



Countdown to Your Wedding Day

Monthly-Weekly-Daily Task Lists

Wedding Task Lists

For the active Edmonton bride planning her wedding, nothing could be more important than finding a way to stay focused and on track. Use our wedding task lists to help you through this organizational process!

The following pages are standard lists to help you prioritize the many tasks you will have prior to your wedding date.

Couples who do not have as much time as shown should plan their wedding in much the same order, using the checklist as a guide.

Be sure to check things off as you complete them.

12 Months Before ... TASK LIST

- Announce your engagement.
- Have engagement photos taken.
- Arrange for parents to meet and chat.
- Decide on a date.
- Make a list of what is important to you for your wedding; this will help you determine your budget.
- Select the style and size of your wedding. Determine type (formal, semi-formal, informal), style and theme of the wedding. Discuss with your fiancé about what both of you want and don't want for the wedding.
- Sit down with your fiancé and ALL parents and discuss the wedding budget, and who will pay for what.
- Visit different ceremony sites and meet with the officiate.
- Visit various reception sites and discuss plans with manager. Begin search for caterer, if catering onsite is unavailable.
- Interview wedding consultants if you plan to use one.
- Think about guest list to get preliminary head count.
- Get or make a wedding organizer (a 3 ring binder with pockets works great). Use it to store all your information, contracts, ideas, photos, etc.
- Select your attendants (bridesmaids, groomsmen, ushers, flower girl and ring bear) and ask them to honor you by being in your wedding. Make sure they are aware of what their "duties" are.

OTHER TASKS

Month:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

<input checked="" type="checkbox"/>	TASKS TO BE COMPLETED	APPOINTMENTS

NOTES

10-11 Months Before ... TASK LIST

- Start getting ideas by looking through bridal magazines, going to Bridal Fairs and doing research on the internet.
- Finalize your wedding colors, theme and style.
- Decide on a ceremony site. Reserve the date
- Decide on the reception site. Reserve the date.
- Decide on a caterer if catering onsite is unavailable.
- Start looking for and interviewing all the remaining vendors:
If any vendor you like is available on your date and is within your budget, book them IMMEDIATELY! Like reception and ceremony venues, many of these vendors can be booked up to a year in advance.
- Interview & book your chosen Photographer & Videographer
- Interview & book your chosen Florist
- Interview & book your chosen Disc Jockey or other entertainers.
- Look into wedding day transportation. Do you want a limo, horse and carriage, limo bus?
- Start looking for a wedding gown, veil, accessories. Now is a good time to order the right size of the gown you choose.
- Start shopping for bridesmaid gowns and attendants attire.
- Begin looking at honeymoon options. Discuss where you both would like to go, and if needed visit a travel agent.
- Begin shopping for your wedding bands
- Register for gifts.
- Continue to refine your refine your preliminary guest list.

OTHER TASKS

Month:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

<input checked="" type="checkbox"/>	TASKS TO BE COMPLETED	APPOINTMENTS

NOTES

Month:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

<input checked="" type="checkbox"/>	TASKS TO BE COMPLETED	APPOINTMENTS

NOTES

7-9 Months Before ... TASK LIST

- Start planning ceremony and reception music choices.
- If you haven't already, finalize and purchase your wedding gown, veil, & accessories.
- If you are having a prenuptial agreement, take care of that now.
- Finalize attire for attendants.
- Start pre-marriage counseling (if required)
- Start looking at invitations.
- Sign up for your gift registry
- Send save-the-date cards/newsletter

OTHER TASKS

Month:

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NOTES

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NOTES

6 Months Before ... TASK LIST

- Choose your caterer. Remember to get a written contract.
- Place wedding announcement in local newspaper
- Order wedding stationary (invitations, envelopes, programs, etc.)
- Start shopping for bridal party tuxedos
- Book limo/transportation.
- Start planning the wedding decorations
- Arrange accommodations for out of town guests (book blocks of hotel rooms)
- Select wedding cake (and Groom's cake if you are having one)
- Start making arrangements for rehearsal dinner
- Decide on wedding favors.
- If you decided not to use a Wedding Coordinator, consider asking a close friend not in the wedding party to be your Wedding Coordinator/Personal Assistant.
- Schedule rehearsal at wedding site.
- Make reservations for honeymoon.
- Book hotel room for wedding night.

