

BOOKING CHECKLIST

Get Organized

- Build a wedding website, if desired.
- Research hotels near church and venue for guests.
- Secure a hotel block for guests no more than 11 months in advance.
- Reserve a hotel room for the wedding night, if desired.
- Reserve hotel rooms for the bridal suite, bridal party, and immediate family.
- Submit an engagement announcement to your local newspaper.
- Submit your engagement story to Spoken Bride.
- Register for wedding gifts.
- Update your wedding website with registry and hotel information as needed.

Make It Sacramental

- Sign up for any marriage preparation classes or retreats as required by your Pastor or Diocese (Engaged Encounter, Pre-Cana, Evenings for the Engaged, etc).

Caterers

- Research caterers if your venue does not provide food and drink.
- Meet with 1-3 caterers.
- Secure a caterer with a contract and deposit. Add their information to your vendor contact list.

Attire

- Make appointments at 1-3 wedding dress salons to try on gowns.
- Purchase or order your gown. Add the store's information to your vendor contact list.
- Search for bridesmaids dresses to complement your wedding dress and style of your wedding.
- Select Bridesmaid dresses. Send bridesmaids information needed to schedule a fitting and purchase their dress.

Photographer

- Research wedding photographers.
- Interview 1-3 photographers.
- Book your photographer with a contract and deposit. Add their information to your vendor contact list.
- Schedule an engagement photo session (as soon as possible if photos are needed for save the dates).

Videographer

- Research videographers.
- Meet with 1-3 videographers.
- Book your videographer with a contract and deposit. Add their information to your vendor contact list.

Florals

- Create a list of the all florals you'd like for your wedding.
- Research floral designers.
- Interview 1-3 floral designers.
- Hire a floral designer with a contract and deposit. Add their information to your vendor contact list. Create a list of the all florals you'd like for your wedding.

Musicians

- Research musicians, bands, and DJs.
- Interview musicians, bands, and DJs.
- Book ceremony, cocktail hour, and reception musicians, bands, and DJs.
- Create a list of "Please Play" songs for the cocktail hour and reception.
- Create a list of "Do Not Play" songs for the cocktail hour and reception.

Bartender

- Research bartending/beverage service companies.
- Interview 1-3 bartending companies.
- Hire a bartending service company with a contract and deposit. Add their information to your vendor contact list.

Beauty

- Determine who will need hair and makeup services on the wedding day and their location.
- Research hair stylists and makeup artists.
- Interview 1-3 hairstylists and makeup artists and get detailed price quotes.
- Hire hair stylist and makeup artist by signing a contract and giving a deposit. Add their information to your vendor contact list.

Cake and Sweets

- Research cake bakers.
- Write down/draw/cut out pictures with your likes and dislikes for your wedding cake, groom's cake, and other dessert items.
- Schedule 1-3 cake tastings.
- Select a baker and secure with a contract and deposit. Add their information to your vendor contact list.

Transportation

- Determine your transportation needs for the day of the wedding.
- Research private transportation companies (limos, buses, trolleys, carriages)
- Get detailed quotes from 1-3 transportation providers.
- Select a transportation company and book with a contract and deposit. Add their information to your vendor contact list.

Stationery

- Create a list of all the paper goods you'd like for your wedding invitation suite (Save the Dates, Invitation, RSVP card, envelopes, programs, signs, menus, etc).
- Order Save the Dates.
- Purchase postage for Save the Dates.
- Mail Save the Dates.
- Research wedding invitation designers and companies.
- Hire a stationery designer. Sign a contract and give a deposit. Add their information to your vendor contact list.
- Order wedding invitations (including all the components) and thank you notes.
- Determine what stationery pieces you'd like to have done in calligraphy, and how many of each item.
- Research calligraphers.
- Interview 1-3 calligraphers and get price quotes.
- Hire a calligrapher with a contract and deposit. Add their information to your vendor contact list.

Rentals

- Determine what rental items you will need for the reception.
- Research rental companies.
- Meet with 1-3 companies to see their inventory in person.
- Book your rental company/companies with a contract and deposit. Add their information to your vendor contact list.

Lighting

- Determine what lighting you would like for the reception (strands of market lights, light up letters, up lights around the room, gobo on the dance floor, pin spots on the cake and guest tables, etc).
- Research lighting companies in your area.
- Meet with 1-3 lighting companies.
- Book your lighting company with a contract and deposit. Add their information to your vendor contact list.

Honeymoon

- Start booking flights, hotels, and rentals cars for your honeymoon. Start booking flights, hotels, and rentals cars for your honeymoon.

Additional To-Dos

-
-
-
-
-
-
-
-

Notes, Drawings, Ideas