

# Timeline Checklist

Not sure where to start with the many arrangements that must be made for your wedding? Use the following checklist to help you keep everything in order leading up to your special day.

## Six to 12 months before the wedding

- Select a date and time for your wedding.
- Discuss finances, set a tentative budget and establish priorities. (Don't forget to include your honeymoon expenses.)
- Hold a family meeting to discuss wedding with all concerned.
- Announce your engagement in your local Suburban Journal.
- Determine the ceremony location.
- Select your officiant, and visit with him or her to discuss your wedding arrangements.
- Reserve your reception site.
- Select a catering service (if not provided by reception site).
- Begin compiling guest list.
- Choose the members of your wedding party.
- Start considering items for your registry.
- Book ceremony musicians and reception band or DJ.
- Select your florist.
- Book a photographer and videographer.
- Select bridesmaids' dresses.
- Shop for bridal gown and accessories.

## Four to six months before the wedding

- Order wedding invitations, thank you notes and personal stationary.
- Select and order formal wear for men. (Don't forget to arrange fittings.)
- Reserve location of rehearsal dinner.
- Meet with the caterer to discuss the plans for your reception meal.
- Arrange accommodations for out-of-town guests.
- Meet with a travel agent to plan your honeymoon. Make reservations and get necessary travel documents ready.
- Reserve your wedding day transportation - to the church, from the church to the reception, and from the reception to the hotel where you'll spend your wedding night.
- Select and order your wedding rings.

## Two to four months before the wedding

- Finish addressing invitations.
- Finalize plans with officiant, caterer, photographer/videographer, florist, musicians, etc.
- Complete honeymoon plans.
- Research requirements for marriage license.
- Make appointment with photographer for bridal portrait.
- Make appointments with hair stylist/make up consultant for portrait sitting, rehearsal dinner and wedding day.
- Pick reception song list.
- Select gifts for attendants.

## Four to eight weeks before the wedding

- Pick up wedding rings, and arrange for engraving.
- Have final fitting of wedding gown.
- Have a run through of bridal hair (with headpiece) and makeup.
- Make sure all attendants have arranged fittings for bridesmaids' dresses and tuxedos. (Don't forget shoes.)
- Plan menus for the bridesmaids' luncheon and rehearsal dinner.
- Select gift for the groom.
- Draw up seating plan for ceremony and reception.
- Submit song lists to ceremony musicians and reception band or DJ.
- Mail invitations (preferably six weeks before wedding).

## Two to three weeks before the wedding

- Confirm all details with wedding vendors (caterer, reception hall, florist, photographer/videographer, etc).
- Have bridal portrait taken.
- Announce your wedding in your local Suburban Journal.
- Arrange for name changes on driver's license, passport, bank account(s), insurance policies, etc. (Be careful to make sure your ID/passport matches your honeymoon plane tickets/reservations.)
- Check on honeymoon arrangements and start packing.
- Review guest list and provide caterer with final count.
- Finalize seating arrangements and finish place cards for the reception.
- Provide wedding party with rehearsal/wedding day schedule.
- Make arrangements for gift transport from reception.

## One week before the wedding

- Delegate wedding day responsibilities to reliable individuals.
- Finalize your rehearsal and rehearsal dinner arrangements; confirm attendance of all invited.
- Confirm all honeymoon details.
- Host bridesmaids' luncheon.
- Double-check details with wedding vendors. (Don't worry, you're not harassing them.)

## One to two days before the wedding

- Get a massage, manicure and pedicure. (Don't forget to buy a bottle of nail polish in the shade you're wearing in case you need to touch up.)
- Attend rehearsal and review all the details with your participants.
- Enjoy rehearsal dinner with family and friends; present wedding party and parents with thank-you gifts.
- Get a good night's sleep.

## The big day

- Eat a healthy breakfast.
- Allow yourself plenty of time to get dressed.
- Have your hair and make up done.
- Make sure the wedding certificate is signed by best man and maid/matron of honor.
- Have some snacks on your way to the church.
- Cherish each moment of this special day.



**Sheratons at Westport**  
**Plaza Tower & Lakeside Chalet**

**H O T E L S**  
**S T. LOUIS**

Plaza Tower - 900 Westport Plaza Dr  
Lakeside Chalet - 191 Westport Plaza Dr  
St. Louis, MO 63146  
(314) 878-1500 · (800) 822 3535  
[sheratonwestport.com/weddings](http://sheratonwestport.com/weddings)