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NOTES

4 Months Before ... TASK LIST

- Help both mothers to coordinate and shop for their wedding-day attire
- Meet with your officiate to discuss details of the ceremony including music & readings
- Choose readings and vows for ceremony. Start writing your wedding vows, if you are doing them yourself.
- Order your wedding cake & grooms cake
- Choose gifts for your attendants, parents, helpers.
- Have the male members of the wedding party, including fathers, fitted for tuxedos.
- Reconfirm honeymoon arrangements. If you're traveling overseas, check again that your passports are current and that you have any necessary visas
- Purchase accessories such as goblets, cake knife and server, ring pillow, garter, and candles.
- Start addressing the invitations
- Schedule a hair and make up consultation to do a trial run.
- Start making/buying wedding favors
- Write thank you notes for any gifts that may start arriving.
- Schedule wedding dress fitting.
- If you are having one, begin putting together your ceremony program.
- Make sure contracts and arrangements are complete with all of your service providers
- Gather necessary birth or baptismal certificates you may need for your wedding license.
- Make appointments for gown fittings.

OTHER TASKS

Month:

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<input checked="" type="checkbox"/>	TASKS TO BE COMPLETED	APPOINTMENTS

NOTES

3 Months Before ... TASK LIST

- Gather necessary birth or baptismal certificates you may need for your wedding license.
- Get your marriage license application.
- Plan a rehearsal dinner for members of your wedding party, your family and out-of-town guests. Reserve the location.
- Finalize the guest list
- Give the caterer or other food suppliers a close idea of the number of guests you expect
- Make sure all reservations are in place for honeymoon travel.
- Check with bridesmaids to make sure they have their gowns and are getting them fitted.
- Select your "going away" outfit and special items for your trousseau.
- Schedule a hair and make up consultation to do a trial run.
- Start making/buying wedding favors
- Write thank you notes for any gifts that may start arriving.
- If you are having one, begin putting together your ceremony program.

OTHER TASKS

Month:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

<input checked="" type="checkbox"/>	TASKS TO BE COMPLETED	APPOINTMENTS

NOTES

2 Months Before ... TASK LIST

- Mail out your wedding invitations and announcements
- Finalize the guest list
- Reconfirm the rehearsal dinner plans
- Have the male members of the wedding party, including fathers, fitted for tuxedos.
- Reconfirm honeymoon arrangements. If you're traveling overseas, check again that your passports are current and that you have any necessary visas
- Schedule a hair and make up consultation to do a trial run.
- Write thank you notes for any gifts that may start arriving.
- Meet with vendors (caterer, florists, etc.) to finalize arrangements.
- Have formal wedding portrait taken.
- Reserve room for wedding night.
- Begin reception seating plan.

OTHER TASKS

Month:

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<input checked="" type="checkbox"/>	TASKS TO BE COMPLETED	APPOINTMENTS

NOTES

1 Month Before ... TASK LIST

- Meet with photographer and/or videographer to discuss last minute details
- Complete reception seating chart as RSVP's arrive.
- Confirm menu selections with your caterer
- Book time for final wedding gown fitting
- Arrange for a reception babysitter, if needed.
- Finish (and print) the wedding program.
- Finalize wedding vows.
- Confirm all final payment amounts with your vendors as well as date, time, etc.
- Pick up marriage license.
- Keep writing those thank-you notes on a daily basis!
- Finalize list of responsibilities for key players and bridal party. Have a friendly get-together with everyone and distribute responsibilities.
- Confirm dates and times with officiate for rehearsal.
- Make checklist of items to bring for the honeymoon.
- Make name or address changes official on documents, including driver's license, Social Security forms and financial accounts. Fill out change-of-address forms at the post office.
- Finalize receiving line, timeline, and itinerary of the day.

