



SUSAN MURRAY

## YOUR WEDDING CHECKLIST

Getting married is not an easy proposition. Once you're engaged, the process can get pretty involved. As you begin planning your wedding, follow a checklist to make sure you don't miss any of those important 'little things' that make your wedding day unique, fun, romantic, and *easy*.

### 10-12 Months

- Introduce both families to one another and announce your engagement.
- Figure out who is financing what, and set up a budget for the wedding.
- Start thinking about and creating a guest list.
- Agree on and select a tentative wedding date.
- If desired, announce your engagement in the local newspaper.
- If applicable, interview and hire a wedding coordinator.
- Start thinking about your honeymoon plans.
- Decide on and book your reception site.
- Decide on and book the location of your ceremony.
- Start thinking about what gown to buy.

### 6-9 Months

- Speak with Susan Murray Rentals about your Linen and Décor Needs?
- Announce wedding to out-of-town guests.
- Try on different gowns and veils and place an order.
- Research honeymoon prices and locations and book your honeymoon.
- Preview floral designs and choose a florist.
- Start thinking about menu ideas and meet with caterers if applicable.
- Start thinking about wedding photography, videography and hire a photographer/videographer.
- Develop music ideas and interview bands or disc jockeys if desired.
- Select and purchase bridesmaids' dresses.
- Reserve your bridal suite.

Visit [SUSAN MURRAY.com](http://SUSANMURRAY.com) for distinctive linen rentals and event styling.

**Tel:** 416.243.9284 **Fax:** 416.243.7392 **Toll Free:** 1-866-757-8726 [info@susanmurray.com](mailto:info@susanmurray.com)

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### 6-9 Months *(continued)*

- Research liability insurance for your ceremony location.
- Purchase gown accessories (shoes, lingerie, purse, gloves, jewelry, etc...)
- Choose an officiate for the ceremony.
- Schedule engagement party time and invitations if applicable.
- Consider gift registry options. (The Big Day)
- Reserve hotel rooms for your out-of-town guests.

### 4-5 Months

- Consider what wedding traditions/ religious practices will be followed during the wedding.
- Research invitation styles and wording.
- Consider what cake(s) to buy and which baker to choose.
- Discuss and finalize menu ideas with caterer (or choose your own).
- Shop for your wedding rings.
- Make sure each bridesmaid purchased a gown and has all additional accessories.
- Decide on tuxes for groom and groomsmen.
- Place your invitation order and book calligrapher if necessary.
- Purchase wedding rings, and engrave if desired.
- Decide on wedding favors.
- Create wedding registry if applicable. (The Big Day)
- Reserve your rental equipment (tables, chairs, tents, lights etc...)
- Research and book a rehearsal dinner location if applicable.
- Be thinking about hair, make-up, and accessories for your wedding day.
- Decide who will give readings, sing solos, entertain guests, etc...
- Update wedding registry.

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### 2-3 Months

- Finalize your guest list and send invitations to the calligrapher if desired.
- Order the favors for your wedding.
- Browse for and purchase your wedding accessories (candles, baskets, ring pillow, decorations.)
- Take dancing lessons if desired.
- Take good care of yourself; stay healthy and fit to prepare for the wedding.
- Arrange for future insurance policies to include both you and your spouse.
- Finalize your menu for the reception.
- Buy gifts for one another, friends, family, attendants, etc...
- Make sure tuxes were ordered for groom and groomsmen.
- Finalize preparations for your honeymoon.
- Look into joint bank accounts if desired, prior to the wedding.
- Finalize music for wedding, and review with the musicians/ DJ.
- Finalize rehearsal dinner plans and invitations if applicable.
- Make sure to mail your wedding invitations eight weeks before the big day.

### 1-2 Months

- Get fitted for your bridal gown.
- Finalize the ceremony readings, songs, and other entertainment.
- Order food and beverages if not using a caterer.
- Finalize the ceremony with your officiate.
- Write and finalize your wedding vows if desired.
- Start writing thank-you notes for any showers, early wedding gifts, and for the upcoming wedding.
- Find out how to go about getting your marriage license.
- Arrange any needed wedding day transportation for you, your guests, and your wedding party.

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### 1-2 Months *(continued)*

- Make parking arrangements for the reception.
- Confirm reservations for your out-of-town guests.
- Make appointment with hair and make-up stylist for the day of your wedding.
- Attend any bachelor or bachelorette parties offered by friends and family.

### 3-4 Weeks

- Finish and print any ceremony programs that have been created.
- Get marriage license and make appointment for blood tests if applicable.
- Go over song list and musical arrangements with musicians/ DJ if necessary.
- Pick up wedding rings and check any inscriptions prior to leaving store.
- Shop for additional or last minute bridal accessories.
- Confirm your wedding night and honeymoon reservations.
- Do final paperwork for official documents if you have plans to change your name.
- Sit for a bridal portrait prior to the wedding, if desired.
- Bride should not forget to gather their gown, veil, garter, their “something old, new, borrowed, and blue” if you are following this tradition.
- Determine wedding day assignments for wedding party if applicable.
- Give final headcount to caterer if necessary.

### 1-2 Weeks

- Finalize seating plan for reception if applicable.
- Groom should pick up his tux and try it on prior to the wedding.
- Confirm final payment with any vendors involved with the wedding.
- Confirm location, date, time with photographer/videographer and organize a list of shots that must be taken during the wedding.
- Prepare your thank-you toast to friends and families.

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### 1-2 Weeks *(continued)*

- Distribute wedding day directions, schedule, and contact list to parents, attendants, vendors, family, and guests.
- Leave a copy of your honeymoon itinerary with a friend or family member in case of an emergency.
- Designate a person to gather wedding gifts brought to the party/ reception.

### THE DAY BEFORE

- Give marriage announcements to your honor attendant to mail on the day of the wedding.
- Gather and organize wedding gown, veil, shoes, stockings, accessories, and a last minute emergency kit (pain reliever, make-up, and brushes/ combs, hair products, safety pins, mints etc...)
- Rehearse the ceremony with your officiate and wedding party.
- Re-confirm your honeymoon and travel plans before leaving.
- Get a lot of sleep and relaxation prior to the big day.
- Drop off any wedding favors and the guest book at the reception site if necessary.
- Make sure to set your alarm and set back up alarms so you arrive on time for your wedding.

### THE BIG DAY!

- Confirm that the wedding arrangements (those giving toasts, entertaining, musicians/ DJs, photographers/ videographers, officiate, additional attendants and arrangements) are all in order.
- Take time out to thank close friends and family for their efforts and to touch base privately with significant other (exchange gifts and conversation prior to the ceremony, etc...)
- Relax and enjoy your very special day!

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