



# Wedding Planning Guide



Congratulations on your engagement! Now its time to plan!!

We would like to introduce you to our Wedding Planning Timeline – a little something to help keep you on track! Wedding planning can be very overwhelming so use this guide as help to get you through each step!

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## Immediately after the engagement:

- Design an inspiration board
  - Discuss a budget and the size and style of the wedding
  - Choose a wedding date and time. You may want to check vendor availability prior to setting date. Think about the type of wedding you want—formal or informal, big or small
  - Create a binder to organize your thoughts, photos, worksheets, etc.
  - If using a wedding planner, enlist their services.
  - Make initial contact with vendors and obtain references.
  - Create list of possible officiants/minister/rabi, etc .
  - Reserve wedding and reception sites; make initial catering contacts.
  - Hire photographer & videographer.
  - Make arrangements for the music at the wedding and reception.
  - Select members of the bridal party
  - Select bridal gown
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## Six months or more before:

- Compile the guest list.
- Send out Save the Date cards.
- Reserve a block of hotel rooms for out-of-town guests.
- Choose wedding rings.
- Look for alteration specialist (if someone other than bridal shop).
- Choose and order bridesmaids dresses
- Purchase invitations.
- Schedule wedding cake design appointment. Get estimates. Book the date.
- Plan beauty preparations by checking with your salon for how far in advance they book wedding parties or look for a mobile hair and make-up service
- Complete all honeymoon plans. If traveling outside the country, check on visas, passports and inoculations.
- Book vendors, securing dates by putting down deposit.
- Create wedding website
- Order tuxedos for the groomsmen and fathers.

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## Four months or more before:

- Reserve rental equipment, such as tables, chairs, and tents. Order napkins and purchase any other items needed for the ceremony and reception (décor, etc) . Check with the caterer to see what they include.
- Order invitations (25 extra) and personal stationery or "Thank You" notes (if you want to do Thank You picture on wedding day you can rush order cards)
- Mail invitations.
- Book engagement photo session
- Visit the photographer again to discuss specifics.
- Get estimates and order flowers and floral arrangements for wedding and reception.
- Get estimates and order decorations and favors for wedding and reception.
- Book room for wedding night.
- Make all transportation arrangements to and from the wedding and the reception. Consider hiring a limousine, party bus,
- Select and order wedding favors
- Organize cake tasting
- Order flowers and arrangements
- Create a system to manage RSVP's

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## Three months or more before:

- Order wedding rings. Allow time for any final engraving.
- Discuss details of menu with caterer.
- Discuss service with officiant.
- Choose readings for ceremony.
- Write your wedding vows, if you choose.
- Schedule rehearsal time and rehearsal dinner.
- Try out makeup and hairstyle.

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## Two months or more before:

- Buy a wedding gift for future spouse and gifts for attendants and helpers.
- Finalize arrangements of accommodations for out-of-town attendants and guest
- Buy/create guest book.
- Have programs printed.
- Obtain marriage license, and request certified copies.
- If you intend to change your name, prepare the necessary documents.
- Send change-of-address information to post office.

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## One month or more before:

- Ready all accessories, shoes and lingerie for bridal gown.
  - Have beauty consultant do a trial run with bride's hair and makeup. Schedule this appointment on the day the bridal portrait is taken and/or a party is planned or schedule on the day of your final dress fitting to see exactly how you will look on wedding day.
  - Have final fitting for bridal gown and bridesmaids' dresses.
  - Have groomsmen registered and measured at the formal wear store.
  - Finalize plans for rehearsal dinner.
  - Plan seating arrangements for the rehearsal dinner and reception.
  - Review this checklist to be sure nothing has been missed.
  - Keep current with "Thank You" notes for shower and early wedding gifts.
  - Contact guests who have not RSVP'd
  - Create final timeline (if you have a planner they will help you with this)
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## Two weeks before:

- Get the marriage license. Be sure to bring all needed documents.
  - Inform or send rehearsal invitations including exact time and location to those who will attend the rehearsal and rehearsal dinner
  - Inquire about where bride, groom and attendants will dress for the ceremony.
  - Review all details. Walk through the entire event considering things like parking, access for handicapped guests, etc.
  - Confirm all transportation plans.
  - Check in with caterer, photographer, videographer, musicians, DJ, florist, etc. to confirm all arrangements. (final guest count and meal choices for caterer)
  - "Break in" wedding shoes at home.
  - Write toasts for rehearsal dinner and wedding reception.
  - Find out where your guests will be staying, if you plan to deliver welcome notes or gifts to their rooms.
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## One week before:

- Review final details for those in the wedding party.
- Confirm honeymoon arrangements.
- Pack for the honeymoon.
- Enjoy a day with family and friends. Visit a day spa, have a massage, a facial and relax.
- Finalize seating plan.
- Pick up dress or have it delivered.
- Confirm final numbers with caterer
- Pick up suit/tuxedo rentals

- Confirm all vendors
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### One day before:

- Attend the rehearsal and rehearsal dinner and give gifts to attendants.
  - Organize gown, accessories, etc. to go to ceremony.
  - Get a manicure and pedicure.
  - Prepare tip and payment envelopes for officiant and vendors, and make arrangements for someone to distribute them (usually your wedding planner).
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### On the wedding day:

- Relax and enjoy your day!
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### After honeymoon:

- Write thank you cards
- Enjoy married life!!!