

Your Planning Timeline

Tick off these boxes as you complete your to-dos, filling in extra tasks as needed.

Sixteen to Nine Months Before

- Start a wedding folder
- Work out the budget
- Build your wedding party
- Settle on a head count
- Hire a planner, if desired
- Book the date and venues
- Book the officiant
- Research photographers bands, florists, and caterers
- Insert vendor contact information into a master contact list
- Throw engagement party
- _____
- _____
- _____

Eight Months Before

- Book the photographer and the videographer
- Book entertainment
- Register
- Purchase a dress
- Start meeting caterers
- Reserve block of hotel rooms for guests
- Launch a wedding website
- _____
- _____
- _____

Seven to Six Months Before

- Purchase invitations and hire a calligrapher
- Plan your honeymoon
- Shop for bridesmaids' dresses
- Meet with the officiant
- Send save-the-date cards
- Reserve structural and electrical necessities
- Book a florist
- Procure transportation
- Start composing a day-of timeline
- _____
- _____
- _____

Five to Four Months Before

- Book the rehearsal and rehearsal-dinner venues
- Check on printing of wedding invitations
- Order the cake
- Send the guest list to the bridal-shower hostess
- Purchase shoes and start dress fittings
- Schedule hair and makeup artists
- Choose songs
- Plan welcome baskets
- _____
- _____
- _____

Three Months Before

- Finalize the menu and the flowers
- Order favors, if desired
- Create a toast makers' list
- Finalize readings
- Purchase the rings
- Finalize order of the ceremony and reception
- Print menu cards and programs
- Purchase undergarments and visit dressmaker for second fitting
- Send schedule to vendors
- _____
- _____
- _____

Two Months Before

- Discuss locations and shots with photographer
- Review playlist with the band or the deejay
- Send invitations
- Touch base with vendors
- Submit a newspaper wedding announcement
- Enjoy bachelorette party
- _____
- _____
- _____

One Month Before

- Put RSVPs into guest-list database and phone invitees who haven't yet responded.
- Get marriage license
- Mail rehearsal-dinner invitations
- Have final dress fitting
- Stock the bar
- Send out as many final payments as you can
- Confirm times for hair and makeup and vendors
- Assign seating
- Purchase bridesmaids' gifts to hand out at the rehearsal dinner
- Write vows, if necessary
- Get hair cut and colored, if desired
- _____
- _____
- _____

Week of

- Reconfirm arrival times with all vendors
- Delegate small wedding-day tasks to friends and family members
- Send final timeline to bridal party
- Make arrangements for the dress to be delivered or pick it up yourself
- Supply photographer with a list of moments you want captured
- Set aside checks and tip envelope for vendors
- Book spa treatment
- Send final guest count to caterer and venues
- Break in shoes
- Assemble welcome baskets and distribute
- Pack for honeymoon
- _____
- _____
- _____
- _____

Weddings-Budget Worksheet

Keep track of money coming in and going out with this handy calculator.

Suggested Percentages	Budgeted Amount	Vendor Estimate
Reception (50 percent)		
Venue and rentals		
Food and service		
Beverages		
Cake		
Miscellaneous fees		
Attire (10 percent)		
Gown and alterations		
Veil and accessories		
Hair and makeup		
Groom's tuxedo or suit		
Miscellaneous fees		
Flowers and Decorations (10 percent)		
Floral arrangements for ceremony		
Bride's bouquet		
Bridesmaids' bouquets		
Boutonnieres		
Corsages		
Reception decorations		
Miscellaneous fees		
Music (10 percent)		
Ceremony musicians		
Cocktail-hour musicians		
Reception band, deejay, or entertainment		
Miscellaneous fees		

Weddings-Budget Worksheet (continued)

Suggested Percentages	Budgeted Amount	Vendor Estimate
Photographs and Video (10 percent)		
Photography		
Videography		
Miscellaneous fees		
Favors and Gifts (3 percent)		
Bridal-party gifts		
Miscellaneous fees		
Ceremony (2 percent)		
Site fee		
Officiant fee or church donation		
Miscellaneous fees		
Stationery (2 percent)		
Save-the-date cards		
Invitations and RSVPs		
Seating cards, place cards, and programs		
Thank-you notes		
Postage		
Miscellaneous fees		
Wedding Rings (2 percent)		
Bride's ring		
Groom's ring		
Transportation (1 percent)		
Limousine or car rental		
Transportation for out-of-town guests		
Miscellaneous fees		

Local Resources

A good band is hard to find. Locate one, and other vendors, with these sites.

