THINGS TO DO, BEFORE SAYING “I DO”

WEDDING CHECKLIST

VenueLogic
LET'S CONNECT

@venuelogic
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10 - 12 MONTHS OUT

- Organize + Envision! Create a folder or binder complete with inspiration images, wishlist, and color palettes or swatches. As you plan, add venue and vendor information, contracts, floor plans, etc.
- Plan your budget (visit our blog for tips!)
- Decide on your Officiant and who will stand next to you on your wedding day - reach out to them for availability
- Create your guest list (spreadsheet with contact info, including: email and mailing address, RSVP status, etc)
- Pick a date (be sure to reach out to your important guests before finalizing)
- Book your venue (contact us to help!)
- Create a website if you’d like
- Research/Schedule meetings with other vendors (photographer, decor, entertainment, etc.)
- Set up tastings with caterers and cake designers
- Book your caterer, and production company and/or wedding planner, if you’d like
- Ladies: shop for your wedding dress/attire
Finalize booking your vendors!
☐ Photographer/Videographer
☐ Floral Designer
☐ Cake Designer
☐ DJ/Entertainment
☐ Invitations/Stationery Designer
☐ Transportation

Start planning a honeymoon
Send out “Save The Dates”
Reserve hotel blocks for out of town guests: be sure to choose 2 - 3 hotel options with different price points near the reception venue

Shop for bridesmaids’ dresses/attire
Create your gift registry: choose at least 2 - 3 retailers and include registry information in your invitations and/or on your website
3 - 5 MONTHS OUT

☐ Book rehearsal location and rehearsal dinner venues, and create your rehearsal dinner guest list
☐ Finalize rentals - talk to your production contact, wedding planner, or caterer about event rentals (linen, furniture, etc.)
☐ Finalize cake details and place order
☐ Schedule hair/makeup appointments for wedding party
☐ Tie up loose ends with:
  ☐ Ceremony readings - select and designate readings
  ☐ Vows - begin to write or research existing exchanges
  ☐ Reception timeline (ie: dinner, toasts, first dance, etc.)
  ☐ Catering details
  ☐ Create and send out event schedule to all vendors
  ☐ Guest list - finish collecting contacts in the spreadsheet
  ☐ Invitations - finalize wording and consider additional stationary you may desire: programs, menu cards, place cards, thank you cards, etc.
☐ Purchase wedding rings
☐ Check that all necessary documents are up-to-date for your honeymoon
☐ Plan or attend your wedding shower
☐ Ladies: schedule and attend first fitting
☐ Men: shop for and reserve formal wear
2 MONTHS OUT

☐ Print off and read over your Wedding Day Checklist PDF
☐ Research marriage license requirements
☐ Check with your vendors to ensure they have everything they need (tables for set up, freight elevator access, unloading & loading details, etc.)
☐ Appoint a contact person for vendors on your wedding day and share with them the event schedule
☐ Send out invitations
☐ Final venue walk-through with your wedding planner, MOH, or appointed contact
☐ Remind wedding party to make sure everything they need is ordered/purchased
☐ Write/send out thank-you cards for wedding shower gifts
☐ Finalize your vows
☐ Ladies: schedule and attend makeup and hair trial run
1 MONTH OUT

- Enter RSVP’s into your spreadsheet – Contact those that have not yet replied
- Send out rehearsal dinner invites
- Finalize:
  - Vows, readings, and timeline with your Officiant
  - Song list for DJ/Band during each part of the wedding
  - Photo shot list with your photographer (include who will be in each shot, desired locations, and schedule)
  - Timeline for ceremony & reception, and share with the venue manager (be sure to include vendor information)
- Pick up your wedding rings
- Make sure you have all of the details
  - Guest book
  - Toasting flutes
  - Cake servers
  - Gift card collector, etc.
- Purchase gifts for your parents, wedding party, and each other
- Send out final payments to venue/vendors
- Send final guest count to caterer & venue
- If desired, make seating chart
- Send driving directions to transportation vendor
- Ladies: final dress fitting! (don’t forget to bring your shoes!)
WEEK OF THE WEDDING

☐ Confirm arrival times for vendors, guests, & wedding party
☐ Determine pairings and positions during the ceremony, and share event schedule with your wedding party
☐ Put together a Wedding Emergency Kit (include any applicable/necessary items such as: fashion tape, sewing kit, deodorant, brush or comb, bobby pins, travel hairspray lipstick/lip gloss, etc.)
☐ Pack for your honeymoon (don’t forget to check the weather!)
☐ Pamper yourself a little... you deserve it! Schedule a massage or facial
☐ Enjoy your bachelor/bachelorette parties!
☐ Ladies: pick up your gown/attire
☐ Men: pick up your formalwear and get your hair trimmed
DAY BEFORE THE WEDDING

☐ Pack day-of bag:
  ☐ Button-down shirt so you don’t mess up your hair
  ☐ Shoes for the ceremony, and a comfortable change
  ☐ Jewelry for pictures and/or the ceremony
  ☐ Wedding rings
  ☐ Emergency kit and anything else you may need

☐ Appoint someone to gather gifts, belongings, flower bouquets etc.

☐ Organize tip envelopes and checks to complete any outstanding payments for vendors

☐ Get a mani/pedi

☐ Give the marriage license to your Officiant at rehearsal

☐ Enjoy rehearsal & rehearsal dinner (don’t get carried away with drinks!)

☐ Take a deep breath

☐ Get a good night’s rest!