

PLANNING & TIMELINE CHECKLIST

Use this worksheet to keep track of your tasks as they pertain to your wedding planning. You can always refer back to the narrative timeline when further explanation is needed.

PERSONAL TASK	DELEGATED		PREPARED	IN PROGRESS	COMPLETED
		12 MONTHS OUT / DATE:			
		Select and book venue			
		Engagement party			
		Draft guest list			
		Register for gifts			
		Hire planner			
		Hire photographer			
		Hire videographer			
		10 MONTHS OUT / DATE:			
		Consider stand-alone wedding insurance			
		Choose officiant/clergyman			
		Pick your bridal party			
		Retain other vendors (emphasis on stationery designer if elaborate invite design)			
		Plan engagement portrait session			
		Create wedding website			
		8 MONTHS OUT / DATE:			
		Purchase dress			
		Block hotel rooms			
		Cake tastings/order cake			
		Begin hair and makeup trials			
		6 MONTHS OUT / DATE:			
		Send save-the-dates (unless destination wedding: ten months out)			
		Book honeymoon			
		(Renew or get passports, if necessary)			
		Order bridesmaids' dresses			
		Purchase wedding bands			
		4 MONTHS OUT / DATE:			
		Confirm vendors			
		Plan rehearsal dinner			
		Select groom and groomsmen's attire and accessories			



Ata-Girl
— photography co. —

www.atagirlphoto.com | 830.719.4475
San Antonio Wedding Photographer

		Hair and makeup finalization			
		Plan bridal portrait session			
		2 MONTHS OUT / DATE:			
		Mail invitations			
		Write and memorize vows			
		Purchase day-of accessories			
		Confirm transportation			
		6 WEEKS OUT / DATE:			
		Apply for a marriage license			
		Print ceremony incidentals			
		1 MONTH OUT / DATE:			
		Bachelorette party			
		Bachelor party			
		Wedding shower			
		Begin working on photographer worksheets (this does not mean shot lists)			
		(Consider having a pre-wedding day first look if timeline is too chaotic)			
		2 WEEKS OUT / DATE:			
		Final dress fitting			
		Finalize timeline and family formal shot list for photographer			
		Review music with DJ/band			
		1 WEEK OUT / DATE:			
		Finalize head count; notify caterer			
		Finalize seating charts (this might have had an earlier deadline if this was printed)			
		48 HOURS BEFORE / DATE:			
		Nail appointment			
		Spray tan (not recommended)			
		Wrap wedding party gifts			
		DAY BEFORE / DATE:			
		Rehearsal dinner			
		Give wedding party their gifts			
		Prepare to live happily ever after			
		DAY OF / DATE:			
		Let trivial mishaps roll off your back			



Ata-Girl
— photography co. —

www.atagirlphoto.com | 830.719.4475
San Antonio Wedding Photographer

	Breathe and relax			
	Soak it all in; enjoy every second			
	Be thankful that you hired that planner I recommended			
	POST-WEDDING			
	Return all rentals			
	Clean bridal gown			
	Write and send thank you cards for gifts and to vendors who were especially helpful			
	If applicable, change your name (driver's license, voter's registrations, SSN, social media, etc.)			
	Change your Facebook relationship status :)			



Ata-Girl
— photography co. —

www.atagirlphoto.com | 830.719.4475
San Antonio Wedding Photographer