

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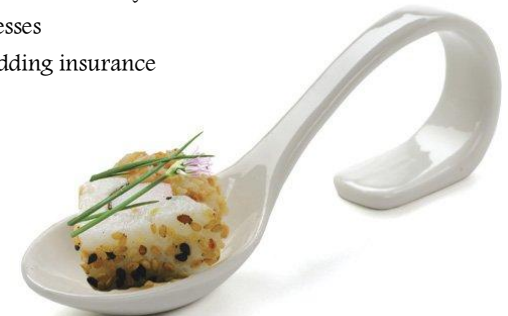
- ◇ Shop for and order:
 - Wedding gown
 - Jewellery
- Undergarments
- Headpiece & veil
- Shoes

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



Catering Visions' Wedding Checklist

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



Catering Visions' Wedding Checklist

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

