



The following is a comprehensive timeline, assuming a planning period of 10-12 months. It is a detailed checklist and will help you keep track of common milestones. Please note that this timeline is very general and may need to be altered to fit your own unique circumstances. Regardless of how you use this document, we at Diana Ma Weddings & Events wish you the best of happiness and luck during your planning experience.

12 MONTHS BEFORE

- Consult with wedding planner
- Select bridal party and other attendants
- Finalize wedding date
- Prepare budget
- Book ceremony venue and pay deposit
- Book reception venue and pay deposit
- Determine if venues require proof of liability insurance and, if so, arrange some
- Prepare list of guests to attend
- Coordinate engagement party

10-11 MONTHS BEFORE

- Determine what customs and/or traditions, personalized vows, readings and / or exchanges to include in the ceremony (e.g. lighting of unity candle, flowers to mothers, etc.)
- Meet with wedding officiant
- Book caterer
- Book musicians for the ceremony (e.g. soloist, organist, etc.)
- Book photographer
- Book videographer

8-10 MONTHS BEFORE

- Book florist
- Book cake designer/baker
- Book transportation for wedding
- Sign up for premarital counseling, if required
- Select and purchase wedding dress, headpiece/veil, shoes, lingerie and accessories
- Select bridesmaids' and flower girl's dresses and accessories

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6-7 MONTHS BEFORE

- Make arrangements to have bridesmaids and flower girl fitted for dresses
- Mothers of the bride and groom to select their dresses
- Sign up with a gift registry and select desired gifts
- Book calligrapher
- Book rentals (such as tents, tables, chairs, linens, china, glassware, cake knife, toasting glasses, candelabras, etc.)
- Send any required deposits to vendors/suppliers
- Book honeymoon and update passports, obtain visas and any inoculations required
- Reserve rooms for out-of-town guests
- Review all vendors/suppliers contracts

5 MONTHS BEFORE

- Order invitations, RSVP cards, thank you cards, itineraries, etc.
- Select and order all flowers
- Plan reception including finalizing theme, décor, etc. and select favors, table centerpieces, decorations, candles, etc.
- Finalize selections of ceremony music
- Finalize selections of reception music
- Provide music requests and lists to all musicians
- Finalize wedding invitation list

4 MONTHS BEFORE

- Review budget to ensure it is on track
- Select wedding rings and arrange for engravings
- Have groom select and get fitted for tuxedo or alternative formalwear and shoes
- Have groomsmen (and ring bearer and ushers, if applicable) fitted for tuxedos or alternative formalwear including shoes
- Meet with caterer for tastings and to find out menu options
- Order wedding cake and groom's cake
- Have bride and groom arrange for emcee and other speakers (e.g. individuals making toasts) at the reception
- Select and arrange with individual to handle guest book
- Select individuals to hand out programs
- Talk to maid of honor and best man about planning a bridal shower and bachelor party
- Book honeymoon suite for wedding night
- Book suite to get ready in on the day of the wedding, if applicable
- Make arrangements for the rehearsal dinner and day-after-wedding brunch

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3 MONTHS BEFORE

- Make all appointments for hair, makeup and manicure/pedicure
- Get blood tests and/or have medical examinations
- Provide caterer with food/menu and beverage selections
- Plan additional liquor needs
- Select readings (and readers) for the ceremony
- Meet with the officiant to review ceremony and finalize vows
- Determine customs and/or traditions to include at the reception (such as formal cake cutting, toasts, etc.)
- Finalize time and location of rehearsal
- Prepare maps, directions, information sheets and hotel recommendations for out-of-town guests
- Prepare wedding program, wedding weekend itinerary and wedding day schedule
- Review wedding invitation list
- Provide wedding list to calligrapher
- Meet with stationer to have invitations, RSVP cards, thank you cards, itineraries, programs, menus, etc. and any accessories such as napkins printed

2 MONTHS BEFORE

- Pick up and mail out wedding invitations (together with RSVP cards, etc.)
- Contact booked venues to confirm arrangements and arrange to pay balances owed, as required
- Bride and bridesmaids attend follow-up wedding attire fittings
- Prepare information and instruction sheets for all members of the bridal party and for all vendors
- Prepare guest list for shower and give to maid of honor
- Prepare guest list for groom's get together and give to best man
- Bride to select going away outfit

1 MONTH BEFORE

- Obtain marriage license (within legal time period required)
- Track gifts received and send out thank you cards
- Pick up wedding rings and ensure they fit
- Provide photographer with list of photos to be taken
- Provide instructions to videographer
- Confirm music lists and arrangements with musicians
- Confirm transportation arrangements
- Confirm flower order and arrangements with florist
- Confirm rental requirements and drop-off times
- Pick up any ceremony or reception accessories not provided by rental company or caterer (e.g. candles, goblets, ring pillow, guest book, cake knife, etc.)
- Purchase gifts for bridal attendants, parents, ushers and each other

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3 WEEKS BEFORE

- Follow up with guests who haven't sent in an RSVP
- Prepare seating plan for reception
- Prepare name plates/seating cards
- Bride to go in for trial hair and make-up appointment(s) and confirm wedding day appointments
- Bride and groom prepares wedding reception toast/speech

2 DAYS BEFORE

- Groom and attendants pick up tuxedos/formalwear
- Bride and groom give gifts to parents and to each other
- Pack all items needed to bring to the wedding ceremony (such as guest book and pen, marriage license, ceremony programs, candles, emergency kit, etc.)
- Drop off all reception favors, table centerpieces, cake knife, toasting goblets, candles, etc. at reception venue so they can be set up prior to reception
- Confirm early meeting times with wedding party for the wedding day

1 DAY BEFORE

- Attend and confirm that officiant or wedding planner directs rehearsal
- Hand out wedding schedule, itineraries and instructions to all members of the bridal party and any others involved with the wedding such as ushers, parents of the bride and groom, photographer, videographer, officiant, musicians, etc.
- Provide seating details to ushers
- Bring ring bearer's pillow and provide to individual responsible for ring bearer
- Groom to give bride's ring to best man (for safekeeping, if a ring bearer is involved in the wedding)
- Bride to give groom's ring to maid of honor (for safekeeping, if a ring bearer is involved in the wedding)
- Oversee the decorating of the ceremony venue and the reception venue

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DAY OF WEDDING (PRIOR TO CEREMONY)

- Bring marriage license, guest book and pen, programs and candles (and have everything set up)

DAY OF WEDDING (CEREMONY AND AFTER)

- Provide final payment checks to all ceremony vendors
- Make sure marriage license, candles, guest book and pen, extra programs and anything left behind after the ceremony is collected

DAY OF WEDDING (RECEPTION)

- Provide final payment checks to all reception vendors/suppliers
- Collect all wedding gifts and cash received at reception and deliver them to pre-determined location

AFTER THE WEDDING

- Drop off wedding dress at cleaners
- Return groom's formalwear attire
- Arrange for pressing of flowers
- Send wedding announcement to the newspaper
- Send out wedding announcement cards
- Send out thank you cards for gifts
- Send out change of address cards
- Ensure that bride and groom obtains marriage license

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