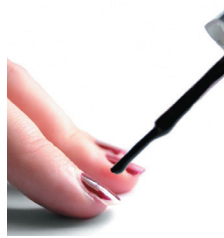


planning workbook

WEDDING CALENDAR



SIX TO EIGHTEEN MONTHS AHEAD

- Choose an engagement ring
- Announce your engagement
- Set a wedding budget
- Purchase a wedding planner notebook or software
- Consider hiring a bridal consultant
- Decide on a wedding style, including colors
- Reserve both wedding and reception sites
- Choose and confirm an officiant
- Select and notify attendants
- Contract a photographer and videographer
- Contract a caterer if not supplied by reception site
- Contract for ceremony and reception music
- Contract a florist
- Create guest lists
- Shop for your gown and headpiece or contact a dressmaker for consultations on a custom gown

THREE TO SIX MONTHS AHEAD

- Order invitations, thank-you notes, announcements, personalized stationery
- Consider hiring a calligrapher
- Book accommodations for visiting guests
- Book wedding night accommodations
- Discuss honeymoon plans with your fiancé so he may begin making arrangements
- Complete your bridal registry
- Select gifts for groom, attendants, out-of-town-guests, and favors for reception guests
- Reserve rental items (e.g. tents, bandstand, tables, chairs, table linens)
- Book transportation for bride and groom and wedding party to the ceremony and reception (limousine, carriage, etc.)
- Purchase or reserve groom's formalwear and all male attendants' attire
- Plan your ceremony with officiant
- Purchase and engrave wedding rings
- Order the wedding cake
- Purchase your going-away outfit and honeymoon trousseau
- Shop with your attendants for their apparel
- Begin your personal beauty regimen
- Make a wedding-day appointment with hairdresser and make-up artist for you and your attendants

ONE TO THREE MONTHS AHEAD

- Mail wedding invitations
- Acquire marriage license
- Confirm accommodations for out-of-town guests
- Sit for your formal portrait
- Send announcements to newspapers
- Schedule wedding rehearsal and dinner
- Discuss reception menu with caterer
- Finalize arrangements with photographer, videographer, florist and for transportation
- Confirm delivery or pick-up times for all bridal attendants' apparel
- Update passports and get immunization shots for honeymoons abroad
- Arrange reception seating and write placecards
- Send change-of-address notice to post office
- Plan your bridesmaids' party
- Write thank-you cards as gifts are received (should be mailed no later than two weeks after receipt of gift)

TWO WEEKS AHEAD

- Confirm number of guests and finalize arrangements with caterer
- Submit request lists to photographer, videographer and musicians
- Arrange for pick-up or delivery of wedding gown and accessories
- Make cleaning and preservation arrangements for your wedding gown and ask maid of honor to carry them out
- Confirm that best man has coordinated final fittings for the groom, groomsmen and ushers, confirmed pick-up date and time, and made arrangements for the return of groom's formalwear, if rented
- Prepare envelopes with payments for all appropriate ceremony and reception participants (e.g. officiant, musicians)
- Prepare wedding announcements

ONE WEEK AHEAD

- Confirm honeymoon arrangements
- Review reception details with caterer
- Review details with other contracted vendors (e.g. florist, bakery, musicians, rentals)
- Remind attendants of rehearsal dinner details
- Pack for your honeymoon

ONE DAY AHEAD

- Confirm all transportation arrangements
- Rehearse ceremony and dinner with attendants and officiant
- Deliver payment envelopes to best man for distribution after the ceremony and after the reception