

# Carlson Craft® **Wedding Checklist**

## 12 Months

- Create a theme or style
- Determine a budget (keep in mind the estimated size of the wedding)
- Reserve locations
  - ◆ Wedding
  - ◆ Reception
- Choose your wedding party - Send out cards asking them to be in your wedding
- Purchase an organizer

## 9 Months

- Order save the date cards
- Choose and order wedding dress
- Begin guest list - Start looking for invitations
- Start shopping for attendants attire
- Set aside a block of hotel/motel rooms for out of town guests
- Visit with officiant on marriage requirements
- Book a photographer
- Plan ceremony and reception music

## 6 Months

- Send out save the date cards
- Order wedding invitations
  - This includes reception cards, respond cards, direction cards, informal notes, place cards  
*Order 25 extra invitations to allow for added guests that may have been forgotten*
  - ◆ Begin addressing invitations (Allow plenty of time for addressing)
  - ◆ Work on assembling your Invitations (Allow plenty of time for perfection)
- Buy thank you cards - Make sure to keep up with your thank you notes as you receive gifts
- Meet with baker for wedding cake
- Meet with a florist
- Determine the date and location for the rehearsal dinner

## 4 Months

- Purchase Gifts
  - ◆ From the Bride
    - Personal attendant
    - Maid of honor
    - Bridesmaids
    - Junior bridesmaid
    - Flower girl
  - ◆ From the Groom
    - Best man
    - Groomsmen
    - Junior groomsmen
    - Usher
    - Ring bearer
  - ◆ From Both
    - Parents of bride
    - Parents of groom
    - Grandparents
    - Wedding coordinator

- ◆ Others to remember
  - Guest book attendant
  - Readers
  - Soloist
  - Hostesses
  - Helpers
  - Altar boys
  - Baby sitters

- Purchase all accessories for the wedding party
  - Jewelry
  - Garters
  - Cuff links

### **3 Months**

- Finish and seal wedding invitations
  - ◆ Take a completely assembled invitation to your post office to determine proper postage
- Purchase items needed for the rehearsal dinner
  - Order invitations
  - Purchase printed napkins
- Purchase items needed for the reception
  - Printed napkins (beverage, luncheon & dinner)
  - Place cards
  - Guest favors
  - Decorations (lights, balloons)
  - Centerpieces (i.e. floating candles, glass cylinders, etc.)
  - Matches
  - Stir sticks
  - Toasting glasses
  - Cake knife and server set
  - Cake top
  - Wishing well card holder
  - Menu cards
  - Coasters
- Purchase Items for wedding ceremony
  - Programs
  - Guests book & memory album
  - Aisle runner
  - Ring bearer pillow
  - Flower girl basket
  - Guest book and pen
  - Unity candle
  - Bird seed, bubbles, confetti, balloons, rose petals
  - Decorations (i.e. pew bows, balloons, vases, candles, etc.)
- Draw up seating chart and write names on place cards

### **6-8 Weeks**

- Mail wedding invitations
- Send announcement to newspaper

### **1 Month**

- Buy gift for your future wife/husband
- Purchase gratuity envelopes for your hired professionals
- Create a list of organizations and companies that need to be notified of name and address change

### **2 Weeks**

- Send out your reminder for the rehearsal dinner attendees about the time and location

### **1 Week**

- Write checks to hired professionals