY APPOINTMENTS
- ☐ CONFIRM REHEARSAL DINNER AND BRUNCH GUESTS
- ☐ EMAIL/TEXT TIMELINE + ITINERARY TO WEDDING PARTY
PRO TIP: Include rehearsal dinner info, hotel suite, all vendor contact info, photography and beauty schedule, transportation info, brunch info
- ☐ UPDATE BUDGET SPREADSHEET

day before

- CONFIRM WITH TRANSPORTATION, DELIVERY SERVICES AND VENDORS REGARDING TIME AND LOCATIONS (RESEND TIMELINES OVER TEXT/EMAIL)
- ATTEND YOUR WEDDING REHEARSAL & DINNER
- CHECK INTO HOTEL SUITE AND GET TO BED AT A DECENT HOUR
- SEND REQUEST TO CATERER TO PACK LEFTOVERS FROM WEDDING FOR YOU
- REMIND THOSE RESPONSIBLE TO PICK UP DIY DECOR
PRO TIP: if you're getting married at a hotel, they can have it sent to your room refrigerator



post wedding

- ☐ CONFIRM DIY DECOR WAS PICKED UP & RENTALS RETURNED
- ☐ GET DRESS CLEANED
- ☐ CONFIRM PET, CHILD, PLANT CARE BEFORE HONEYMOON
- ☐ SHARE LINK TO PHOTO SNEAK PEEKS WITH GUESTS
- ☐ SEND OUT THANK YOU CARDS
- ☐ COUNT ALL CASH GIFTS AND CREDIT TOWARDS YOUR BUDGET SPREADSHEET
- ☐ ENJOY HONEY MOON
- ☐ UPDATE BUDGET SPREADSHEET

