

Carlson Craft® **Wedding Checklist**

12 Months

- Create a theme or style
- Determine a budget (keep in mind the estimated size of the wedding)
- Reserve locations
 - ◆ Wedding
 - ◆ Reception
- Choose your wedding party - Send out cards asking them to be in your wedding
- Purchase an organizer

9 Months

- Order save the date cards
- Choose and order wedding dress
- Begin guest list - Start looking for invitations
- Start shopping for attendants attire
- Set aside a block of hotel/motel rooms for out of town guests
- Visit with officiant on marriage requirements
- Book a photographer
- Plan ceremony and reception music

6 Months

- Send out save the date cards
- Order wedding invitations
 - This includes reception cards, respond cards, direction cards, informal notes, place cards
Order 25 extra invitations to allow for added guests that may have been forgotten
 - ◆ Begin addressing invitations (Allow plenty of time for addressing)
 - ◆ Work on assembling your Invitations (Allow plenty of time for perfection)
- Buy thank you cards - Make sure to keep up with your thank you notes as you receive gifts
- Meet with baker for wedding cake
- Meet with a florist
- Determine the date and location for the rehearsal dinner

4 Months

- Purchase Gifts
 - ◆ From the Bride
 - Personal attendant
 - Maid of honor
 - Bridesmaids
 - Junior bridesmaid
 - Flower girl
 - ◆ From the Groom
 - Best man
 - Groomsmen
 - Junior groomsmen
 - Usher
 - Ring bearer
 - ◆ From Both
 - Parents of bride
 - Parents of groom
 - Grandparents
 - Wedding coordinator

- ◆ Others to remember
 - Guest book attendant
 - Readers
 - Soloist
 - Hostesses
 - Helpers
 - Altar boys
 - Baby sitters

- Purchase all accessories for the wedding party
 - Jewelry
 - Garters
 - Cuff links

3 Months

- Finish and seal wedding invitations
 - ◆ Take a completely assembled invitation to your post office to determine proper postage
- Purchase items needed for the rehearsal dinner
 - Order invitations
 - Purchase printed napkins
- Purchase items needed for the reception
 - Printed napkins (beverage, luncheon & dinner)
 - Place cards
 - Guest favors
 - Decorations (lights, balloons)
 - Centerpieces (i.e. floating candles, glass cylinders, etc.)
 - Matches
 - Stir sticks
 - Toasting glasses
 - Cake knife and server set
 - Cake top
 - Wishing well card holder
 - Menu cards
 - Coasters
- Purchase Items for wedding ceremony
 - Programs
 - Guests book & memory album
 - Aisle runner
 - Ring bearer pillow
 - Flower girl basket
 - Guest book and pen
 - Unity candle
 - Bird seed, bubbles, confetti, balloons, rose petals
 - Decorations (i.e. pew bows, balloons, vases, candles, etc.)
- Draw up seating chart and write names on place cards

6-8 Weeks

- Mail wedding invitations
- Send announcement to newspaper

1 Month

- Buy gift for you future wife/husband
- Purchase gratuity envelopes for your hired professionals
- Create a list of organizations and companies that need to be notified of name and address change

2 Weeks

- Send out your reminder for the rehearsal dinner attendees about the time and location

1 Week

- Write checks to hired professionals
- Give final guest counts, double check seating chart and place cards