Bakers

Cakes Across America

www.cakesacrossamerica.com

Click on the “find a baker” link to locate pros in your area.

Caterers

International Caterers Association

www.icacater.org

Search by location for more than 1,000 members in the United States, Canada, Mexico, South Africa, Italy, Australia, Singapore, and the West Indies.

Florists

American Institute of Floral Designers

www.aifd.org

Click on “find a designer” to search the organization’s 1,500 accredited members in 49 states, and more than 20 countries. Narrow your search by name, region, city, state, or specialty.

Society of American Florists

www.aboutflowers.com

Search the directory by state, zip code, or shop name to browse 12,000 members.

Musicians

American Disc Jockey Association

www.adja.org

Search the 2,000-member database by Zip code to find 25 deejays closest to you.

American Federation of Musicians

www.gopromusic.com

Search by keyword (“string quartet,” “jazz band”) or by zip code to view over 2,300 listings of artists and groups in North America.

Officiants

American Association of Wedding Officiants

www.figstreet.com/guesthouse/aawo.html

To find one of the 475 officiants in the 50 states, Canada, and Spain, e-mail a moderator at the website who will put you in touch with an appropriate officiant.

National Association of Wedding Officiants

www.nawonline.com

Visit its database and click on your state to find links to licensed officiants in your area.

Photographers

Professional Photographers of America

www.ppa.com

Click on “Find-A-Photographer” and enter a name, state or photographic specialty for recommendations of more than 20,000 members in 64 countries.

Suppliers

International Special Events Society

www.ises.com

Search the database of more than 4,000 professionals in 35 countries by service to find caterers, decorators, florists, destination management companies, rental companies, special-effects experts, tent suppliers, audio-visual technicians, party and convention coordinators, balloon artists, specialty entertainers, and more.

Online Chambers of Commerce

www.uschamber.com

To find out how to contact Chambers of Commerce in 50 states, click on “chamber directory” and your desired state. A listing of chambers will pop up, along with phone numbers, addresses, e-mail addresses, and websites.

Videographers

Wedding and Event

Videographers Association

www.weva.com

Fill out an online form if you want to be contacted by interested parties from the association’s 7,000-plus members. Or browse the “member links” page, which lists videographers by state or country.

Wardrobe

Association of Wedding Gown Specialists

www.weddinggownspecialists.com

Browse the database of certified gown cleaners, restorers, and preservers in 35 states, Canada, Australia, and Ecuador. The site also provides a courier service to those outside of specialist-covered areas for a fee.

Custom Tailors and Designers

Association of America

www.ctda.com

Locate members in 31 states and Washington D.C. that custom-design suits, shirts, and tuxedos, and do alterations. Some members will also visit customers who live outside of a member-covered area.

International Formalwear Association

www.formalwear.org/index.html

Browse listings of 1,500 stores nationwide.

Jewelry Information Center

www.jic.org

Find information about wedding and engagement jewelry and e-mail the website to speak with one of the organization’s 1,000 members.

Wedding Planners

Association of Bridal Consultants

www.bridalassn.com

Search by state, Canadian province, or country for 4,300 members worldwide, but receive a complete listing of consultants in your area by submitting a form online with your wedding information.

Vendor-Contact List

The caterer isn't on speed dial yet? Use this guide to keep all numbers in one place.

Cake Baker

name: _____

address: _____

phone: _____

cell phone: _____

Florist

name: _____

address: _____

phone: _____

cell phone: _____

Reception Venue

name: _____

address: _____

phone: _____

cell phone: _____

Caterer

name: _____

address: _____

phone: _____

cell phone: _____

Musician or DeeJay

name: _____

address: _____

phone: _____

cell phone: _____

Stationer

name: _____

address: _____

phone: _____

cell phone: _____

Ceremony Venue

name: _____

address: _____

phone: _____

cell phone: _____

Officiant

name: _____

address: _____

phone: _____

cell phone: _____

Videographer

name: _____

address: _____

phone: _____

cell phone: _____

Dressmaker

name: _____

address: _____

phone: _____

cell phone: _____

Photographer

name: _____

address: _____

phone: _____

cell phone: _____

Wedding Planner

name: _____

address: _____

phone: _____

cell phone: _____

Liquor List

Below, how much booze to buy for a four-hour event based on your guest list.

