

# Wedding Timeline Checklist

*The following checklist is designed with an ideal timetable of twelve months. If you're planning your wedding on a shorter schedule, just start at the beginning of the list and catch up as quickly as possible. Use the boxes to the left of the items to check off tasks as you complete them.*

## **9 TO 12 MONTHS PRIOR TO THE WEDDING DAY**

- Arrange a gathering for you and your parents.
- Determine the budget and how expenses will be shared.
- Choose a target wedding date and time (or up to 3 so you can be flexible).
- Discuss the size, style, location, and scope of the wedding you want.
- Visit and reserve wedding and reception sites.
- Create a binder to store and organize ideas, worksheets, receipts, brochures, etc.
- Start compiling your guest list to estimate head count. Consider the budget when thinking about "must-invites" vs. "nice-to-invites."
- Begin shopping for the wedding gown.
- Start assembling your team of wedding pros: photographer, videographer, and florist

## **6 TO 9 MONTHS PRIOR**

- Choose the members of your wedding party and revise guest list.
- Enroll in wedding and shower gift registries.
- Browse wedding invitation designs and coordinating stationery. (Enclosures, Programs, Menu Cards, Thank Yous, and Favors)
- Book an engagement photo session, especially if you plan to include a photo with save-the-date cards.
- Meet with Castle Ridge to do Inspiration Consult and decide on flowers and decor.
- Hire a photographer, DJ, videographer and musicians. (\*May be booked sooner depending on wedding month.)
- Book Officiant.
- Make arrangements for music to be played at the ceremony and reception, which might include booking a band or solo musician, hiring a DJ, and choosing songs.
- Reserve a block of hotel rooms for out-of-town guests. Be sure to ask about group rates.

## **6 TO 9 MONTHS PRIOR (Continued)**

- Send save-the-date cards to your guests. Include lodging information and maps.
- Shop for wedding rings.
- Select and order the wedding gown, leaving ample time for delivery and alterations.
- Shop for bridesmaids' dresses and groomsman attire.
- Schedule wedding cake design appointments and tastings.
- Start planning your honeymoon.

## **4 TO 6 MONTHS PRIOR**

- Finalize the guest list.
- Order invitations, enclosures and thank you notes. RSVPs should include a reply date 3-4 weeks prior to the wedding to allow mail time and late responses.
- Plan wedding-day beauty preparations. Ask your stylists if they can work at the wedding site.
- Finalize your honeymoon plans. If traveling outside the country, arrange for visas, passports and inoculations.
- Hire your wedding day transportation.
- Plan & reserve the rehearsal dinner at Castle Ridge.

## **2 TO 4 MONTHS PRIOR**

- Obtain a marriage license. Remember to bring all necessary documents to Marion County Courthouse (60 days to 1 day before unless wedding date falls on a holiday).
- Order tuxedos for the groom and groomsman.
- Meet with the Castle Ridge to review food and drink menus and finalize timeline.
- Order the wedding cake.
- Order your wedding rings.
- Confirm the ceremony and reception music.
- Book a hotel room for the wedding night.
- If you plan on writing your own vows, start writing them now.



### 6 TO 8 WEEKS PRIOR

- Mail the wedding invitations.
- Confirm all transportation plans.
- Do a hair and makeup run-through. Include your wedding veil, if applicable. Talk to stylist about timeline for day of.
- Develop plan for organizing RSVP's.
- Confirm formal wear measurements and alterations.
- Confirm rehearsal dinner menu.
- Take care of business & legal affairs (Inform car, home, renter's insurance of marriage; change beneficiary to fiancée for will and life insurance policies.)

### 2 TO 6 WEEKS PRIOR

- Finalize seating arrangements for the reception.
- Confirm and order Day-of stationery. (Ceremony programs, menu cards, seating/escort cards, signs, etc.)
- Communicate the rehearsal dinner details to those who will attend.
- Finalize arrangements for out-of-town attendants and guests.
- Confirm details with the photographer, florist, and other vendors.
- Have final fitting for bridal gown and bridesmaids' dresses with shoes and undergarments (4 weeks)
- Write your rehearsal dinner toast.
- Turn in final headcount to Castle Ridge and do final meeting. (2 weeks)
- Final haircut and color. (2 weeks)
- Compile a list of the wedding vendors and wedding party, with contact information.
- Purchase gifts for the wedding attendants.
- Determine where the bride, groom, and attendants will dress for the ceremony.
- Follow up with guests who have not RSVP'd. (3-4 weeks)
- Pack for Honeymoon and confirm Honeymoon plans.
- Make arrangements for pets, children, plants while on honeymoon.

### 1 WEEK PRIOR

- Place vendor fees and tips due on the wedding day in envelopes for easy distribution.
- Give readers their scripts.
- Appoint a trustworthy person to bring important items—such as the cake knife, toasting glasses, and guest book—to the reception and to be in charge of the something old, something new, something borrowed.
- Appoint someone to act as an “organizer” to handle any last-minute problems.
- Review final details with the wedding party.
- Pack day of bag and wedding day emergency kit.

### THE DAY BEFORE THE WEDDING

- Get mani, pedi and massage.
- Enjoy a relaxing day with family and friends.
- Attend the rehearsal and rehearsal dinner; give gifts to attendants.
- Give the rings and officiant's fee to the best man.
- Pick up tuxedo rentals.
- Try to get some rest.

### WEDDING DAY

- Eat a good breakfast!
- Relax, smile, and soak in every incredible moment.
- Allow yourself plenty of time to get ready.
- ENJOY THIS ONCE-IN-A-LIFETIME EVENT.

## CASTLE RIDGE

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