

Catering Visions' Wedding Checklist

Upon Engagement

- ◊ Set the Date
- ◊ Officially announce your engagement
- ◊ Determine your wedding budget (open-bar, cash-bar, dry-bar)
- ◊ Meet with those sharing Wedding expenses to discuss financial responsibilities
- ◊ Reserve ceremony & reception sites (Golf Course, Heritage Hall, Backyard, etc)
- ◊ Choose who will be in the bridal party
- ◊ Start the guest list!

9-12 months before

- ◊ Decide on the type (style and formality) of wedding (formal, semi-formal, informal...)
- ◊ Announce wedding date (especially for out-of-town guests)
- ◊ Decide whether you need/want pre-marital counselling
- ◊ Meet with your officiant
- ◊ Meet with and reserve (secure your date by submitting a deposit).

Wedding planner _____

Wedding Cake baker _____

Florist _____

Catering Service _____

Ceremony musicians' _____

Reception band or DJ _____

Photographer/Videographer _____

Decorator _____

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- ◊ Shop for and order:
 - Wedding gown
 - Jewellery
 - Undergarments
 - Shoes
 - Headpiece & veil

6-9 months before

- ◊ Send "save-the-date" cards to everyone on your guest list
- ◊ Have your engagement photos taken
- ◊ Shop for and order Bridesmaids' attire.

Dresses

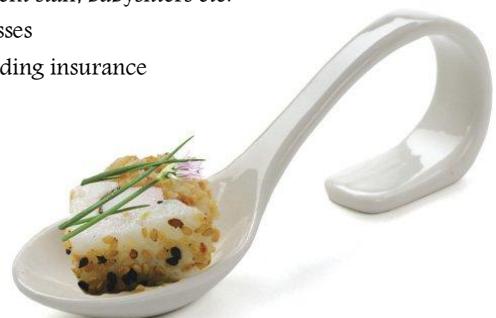
Shoes

Accessories

- ◊ Finalize men's formal wear and place orders
- ◊ Decide on a honeymoon location and make all necessary reservations
- ◊ Start thinking about gift registry options
- ◊ Purchase a supply of Thank you cards and keep up with writing them

4-6 months before

- ◊ Reserve hotel rooms (in varying price ranges) for out-of-town guests
- ◊ Select and order wedding invitations and stationery
- ◊ Choose wedding cake
- ◊ Discuss menu ideas with catering service
- ◊ Arrange for rental items (arches, candelabras, tents, centre-pieces...)
- ◊ Purchase wedding rings
- ◊ Look for/start making wedding favors
- ◊ Confirm dates for bridal shower and bachelorette parties
- ◊ Start registry (before sending bridal shower invitations)
- ◊ Get ideas for wedding hair and makeup
- ◊ Organize helpers (readers, musicians, guest book attendant, ushers etc.)
- ◊ Organize additional management staff, babysitters etc.
- ◊ Give guest list to shower hostesses
- ◊ Decide whether you want wedding insurance



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2-4 months before

- ◊ Finalize guest list and send invitations
- ◊ Select place for rehearsal dinner
- ◊ Finalize rehearsal dinner plans
- ◊ Finalize menu
- ◊ Select music for ceremony, reception etc.
- ◊ Book makeup artist and hairstylist
- ◊ Check tuxes for groom and groomsmen have been ordered
- ◊ Organize wedding transportation (for you and your guests)
- ◊ Order wedding favours
- ◊ Find gifts for each other, your attendants, shower hostess, parents etc.
- ◊ Purchase bridal party gifts
- ◊ Purchase wedding accessories (candles, baskets, ring pillow etc.)
- ◊ Check registry from time to time (there always have to be enough options left)
- ◊ Start preparations for honeymoon
- ◊ Send invitations 8 weeks before wedding date

1-2 months before

- ◊ Have first bridal gown fitting
- ◊ Schedule a final fitting for your gown so it can be ready for formal bridal portrait
- ◊ Finalize ceremony readings, songs, etc.
- ◊ Design wedding programs
- ◊ Meet with officiant to finalize ceremony
- ◊ Arrange "Bridesmaid Luncheon" and other "Pre-Wedding Parties"
- ◊ Write vows
- ◊ Set appointment with photographer for your formal bridal portrait.
- ◊ Prepare photo and video shot list
- ◊ Discuss and finalize details with wedding service providers

3-4 weeks before

- ◊ Get marriage license (normally no earlier than 30 days before wedding)
- ◊ Arrange name change
- ◊ Mail rehearsal-dinner invitations

- ◊ Meet with stylist to discuss makeup and hair

- ◊ Confirm hotel arrangements for out-of-town guests

1-2 weeks before

- ◊ Call guests who have not responded to invitation
- ◊ Make final payments for all services that require payment
- ◊ Have final wedding gown fitting
- ◊ Finalize wedding-day schedule and share with attendants, parents and all vendors
- ◊ Pick up wedding dress and make sure all accessories are together
- ◊ Reconfirm all wedding plans.

Ceremony	reception site	florist
photo-/videographer	Musicians	DJ
baker	honeymoon	

- ◊ Give caterer/reception site final head count
- ◊ Provide wedding party and out-of-town guests with itinerary and maps
- ◊ Prepare emergency kit with needle, thread, safety pins, tape, mirror, band aid, etc.
- ◊ Give someone at home emergency numbers of honeymoon locations, credit card numbers etc.
- ◊ Finalize seating arrangements
- ◊ Prepare place cards
- ◊ Prepare "reception box" for reception accessories
- ◊ Prepare wedding favours for transportation
- ◊ Complete seating plan for reception
- ◊ Confirm all rental and floral delivery dates and times
- ◊ Confirm arrival times for attendants
- ◊ Pack for wedding night and honeymoon
- ◊ Get a manicure, pedicure, massage



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The day before

- ◊ Prepare a list of payment envelopes, marking who is responsible for each one
- ◊ Hand out assignment lists and checklists to ensure everyone knows their tasks
- ◊ Give rings to best man
- ◊ Gather wedding dress and all accessories
- ◊ Rehearse ceremony with officiant and wedding party
- ◊ Attend rehearsal dinner
- ◊ Confirm flight arrangements for honeymoon
- ◊ Compile an emergency list of all wedding vendors with phone numbers

The wedding day

- ◊ Try to eat breakfast
- ◊ See hairdresser
- ◊ Have makeup applied
- ◊ Don't forget rings (if you haven't given them to best man) and wedding license
- ◊ Have fun!

After wedding

- ◊ Get wedding gown cleaned and preserved
- ◊ Preserve bouquet
- ◊ Write and send thank-you notes
- ◊ Complete process of name change
- ◊ Finalize gift registry
- ◊ Meet with photo-/videographer to finalize albums/video

