

# Christine Catering and Event Services

## Wedding Checklist

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

### **16 - 9 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
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **8 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
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **7 -6 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
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- \_\_\_\_\_
- \_\_\_\_\_

### **5 - 4 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
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **3 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
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **2 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
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- \_\_\_\_\_
- \_\_\_\_\_

### **1 Month Before**

- Put RSVPs into guest-list database and phone guests who haven't yet responded.
- Get marriage licence
- Mali rehearsal-dinner invitations • Have final dress fitting
- Stock the bar
- Send out as many final payments as you can
- Confirm limes 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 coloured, if desired
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **The 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 your self
- 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
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_