OTHER TASKS

Month:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

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NOTES

2 Weeks Before ... TASK LIST

- Finalize reception seating chart. Call guests who have not returned their RSVP's
- Keep writing those thank-you notes for wedding gifts!
- Pick up your wedding rings. Make sure any special engraving appears precisely as you wished.
- Confirm delivery time and locations with florist.
- Have your final dress fitting
- Give photographer detailed list of photos to be taken.
- Give videographer specific instructions.
- Give music list to DJ or band.
- Confirm rehearsal and rehearsal dinner plans with bridal party.

OTHER TASKS

Week: _____

SUN-

<input checked="" type="checkbox"/>	TASKS TO BE COMPLETED	APPOINTMENTS

MONDAY

<input checked="" type="checkbox"/>		

TUESDAY

<input checked="" type="checkbox"/>		

WEDNESDAY

<input checked="" type="checkbox"/>		

THURSDAY

<input checked="" type="checkbox"/>		

FRIDAY

<input checked="" type="checkbox"/>		

SATURDAY

<input checked="" type="checkbox"/>		

NOTES

1 Week Before ... TASK LIST

- Review final arrangements with photographer, videographer, reception entertainment, and florist one last time
- See that checks are written and ready to be handed out to vendors at the agreed-upon time
- Give final guest count to reception venue/caterer.
- Ensure your key players have each other's contact information and are aware and comfortable with their responsibilities.
- Pick up wedding attire and check that it fits.
- Remind groom to pick up the tux.
- Confirm wedding night reservation.
- Purchase travelers' checks and reconfirm honeymoon travel and hotel plans.
- Pack for honeymoon.
- Finalize details of rehearsal dinner.
- Confirm that out-of-town guests are set with hotel accommodations, transportation and wedding-day directions.
- Arrange with a friend or family member to ensure that wedding gifts bought to the reception are delivered safely to your home after the evening.

OTHER TASKS

Week: _____

SUN-

<input checked="" type="checkbox"/>	TASKS TO BE COMPLETED	APPOINTMENTS

MONDAY

<input checked="" type="checkbox"/>		

TUESDAY

<input checked="" type="checkbox"/>		

WEDNESDAY

<input checked="" type="checkbox"/>		

THURSDAY

<input checked="" type="checkbox"/>		

FRIDAY

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SATURDAY

<input checked="" type="checkbox"/>		

NOTES

The Day Before ... TASK LIST

- Attend rehearsal.
- Attend rehearsal dinner. Give attendants their gifts.
- Have a manicure and/or a pedicure.
- Put together the tip envelopes (for the vendors) and give them to the designated "tip person" (generally the best man).
- Confirm wedding day transportation.
- Reconfirm hair and make up appointments.
- If you have access to the ceremony and/or reception venues, bring everything over there that you may need (decorations, guest book, etc)
- Layout everything you need for the next day in a safe place (marriage license, dress, shoes, etc.)
- Speak with everyone in the wedding party and make sure everyone knows where to be at what time.
- Pick Up Men's Formal Wear
- Try to go to bed early and get some sleep.

OTHER TASKS

Your Wedding Day ... TASK LIST

- Eat breakfast, even if you think you aren't hungry.
- Give officiates fee to the best man for delivery.
- Have someone else mail announcements.
- Have your hair and makeup done.
- Leave plenty of time to get ready. Begin dressing two hours before ceremony is scheduled to begin.
- Give the best man the groom's ring.
- Spend a quiet moment looking at yourself in the mirror before you walk down the aisle.
- Relax, and remember: This is your special day, the result of all your careful planning
- Your wedding party and your key players are there to support you. Rely on them and let the day happen.

