



WEDDING TO DO CHECKLIST

FROM MBD MARKETING & EVENTS

3 MONTHS OUT

- If you did not send a Save the Date, mail your wedding invitations
- Discuss bachelorette/bachelor party plans with your attendants
- Make appointment with stylist and/or hairdresser to discuss your wedding hairstyle
- Take another look at your registry and update or add items
- Create hotel information cards and maps to include with your wedding invitations/ website
- Purchase wedding bands
- Create or plan menu

2 MONTHS OUT

- If you sent a Save the Date, mail your wedding invitations
- Secure a wedding-day dressing room for your bridesmaids
- Weigh, purchase postage for wedding invitations
- Arrange for pickup or delivery of wedding dress
- Have groom's and groomsmen formalwear fitted
- If you plan to have a prenuptial agreement, meet with your attorney to discuss it
- Purchase gifts for all wedding-party members
- Arrange transportation for bride and groom from the ceremony site to the reception
- Purchase ceremony accessories (Unity candle, wineglasses and so on)
- If you intend to change your name, prepare the necessary documents

6 WEEKS OUT

- Send rehearsal dinner invitations
- Write thank-you notes as you receive gifts
- Obtain marriage license, and request certified copies
- Confirm music selections ("playlist") with musicians/DJ
- Select menu for post-wedding brunch
- Purchase a gift for your spouse-to-be
- Shop for wedding favors
- Buy a guest book and any last minute decor or thoughtful touches
- Purchase honeymoon clothing, luggage and accessories
- Go in for a practice hairstyling and make day-of-wedding hair appointment



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4 WEEKS OUT

- Confirm floral order and arrange for delivery times
- Have your programs printed
- Assign duties for the ceremony and reception (ushers, decor team, take down team)
- Discuss the details of your wedding ceremony with your officiant
- Arrange for preparation, storage and break areas for vendors at the reception venue
- Determine seating arrangements for guests
- If you color your hair, make appointment for a touch-up the week before your wedding
- Go in for a dry run with a professional makeup artist and make a day-of-wedding appointment
- Schedule an appointment for a manicure and/or pedicure the day before your wedding
- Finalize details with wedding photographer and videographer, determining arrival times
- Arrange for preparation/storage area for photographer and videographer
- Sign your prenuptial agreement, if applicable
- Finalize honeymoon plans/itinerary and confirm all travel and hotel reservations
- Arrange for transportation to and from the airport
- Make all necessary arrangements for care of pet(s), plants and mail while away on honeymoon
- Post announcement and photo on your wedding website
- Schedule pickup/return of groom's formalwear
- Have final dress fitting with accessories and lingerie
- Break in wedding shoes
- Have a timeline planning meeting with your MBD planning team

2-3 WEEKS OUT

- Arrange for delivery and placement of wedding flowers, candles and decor
- Determine the placement or distribution of programs at the ceremony venue
- Arrange for table card or welcome table setup at reception venue
- Call anyone who has not responded to his or her wedding invitation
- Finalize list of reception guests and seating plan
- Give the final headcount to the caterer and wedding planners and review details
- Start writing toasts for rehearsal dinner and wedding reception
- Send your ceremony to your MBD planning team
- Finalize your song list with DJ or band
- Give your Shot List to your photographer
- Send your MBD team your final list of vendor and bridal party contacts



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1 WEEK OUT

- Remind rehearsal dinner guests of time/location
- Confirm your honeymoon travel arrangements
- Wrap groom's & attendants' gifts
- Start packing bags for your honeymoon
- Get traveler's checks and/or a small amount of foreign cash, if necessary
- Pick up your wedding dress
- Practice your vows out loud
- Appoint a family member/friend to transport gifts/cards and wedding decor
- Review final timeline. MBD will send it to all vendors.

1 DAY BEFORE THE BIG DAY!

- RELAX!
- Get a manicure, pedicure or massage!
- Attend the wedding rehearsal & rehearsal dinner
- Give gifts to wedding party
- Appoint a family member or planner to check ceremony & reception for left behind items
- Prepare tip and payment envelopes for officiant and vendors, and make arrangements for MBD to distribute them
- Confirm transportation to and from the ceremony and reception
- Get plenty of sleep!

THE BIG DAY!

- Eat a good breakfast & give yourself plenty of time to get ready
- Attend hairstyle appointment and make-up appointment
- Check wedding dress (pressing/steaming)
- Button-up shirt so your hair and makeup don't get ruined after appointments
- Veil, headpiece, garter and sentimental items
- Lingerie (bra, panties, slip, garter, extra hosiery)
- Wedding gown and wrap (in the event of cold weather)
- Jewelry (earrings, necklace, bracelet, rings) Shoes and dancing shoes!
- Something old, something new, something borrowed and something blue
- Money, credit cards, checks, driver's license
- Going-away outfit and accessories
- Wedding night bag (placed in getaway car) & Honeymoon suitcase (placed in getaway car)
- Give marriage license to wedding planner or officiant to make sure it gets signed



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