



Wedding Checklist

Planning a wedding requires considerable attention to detail.
This checklist may assist in planning your perfect wedding.

- Create a budget.
- Choose a ceremony site, wedding commissioner and reception venue.
- Obtain a marriage license.
- Make a guest list and determine how many guest rooms will need to be booked.
- Book Honeymoon suite and/or make honeymoon arrangements.
- Set up a meeting date with convention manager to discuss requirements and menu options.
- Select photographer/videographer, DJ/band, florist, hairstylist/makeup artist and cake decorator.
- Choose musical selections for ceremony and reception.
- Determine audio/visual requirements.
- Register at a bridal gift registry.
- Order invitations & mail out invitations.
- Create and print wedding program.
- Buy or reserve wedding attire for bride, groom and all attendants.
- Purchase wedding rings.
- Choose rehearsal party location.
- Choose wedding party favours.
- Purchase gifts for attendants and for each other if gifts are being exchanged.
- Give seating assignment to convention manager if having assigned seating.
- Arrange time and location for gift opening.
- Submit wedding announcement and photo to newspaper.
- Send thank you notes.