

10-12 MONTHS *before* THE WEDDING DAY

- Begin Collecting Inspiration Images
- Determine the budget
- Decide on who will be contributing to the budget, i.e. family members
- Pick a wedding date & time. Select several options, then check with your venues, officiant, & important guests before finalizing.
- Hire your wedding planner.
- Book your venue
- Define your wedding style & choose color palette
- Begin organizing names & addresses for your guest list
- Extend invitations to bridal party
- Begin researching key vendors...photogs , florists.
- Begin looking for your wedding gown.
- Book your photographer

8 – 10 MONTHS *before* THE WEDDING DAY

- Finalize the guest list
- Book your caterer, if necessary
- Book your florist
- Book your videographer
- Book ceremony musicians
- Book reception entertainment
- Say, YES, to the dress!
- Start collecting inspiration for bridesmaids' dresses. *Get your girls involved in this!
- Take engagement photos
- Reserve hotel blocks for out of town guests
- Reserve hotel room for your wedding night
- Order save the dates
- Create a wedding website
- Research & purchase a wedding insurance policy to protect your deposits.

6 – 8 MONTHS *before* THE WEDDING DAY

- Decide on your day of accessories - veil, shoes, jewelry, undergarments (you will need your undergarments & shoes at first fitting)
- Mail your save the dates
- Reserve rentals chairs, tables, charger plates, linens, dance floor, etc.
- Book your hair & makeup team
- Select & order your invitation suite
- Reserve your calligrapher, if needed
- Reserve rehearsal dinner venue
- Book your wedding day transportation
- Select & purchase wedding bands
- Book your honeymoon. Secure or renew (if passport expires within six months of travel you will not be permitted to leave the country)
- Choose groom & groomsman attire
- Choose wedding favors for guests
- Have your cake tasting & order wedding cake
- Schedule first dress fitting. Bring your wedding shoes
- Create your wedding registry
- Complete your vendor worksheet
- First checklist meeting with Lauren O!

4 – 6 MONTHS *before* THE WEDDING DAY

- Send invitation suite to calligrapher, if booked
- Purchase or rent all groomsmen attire
- Schedule hair & makeup trial run
- Begin pre-marital counseling sessions, if required
- Plan day-of getting ready plans for bridal party
- Draft floor plans
- Complete Ceremony & Reception Worksheet
- Venue walkthrough time!
- Check in with your bridesmaids. Make sure they have their gowns ready for the wedding.

2 - 4 MONTHS *before* THE WEDDING DAY

- Have tasting with venue or caterer, depending on vendor may happen earlier or later.
- Finalize catering menu
- Finalize floral selections
- Schedule last dress fitting
- Timeline drafts begin
- Finalize order of ceremony with your officiant
- Choose ceremony songs- submit to musicians *prelude, processional, special songs, recessional, etc.*
- Choose special reception songs & submit to DJ/
- Band introductions, first dance, parent dances, cake cutting, last dance, etc.
- Purchase gifts for your bridal party
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- Purchase gifts for your parents
- Purchase materials for out-of-town Welcome Bags
- Purchase details for ceremony & reception *ring pillow, flower basket, guest book & pens, flutes & servers, etc.*
- Design or order all printed materials *programs, wedding signage, map, menu card, table numbers, etc.*
- Address & mail wedding invitations 8-10 weeks before the big day!

1 MONTH *before* THE WEDDING DAY

- Apply for your marriage license (*State of CT requires you apply in the city/town where ceremony is being held*)
- Finalize all day of stationery
- Finalize day of timeline with Lauren O
- Send day of schedules to your bridal party
- Send final payments due to vendors
- Write your vows
- Confirm all RSVP's have been received
- Create seating chart for reception
- Modify & confirm rental quantities needed
- Confirm honeymoon & travel arrangements
- Complete shot list with photographer

2 WEEKS *before* THE WEDDING DAY

- Submit final guest count to vendors
- Give final guarantee to caterer & *include any dietary restrictions*
- Send final guest list in alphabetical order with seating assignments to planner & caterer
- Organize, box & label all wedding decor items
- Complete your inventory checklist in your portal
- Designate someone to take decor from ceremony
- Designate someone to take decor from reception
- Designate someone to return any rentals that are not picked up on the wedding night
- Designate someone to take gifts home after wedding
- Have final meeting with Lauren O!
- Lauren O confirms vendors & sends out any updates to timeline

Week of THE WEDDING

- Drop off welcome bags at the hotel
- Drop of materials to the reception venue
- Put cash tips for vendors in envelopes
- Have final meeting at venue
- Have rehearsal - bring all decor to the rehearsal

THE *Wedding Day!*

- Eat! No skipping meals!
- Allow us to execute the day of schedule
- Write a special note to your beloved
- Enjoy every moment!

After THE WEDDING DAY

- Enjoy your honeymoon!
- Return all outstanding rental items
- Send thank you notes for wedding gifts
- Send thank you notes to vendors
- Enjoy married life!