		ion Springs	(540) 900-3455 hello@zionsprings.com
Week		Tasks	Notes
12		Set your wedding budget and priorities list	This dictates the size of your wedding, number of guests, and where you want to spend most of your money
I		Choose a venue - the size is based on your arrange tours x 3 venues	Choose 3 venues and arrange for tours
I		Set your wedding date and time	
		Hire a wedding planner	
ı		Select your wedding party	
		Bride's and bridesmaids' wedding dresses and schedule alteration fittings	Wedding dress, bridesmaids' outfits, veil, shoes (needed for fittings), accessories,
I		Groom's and groomsmen suits and and schedule alteration fittings	Suits, ties, and shoes, cufflinks
		Create wedding website	Central place for all announcements and updates
		Order and send Save the Date notices	Online announcements save time
		Order Invitations	Design online versions See if venue have a (complimentary)
		Book venue wedding night accommodation	bridal suite Select menu and set up a tasting date,
11		Hire a catering vendor Hire a florist	beverage and bar options
		Hire a photographer	
		Hire a videographer	
		Book musicians	
1		Rent furniture, flatware, glassware, and linens	Check to see if venue include these in a package
		Create guest list	
		Destination wedding travel documents (if required)	Order expedited service for passports, visa, etc
10		Organize Destination wedding accommodation and transport	includes block booking for guests
		Purchase wedding rings and schedule a fitting	
		Hire a cake vendor	See if caterer includes cake, and set up a tasting date
1		Set up Registry online or in-store	Add URL link to our wedding website
1		Book guest hotel room blocks	
I		Rent bathroom trailers (if required)	
9		Hire an officiant	
ı		Send bridal shower guests addresses to maid ofhonor	
8 [Send wedding invites	
1		Buy wedding rings	
7		Schedule transportation for ceremony and reception	Limos, shuttles to ceremony and reception
		Order favors and thank you gifts	
6		Schedule make up and hair appointments	Schedule test runs
		Plan honeymoon and travel arrangements Marriage license	Research online for requirements. Valid
5		Book rehearsal dinner	for 60 days prior to wedding day
		Organize childcare arrangements and activities	
4		Vows, ceremony readings and reception speeches	
1		Bachelor & Bachelorette party	Your maid of honor and best man organize the celebrations
1		Buy day-of accessories	Guest book and pen, toasting champagne flutes, cake servers, unity candle, ring pillow, etc.
3 [Start creating seating chart	paron, etc.
ı		Follow up tardy RSVPs	
1		Finalize shot list with your photographer and videographer	
		Finalize your song list for the ceremony and reception with your musicians	
		Review times and locations with limo/shuttle service	
2		Give a final headcount to your caterer and other rental vendors	Chook that assembly
		Finalize with your vendors	Check that everything is on schedule. Make sure your wedding planner or someone you trust has a copy, too.
		Print seating chart table/cards Assign somebody to collect your gift and belongings after the	
	ш	Assign somebody to collect your gift and belongings after the reception Assign somebody to oversee the return of rental items including	
		tuxes the day after the wedding	They handle problems or issues during
1		Set up your support team Give your wedding planner a final timeline	the ceremony and reception in your place
		Wedding ceremony rehearsal and rehearsal dinner	
		Pack for the honeymoon	
		Pack emergency kit	ibuprofen, bandaid, sewing kit, wet wipes, laundry wipes/spray, pen & paper,
		Review contingency plan with venue in case of bad weather	small water bottle
Day before		Rehearsal dinner	
		Ceremony rehearsal	
		Pick up rental tuxedos (if required)	
		Make gratuity envelopes	have a wedding party member hand them out after the reception
		Deliver special items to venue and wedding planner	decorations, wedding favors, ceremony items, posters, etc with written instructions
		Check the weather report and pack essentials for inclement weather	
1		Have marriage license and rings ready and in a safe place	