Number of Guests	50	100	150	200	250
Red Wine	10 bottles	12 bottles	18 bottles	20 bottles	24 bottles
White Wine	6 bottles	12 bottles	18 bottles	20 bottles	24 bottles
Champagne	10 bottles	20 bottles	30 bottles	40 bottles	50 bottles
Beer	60 bottles	120 bottles	180 bottles	240 bottles	300 bottles
Vodka	2 bottles	4 bottles	5 bottles	8 bottles	10 bottles
Gin	1 bottle	2 bottles	3 bottles	4 bottles	5 bottles
Rum	1 bottle	2 bottles	3 bottles	4 bottles	5 bottles
Bourbon	2 bottles	2 bottles	4 bottles	4 bottles	6 bottles
Scotch <i>(blended)</i>	1 bottle	2 bottles	3 bottles	4 bottles	5 bottles

Keep in Mind...

Planners estimate one drink per person per hour. (A bottle of wine or Champagne contains five drinks; a liter of spirits, 22.) For each bottle of spirits, you need three containers of mixers—club soda, tonic, juice, and so on. Bump up numbers for a Saturday-night affair and lower them for a Sunday soiree. Warm weather outdoor weddings call for more clear liquors (for vodka gimlets and gin-and-tonics), cocktail parties might prompt guests to order martinis, and multi-course sit-downs will necessitate plenty of wine.

Reception Sound Track

To get the party started, request that your musician stick to this set list.

Necessities	Songs I Love	Don't Play
wedding party intros: _____	song: _____	song: _____
artist: _____	artist: _____	artist: _____
first dance: _____	song: _____	song: _____
artist: _____	artist: _____	artist: _____
fatherdaughter dance: _____	song: _____	song: _____
artist: _____	artist: _____	artist: _____
motherson dance: _____	song: _____	song: _____
artist: _____	artist: _____	artist: _____
dining music: _____	song: _____	song: _____
artist: _____	artist: _____	artist: _____
cake-cutting: _____	song: _____	song: _____
artist: _____	artist: _____	artist: _____
last dance: _____	song: _____	song: _____
artist: _____	artist: _____	artist: _____

Emergency-Contact Sheet

Better safe than sorry. Fill out this list and rely on it in the case of a Big-Day snafu.

Band or Deejay (Backup)

name: _____

address: _____

phone: _____

Florist (Backup)

name: _____

address: _____

phone: _____

Liquor Store

name: _____

address: _____

phone: _____

Bank

name: _____

address: _____

phone: _____

Hardware Store

name: _____

address: _____

phone: _____

Seamstress or Tailor

name: _____

address: _____

phone: _____

Caterer or Food Delivery

name: _____

address: _____

phone: _____

Hospital or Physician

name: _____

address: _____

phone: _____

Supermarket

name: _____

address: _____

phone: _____

Dry Cleaner

name: _____

address: _____

phone: _____

Limousine or Taxi Service

name: _____

address: _____

phone: _____

24-hour Drugstore

name: _____

address: _____

phone: _____

Big-Day Survival Kit

Pop these lifesavers in a bag, and you'll be ready to handle anything.

Health and Beauty	Wardrobe	Miscellaneous
<ul style="list-style-type: none"><input type="checkbox"/> Aspirin<input type="checkbox"/> Band-Aids<input type="checkbox"/> Bobby pins<input type="checkbox"/> Breath mints<input type="checkbox"/> Contact lenses (spares)<input type="checkbox"/> Curling iron and/or straightening iron<input type="checkbox"/> Deodorant<input type="checkbox"/> Face Powder<input type="checkbox"/> Lipstick or lip gloss<input type="checkbox"/> Nail glue<input type="checkbox"/> Nail polish<input type="checkbox"/> Pepto-Bismol<input type="checkbox"/> Perfume<input type="checkbox"/> Tissues<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____	<ul style="list-style-type: none"><input type="checkbox"/> Ballet slippers or flip-flops<input type="checkbox"/> Buttons to match the ones on your dress<input type="checkbox"/> Chalk (white) for disguising dress stains<input type="checkbox"/> Compact steamer (\$69, www.jiffysteamer.com)<input type="checkbox"/> Gaffers tape (white) to patch tears in your dress (hardware stores)<input type="checkbox"/> Hollywood fashion tape (www.hollywoodfashiontape.com) to keep strapless dresses in place.<input type="checkbox"/> Lint brush<input type="checkbox"/> Panty hose (extra pair)<input type="checkbox"/> Small sewing kit with safety pins<input type="checkbox"/> Stain-remover wipes<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____	<ul style="list-style-type: none"><input type="checkbox"/> Cuff links for groomsmen (extra)<input type="checkbox"/> Granola bars to snack on before the ceremony<input type="checkbox"/> Straws<input type="checkbox"/> Water<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____

Notes
