

Wedding To Do List - From Simply Designed

TASK	DATE TO BE COMPLETED	COMPLETED
Ceremony and Reception Hall		
Record deposits and Payments		
Verify that all vendors will have access to the site when they need it		
Pick wedding cake design		
Schedule Rehearsal Time		
Ceremony Rehearsal		
Drop off favors, placecards, guestbook, pen, cake knife, toasting flutes, and all other venue items		
Finalize menu and service details with caterer		
Order alcohol (if need to)		
Create Seating Chart		
Give Seating chart		
Give final head count to Location		
Final Walk through		
Rehearsal Dinner		
Book Rehearsal Dinner Venue		
Send Rehearsal Dinner invitations out		

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TASK	DATE TO BE COMPLETED	COMPLETED
Vendors (Photographer)		
Record deposits and Payments		
Confirm Location, date and time		
Create a photographers list of locations you want and poses, and which family members to get		
Tip for Photographer		
Vendors (DJ)		
Record deposits and Payments		
Confirm Location, date and time		
must play list and do-not play list		
Select Father Daughter Dance		
Select Mother son Dance		
Select Ceremony Music		
Select Cocktail Hour Music		
Select Last Dance		
Tip for DJ		
Vendors (Officiant)		
Record deposits and Payments		

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TASK	DATE TO BE COMPLETED	COMPLETED
Write Vows and send copy to officiant		
Meet with Officiant to work on Ceremony and choose readings		
Finalize Readings, music, order		
Ask Readers to be part of ceremony		
Pick roles for Ceremony		
Confirm Location, date and time of rehearsal and ceremony		
Make copy of vows for Maid of Honor and Best Man		
Tip for Officiant		
Vendors (Florist)		
Record deposits and Payments		
Confirm number of Bouquets, boutonnieres, and centerpieces		
View Sample Floral Arrangement		
Purchase votives and floating candles		
Confirm Chair Cover and linen count		
Confirm Location, date and time		

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TASK	DATE TO BE COMPLETED	COMPLETED
Vendors (Make-up and Hair Stylist)		
Search for Vendors to help with Make-up and Hair		
Book Hair and Make-up Artist		
Pick Hair style		
Schedule trial hair and Make-up		
Confirm Location, date and time		
Vendors (Car Service)		
Search for Transportation Vendor and Book		
Send schedule, address, and contact phone numbers		
Tip for Driver		
Hotel		
Reserve Hotel rooms for out-of-town guest		
Book Accommodations for your wedding night		
Check hotel blocks to see if guest have started to book		
Create Gift Baskets		
Release rooms		

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TASK	DATE TO BE COMPLETED	COMPLETED
Deliver gifts to Hotels		
Invitations and Stationary Package		
Design Save the Dates	-	X
Send save the Dates	-	X
Design Invitations, Map Card and RSVP Card and Thanks You Cards		
Content for Invitations, Map Card, RSVP, Program and Menus		
Send Invitations		
Design Menus		
Design Program		
Finalize copy for Menus and Programs		
Design Placecards and Table numbers		
Print Pieces		
Design/Purchase Guest Book		
Complete Guest Book		
Design Video Montage		
Complete Montage		

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TASK	DATE TO BE COMPLETED	COMPLETED
Design Invitations for the Rehearsal Dinner		
Print out reserved Seating Signs		
Purchase Stamps		
Confirm A and B Guest List		
Design Hotel Packets		
Print Hotel Packets		
Attire		
Purchase all accessories for gown (Veil, Shoes, Jewelry, Hair accessories, bridal purse, garter and undergarments)		
Search for Tuxedo/suit vendors and Choose Groom Style		
Purchase rings		
Choose Bridesmaid accessories (Shoes, jewelry, hair accessories, etc.)		
Contact Groomsman and give them information about attire		
Schedule gown fitting appointment		
FINAL GOWN FITTING		
Break in Shoes		

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TASK	DATE TO BE COMPLETED	COMPLETED
Flower girl dress and shoes		
Ring bearer pillow		
Hair cut for groom and groomsman		
schedule spa appointments		
Pick up wedding gown		
Pick up grooms tuxedo		
Pull together wedding gown, veil, shoes, and emergency bridal kit		
Other		
Set up Registries		
Plan and book honeymoon (including travel arrangement, activities, etc)		
Check registries to make sure they are updated and if you need to add or take things off		
make donations for organizations and make favor on table		
Bachelorette and Bachelor Parties Plan		
Plan Bridal Shower		
Marriage requirements for area		
Schedule Blood work if needed		

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Purchase Guest Book and Pen		
Marriage License (ask when it expires and check to see if there is a waiting list)		
write thank you notes to people who have sent gifts and bridal shower guests	2 weeks before wedding	
Call guest who have not RSVP'd yet	2 weeks before wedding	
Parents Gifts		
make wedding day timeline	2 weeks before wedding	
Gifts for Bridal Party (Including flower girls and people who participated in ceremony)	2 weeks before wedding	
Last minute adjustments to vows	2 weeks before wedding	
purchase sand for sand ceremony, blessed glasses, cake knife, glasses for toast, any other last minute ceremony pieces	2 weeks before wedding	
Determine wedding day assignments for bridal party	2 weeks before wedding	
Prepare toasts and thanks to friends and family	2 weeks before wedding	
Confirm payments with all vendors. Arrangements for wedding day payments	2 weeks before wedding	
Shop and pack for honeymoon	2 weeks before wedding	

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TASK	DATE TO BE COMPLETED	COMPLETED
Confirm honeymoon travel plans		
Mail wedding day announcement to local papers		
After Wedding		
Arrange for gown to be cleaned and preserved		
Arrange for flowers to be preserved		
Write thank you notes (8 week grace period)		
Arrange all insurance policies		
Arrange paperwork for official documents for name changing		
ensure all vendors have been paid in full		
get proofs from photographer		