

Wedding Planner Timeline ~ Windsor Mansion Inn



You just got Engaged!!!! Now its time to plan the wedding!

Congratulations on your engagement! Now it's time to start planning for the big day. Sitting down and actually putting things on paper can be somewhat daunting and kind of like "what comes first, the chicken or the egg"...ish. But don't worry...there is plenty of time to get everything done. We have developed a timeline that will help you put your thoughts to paper and get into action.

12+ Months Before the Wedding

- Dream a little...what do you want your wedding to look like? Write down what you envision. Share this with your spouse-to-be and with those that will be helping you make your dream come true.
- Once you have an idea of what you would like, work on a budget. It is always good to know what you can really afford. This will affect everything that you decide for the wedding.
- Pick a date for the wedding. You may want to have 2 or even 3 dates that you like. Be sure to check with special guests before choosing dates.
- Write up a guest list. You will need to know about how many people you want to invite before you can pick your venue. Keep in mind your budget when determining the number of guests. Organize the addresses which will make writing out invitations and save the date cards easier.
- Ask some of your best friends/family members to be on your team to create your wedding.
- Shop for, and book, your ceremony and wedding venue. Keep in mind budget, dates, number of guests and your dream! **Consider the Windsor Mansion Inn!**
- Have an engagement party or Jack and Jill.
- Pick your wedding party!

8-10 Months Before the Wedding

- Shop for a wedding dress. Once found, order dress. Depending on dress, they can take several months to come in.
- Decide on attire for wedding party and shop for and order bridesmaid dresses.
- Research and reserve hotel rooms for out-of-state guests.
- Research your wedding professionals such as photographer/videographer, officiant, florist, entertainment and caterer. You will need to look at what you would like for each and what the budget is before deciding.
- Select your photographer. Set up an engagement photographer shoot. You may want to use the pics from this for your wedding website and save-the-date cards.
- Make a wedding website (suggestions: The Knot, Wedding Wire, Zola)
- Send your Save-the-date cards. These are helpful for people planning on coming from a distance and if you are getting married in the tourist season or during a holiday.

6-8 Months Before the Wedding

- Plan and book your honeymoon. If you need to get or renew passports, consider working on this early.
- Select your ceremony officiant.
- Research and book your caterer. Schedule a tasting and choose menu.
- Research and book your florist.
- Research and book your musicians or DJ. Work on your wedding music.
- Register for gifts at your favorite sites.

4-6 Months Before the Wedding

- Shop for and order wedding invitations and other stationary.
- Secure transportation for the wedding. If you are not staying at the venue, consider your transportation to the church/ceremony and reception. Consider a shuttle for your guests coming from hotels near your venue.
- Shop for and order your wedding rings.
- Look at different men's formal wear for the groom and the ushers.
- Research bakers for your wedding cake. If not having a cake, consider what you will be serving in place of it. Reserve.
- Create your reception. If you need any special props or rentals, secure them. Create your wedding favor.
- Interview and hire a hair stylist and makeup artist for day of the wedding. Schedule a trial before the wedding.

- Consider what you would like to do for your rehearsal and where you would like your rehearsal dinner. Explore options and book.

3 Months Before the Wedding

- Attend your bridal shower!
- Work on your wedding ceremony and vows with the Officiant.
- Rent the groom's and ushers' formal wear.

1-2 Months Before the Wedding

- Write out and mail your wedding invitations.
- Finalize your wedding vows.
- Purchase gifts for wedding party, parents and each other.
- Do makeup and hair trial for wedding.
- Buy guest book and other items for day of wedding.
- Obtain your marriage license.
- If you are changing your name, look into and prepare paperwork to do this.
- Do your final dress fitting with veil, shoes and accessories. If a bustle, be sure someone is along with you to learn how to secure. Bring your dress home.
- Check with bridesmaids to confirm they have picked up their dresses and purchased shoes and accessories.
- Call any outstanding RSVPs about a month before the wedding. Prepare a seating chart for the wedding. Confirm the tentative guest count with your caterer and all your vendors.
- Prepare toasts for rehearsal dinner and wedding reception.
- Create a wedding program to hand out to guests.
- Prepare in-room welcome baskets for your out-of-state wedding guests. Consider including things they can do in "down" time that may be fun and inexpensive.
- Prepare your final list of must-have pictures for your photographer (groupings) and videographer.
- Deliver final music to musicians per their schedule. Include all your special song requests.

Your Wedding Month!!

- CALL ALL VENDORS to reconfirm the final details. Get set-up/arrival times and anything they will need to have available and relay this information to the venue. Provide full contact information on each vendor to the venue in case they need to contact vendor for any clarification.
- Give final guest number and meal choices to the caterer.

- Based on your final guest count, prepare the reception seating chart, make up place and table cards.
- Work on reception table designs and purchase and pack up all props for the reception.
- Groom: get hair cut. Confirm final arrangements for the honeymoon. Arrange for travel to/from airport.
- Purchase what you need for honeymoon and pack your bags.
- Hand off all of the reception set up chores to the appropriate person...either the caterer or venue coordinator.
- Attend bachelor/bachelorette parties
- Pick up formalwear and make sure everyone has their dresses pressed and ready to go.
- Finalize your wedding ceremony. Determine the format for the processional and wedding ceremony schedule.
- As you get close to the wedding date, plan a day at a spa for manicure/pedicure/facials.
- Purchase and pack wedding day totes. Mark each tote with the contents so that it will be easy to identify when setting up the wedding day. Put final set up instructions in each tote.

Day Before the Wedding

- On the day before the guests start to arrive, deliver the welcome baskets to the hotels. Include all the pertinent guest information.
- Rehearsal at location of ceremony. Practice your ceremony and iron out any last minute details.
- Bring your tote filled with ceremony items such as aisle runner, unity candle, programs, etc to the location of the ceremony at time of rehearsal. Store these at this location, if possible, or designate someone to be in charge to get items to ceremony location on day of wedding.
- Bring your wedding day totes (with place cards, decorations for wedding, etc) to the wedding venue and store there, if possible, or designate someone to be in charge to get items to venue on day of wedding.
- Attend the rehearsal dinner. Present gifts to attendants. This will be important if the gifts are expected to be worn for the wedding.
- Write out final balance checks on items that will need to be paid at the end of the wedding day. Determine who will hold the checks and deliver checks to that person with instructions.
- Get a good night's sleep!!

Your Wedding Day!

- Have a light breakfast and enjoy being with your special guests!
- If you need to decorate your venue, have your team meet you there to decorate at a specific time.
- Get hair/makeup done and get dressed for ceremony. Give parents their special gift and give each other a gift. Photographer will be taking candid shots of this preparation.

- Give wedding bands to the best man and maid of honor to hold during the ceremony.
- Give best man the officiant's fee envelope, to be handed off after the ceremony.
- Have someone manage the gifts and cards at the wedding and put them in a bride and groom's room when reception is over.
- Have a brilliant wedding day!!

The Week After Your Wedding

- Since you will be leaving for your honeymoon, prearrange for someone to return any rentals from the reception.
- Plan for someone to pick up all the items from the reception and bring to the couples' house.
- Plan for attendants to take the bride's dress for cleaning and return the groom's tux to the rental shop.
- Have a great honeymoon!
- Write and send thank you notes to gift givers and vendors that were particularly helpful.