

THE BLUE HERON

BH

the Blue Heron
VENUE · CATERING · PLANNING

WEDDING PLANNING CHECKLIST



WWW.BLUEHERONEVENTS.COM

Lexi Nyari
lexi@blueheronevents.com
574-233-3091

5440 NIMTZ PARKWAY SOUTH BEND, IN 46628

PLANNING CHECKLIST

12 + MONTHS

- Announce your engagement & spread the word!
- Get organized! If you haven't already, start a notebook/file folder to house all your wedding-planning paperwork in.
- Draw up your wedding budget with help from your families.
- Protect your jewels! Have your engagement ring appraised & insured.
- Choose a wedding date & time! Finalize after okaying it with important guests.
- Research & secure your Ceremony & Reception Venue(s)! The Blue Heron of course.
- Book any priority Vendors (if you know there is a specific photographer, florist or dj that is a must have).

9-11 MONTHS

- Start looking for an officiant who suits your style and spirit.
- If you are having an engagement party, set a date, draft a guest list, and purchase or start making invitations.
- Begin working on a preliminary guest list and decide on your wedding's approximate size.
- Choose your bridesmaids/groomsmen and ask them to be in the wedding party.
- Envision your overall wedding style & colors.
- Brides: Head out to start trying on wedding dresses.
- Finalize the guest list.
- Start looking into reception bands or DJ's.
- Set up appointments with local florists to discuss options.
- Decide on and meet with your officiant to discuss ceremony structure and any religious requirements.
- Interview and get price lists from wedding photographers and videographers.

6-8 MONTHS

- Schedule your initial planning with The Blue Heron, and get together your 50% deposit!
- Brides: Start thinking about how you would like to wear your hair.
- Reserve your photographer and/or videographer, decide on a package, sign contract and send deposit.
- Have engagement photos taken (if you want).
- Brides: Start shopping for bridesmaid dresses.
- Choose your florist and send deposit to reserve their services.
- Register for your wedding gifts.
- Set aside blocks of hotel rooms for out-of-town guests.
- Decide on your bridesmaid dresses.
- Purchase/Make and send out save-the-dates
- Brides: Order your gown.
- Book ceremony musicians.
- Start planning your rehearsal dinner.
- Provide the rehearsal dinner host with contact information for your attendants.
- Start working on your invitation wording and design and then order/make them.
- Confirm that your bridesmaids have ordered dresses.
- Start planning your honeymoon!

4-5 MONTHS

- Decide on a floral scheme, choose flowers, and negotiate prices with florists.
- Grooms: Decide what style of formal wear you will be wearing and start looking to buy or rent your tux, suit or other attire.
- Book rehearsal dinner site.
- Grooms: Start planning groomsmen attire and give groomsmen the information they need to buy/reserve their attire.
- Book your honeymoon flights, hotel, etc.
- Address those invitations! Or drop them with the calligrapher (you will need to send them at the 3 - month mark)
- Book your wedding night accommodations

2-3 MONTHS

- Brides: Choose your bridesmaid's accessories and either purchase or pass along the information.
- Shop for and purchase wedding bands
- Brides: Experiment with your beauty routine.
Make or buy favors if you intend to.
- Get anything you need for an international honeymoon (passport, birth certificate, visas, vaccinations)
- Brides: Buy any special lingerie your gown requires in time for your first fitting.
- Send out your invitations no later than 2 months out.
- Arrange wedding day transportation for you, your wedding party, and guests.
- Confirm the delivery date of your dress and schedule the fittings.
- Have your bridal shower.
- Work on your Ceremony and begin writing vows (if you are creating your own).
- Draft a reception song lists (including must play & do not play!)

6-8 WEEKS

- Begin writing the ceremony program if you're having one.
- Buy or create a guest book.
- Brides: Buy gifts for your maid of honor, bridesmaids and parents.
- Grooms: Buy gifts for your best man, groomsmen and parents.
- Finalize vows.
- Brides: Attend final wedding gown fitting.
- Have your bachelorette party!
- Buy your veil, shoes & all accessories
- Decide on your something old, new, borrowed & blue
- Research local marriage license requirements.
- Have your 1st dress fitting
- Schedule hair & makeup trial appointments.
- Begin on Thank You notes for shower gifts

1 MONTH

- Send rehearsal dinner invitations.
- Do trial runs of hair and makeup; schedule wedding-day beauty appointments.
- Finish and print ceremony programs.
- Get marriage license.
- Work on a list of 'must play' and 'must not play' songs for your DJ or band.
- Work out wedding day timing and details and draw up a schedule.
- Brides: Pick up your gown.
- Finalize special preferences, readings & ceremony details with your officiant.
- Plan any night before activities with friends and/or attendants!

1-2 WEEKS

- Schedule your final planning with The Blue Heron.
- Give your final number at the final planning along with the payment for your remaining balance.
- Brides: Practice walking in your wedding shoes!
- Call or text guests who haven't RSVP'd for the wedding. It's okay to do this, you need a final head count!
- Start putting together the seating plan if you're having assigned seating. (Remember to send assigned seating to Lexi)
- Work on seating chart and/or escort cards.
- Grooms: Pick up your tux or suit and try it on.
- Prepare your toasts or thanks to friends and family.
- Grooms: Get your final haircut.
- Designate someone to collect the wedding gifts brought to the reception.
- Shop and plan for the honeymoon.
- Grooms: Pick up your tux or suit and try it on.
- Bride: Have your final dress fitting
- Apply for a marriage license together.
- Get one last haircut or trim and hair-color touch ups.

2-3 DAYS

- Organize your day-of emergency kit.
- Wrap gifts for parents, attendance & each other!
- Make drop off of event items & decor to The Blue Heron
- Confirm all toasts with bridal party & family

DAY BEFORE

- Get your manicure and/or pedicure
- Rehearse the ceremony with the officiant and wedding party.
- Bring along your marriage license to give to your officiant.
- Brides: Pull together wedding gown, veil, shoes.
- Give attendants their gifts at the rehearsal dinner.
- Have fun and relax at your rehearsal dinner.
- Get some much needed sleep!

WEDDING DAY!

- Take a moment to thank your parents and tell them you love them!
- Give the best man and/or maid of honor your wedding rings.
- Relax, Smile and enjoy the day!

1 MONTH

- Send your wedding gown off for proper cleaning and preservation
- Return tuxedo rentals
- Freeze the top layer of your cake (if keeping)
- Send your Vendors a thank-you note
- Write online reviews of your Vendors.
- Keep a gift log and send out those Thank You notes as soon as possible!

LIVE HAPPILY EVER AFTER