



One Fine Party

Wedding Planning Guide

Compliments of:

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As soon as you get engaged/once you're serious about planning the wedding

- Sit down with your other half and discuss your ideal wedding to make sure you're on the same page
- Draw up a budget
- Start planning the guest list. Decide on approximate number of guests - *this may impact your choice of venues*
- Pick potential wedding dates - *check with important guests to avoid clashes*
- Research potential wedding venues and ceremony locations - *if separate*
- Pop the question to the bridesmaids and groomsmen
- Enlist any helpers/talented friends of family with aspects of the wedding (*for The cake, flowers, dresses, etc.*)



12 Months Before the Wedding

- Visit and book your reception venue and ceremony location
- Research potential wedding services and suppliers - photographer, florist, invitations, cake, decor, music, hair and make up
- Consider and review wedding insurance options
- Decide what type of entertainment you want for ceremony, drinks reception and dancing
- Book Photographer
- Book Videographer
- Research and consider options for your venue and ceremony decor
- Start your wedding dress research
- Send Save the Date cards - *important if you're getting married abroad, or during a very busy time of year*



8 to 10 Months Before

- Book ceremony music, band and DJ for reception
- Research and reserve accommodations for guests
- Contact décor hire companies if you need to rent anything for ceremony/reception, such as chairs, tables, and tent.
- Book Honeymoon
- Order wedding cake
- Book Groomsmen's Suits
- Book Pre-Marriage Course

6 to 8 Months Before

- Book ceremony musicians
- Start planning honeymoon
- Ensure passports are in date for honeymoon - *order new ones if necessary*



- Start planning Hen & Stag Parties- *well not you, the best man and bridesmaids should!***

4 to 6 Months Before

- Choose bridesmaids' dresses**
- Choose and order wedding invitations & stationery**
- Attend pre-marriage counseling, if required**
- Meet with florist to discuss options**
- Shop for groom's suit**
- Organize the legalities — give at least 3 months notice to registrar or priest/religious celebrant**
- Decide on prayers, readings and music for mass booklets — check with your priest / registrar**
- Organize invitations and order of service booklets**
- Arrange travel vaccinations if necessary**
- Organize wedding transport**



- Start gathering addresses for guest list - *create spreadsheet for RSVPs*

2 to 3 Months Before

- Send invitations to guests
- Order wedding rings
- Rent the men's formalwear
- Attend dress fittings
- Organize gifts for parents, bridesmaids, groomsmen and each other
- Book hairdresser and organize hair trial
- Book a makeup artist and go for makeup trial

4 Weeks Before

- Have final wedding dress fitting
- Make any last-minute adjustments with suppliers
- Finalize details for, and order mass booklets/order of ceremony



- Order and plan in-room welcome baskets for out-of-town guests

2 Weeks Before

- Review final RSVP list and call any guests who have not yet responded
- Deliver must have shot lists to photographer and videographer. Include who should be in formal portraits and determine when portraits will be taken

1 Week Before

- Give venue/caterer final guest head count
- Supply wedding coordinator with a list of supplier requests such as a table for DJ or setup space needed by florist.
- Create your table plan
- Print place cards
- Call all wedding suppliers to confirm arrangements, create timetable for day
- Give ceremony and reception site managers a schedule of vendor delivery and setup times, plus contact numbers.
- Get manicure, massage, waxing & all your preening and prep



- Do full wedding dress rehearsal from underwear to veil
- Pack an overnight bag for the reception
- Pack for the honeymoon
- Organize money to be paid to suppliers on the day

2 to 3 Days Before

- Make last minute changes to table plan if necessary
- Groom: Go for final fitting and pick up your formalwear.
- Groom: Ask the best man to make sure all groomsmen attend fittings and pick up their outfits.
- Confirm pick-up times with wedding car company
- Reconfirm final details with all vendors. Discuss any necessary last-minute substitutions.

Day Before

- Drop off place cards, table cards, menus, favors, table plan to reception coordinator



- Provide all wedding professionals with an emergency phone number to call on the day of the wedding.
- Sort out payment (write checks/organize cash) for any final balances to be paid at the end of the reception.
- Ensure the cake is on track to be delivered to reception venue
- Rehearse ceremony with full wedding party ceremony readers your officiant at the ceremony site to rehearse and iron out details.
- Get a good night's rest

The Wedding Day

- Give the gifts for your parents to the best man/bridesmaid for after the speeches
- Get flowers delivered to the bride's house
- Give wedding bands to the best man to hold during the ceremony
- Give best man the officiant's fee envelope, to be given after the ceremony
- Introduce your reception coordinator to your wedding planner (if you're having one), or bridesmaid/bestman for questions or problems during the reception.



Assign a family member or attendant to be the photographer's contact so he knows who is who.

After the Wedding

Prearrange for someone to return any rentals.

Pre plan for attendants to take the bride's gown for cleaning and return the groom's tux to the rental shop.

Write and send thank-you notes to gift-bearing guests and vendors who were especially helpful.