

# 5IVE ONE 8IGHT ENTERTAINMENT

YOUR ALBANY / UPSTATE WEDDING & EVENT DJ  
FOR YOUR UNIQUE STYLE

## Detailed Wedding Checklist

### 12 Months Before

- Announce your engagement to family and friends and plan an engagement party
- Place an engagement announcement in your local newspaper
- Sign up for a wedding website to keep your guests informed about event details, area information, etc.
- Work on the budget
- Consider purchasing wedding planning software to organize everything, or hire a wedding planner to help secure contracts, etc.
- Choose a wedding date - select a few days in case your first choice is booked
- Choose a location and reserve your ceremony and reception site(s)
- Begin a rough guest list and compile current addresses
- Decide on who you'd like to have as your attendants, including your maid of honor and best man
- Begin shopping for your wedding gown
- Attend a local bridal show or two and jot down notes about any vendors you really liked
- Purchase a wedding planning organizer or calendar to keep track of important dates and appointments (fittings, showers, etc.)

### 6-9 Months Before

- Research and choose one or more bridal gift registry
- Order your wedding gown and buy undergarments that you will wear with it (bring these to all fittings)
- Order other bridal accessories - shoes, gloves and veil
- Begin shopping for bridesmaids dresses
- Find an officiant who will perform your ceremony
- Research vendor websites and blogs, schedule appointments and book ceremony musicians, a wedding band or DJ, photographer, videographer, caterer and florist

### 4-6 Months Before

- Select and order your wedding invitations, invitation envelopes and thank-you cards
- Hire a calligrapher, if desired (check with a local stationery store for referrals)
- Select and purchase wedding favors and wedding favor accessories - boxes, personalized wedding ribbon, labels, etc.
- Purchase any desired ceremony and reception decorations - unity candles, vases, aisle runner, etc.
- Start researching wedding cake pictures and local bakeries for ideas
- Book your honeymoon and verify that you have any necessary travel documents including passports and visas
- Book a room for your wedding night, if you will be leaving for your honeymoon the next morning
- Book hotel rooms or arrange other accommodations for out-of-town guests
- Finalize your guest list and send out save-the-date cards, if using
- Print out directions to the ceremony, reception, rehearsal dinner and hotel(s) for guests
- Compile a list of area information and things to do for out-of-town guests
- Reserve transportation for you and your wedding party to and from the wedding, as well as a bus or trolley for your guests (if necessary)

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## 2-4 Months Before

- Find out what your state's requirements are for obtaining a marriage license and get blood tests done, if required
- Order tuxedos for the groom and groomsmen
- Meet with your caterer to discuss the menu and your bar/liquor needs
- Meet with your officiant to discuss ceremony details, wording and wedding vows
- Select wedding readings
- Order your wedding cake
- Buy thank-you gifts for your attendants, flower girl and ring bearer
- Shop for a gift for your new spouse-to-be
- Select and purchase wedding rings, and have them engraved if desired
- Coordinate and choose a location for the rehearsal dinner
- Contact party rental companies for tents, tables, arches, etc. if necessary
- Book any other specialty services – ice sculptures, photo booths, etc.
- Purchase luggage and other travel necessities and attire for your honeymoon
- Order/renew passports if necessary, leaving ample time for them to be sent back to you
- Schedule an appointment with your dentist if you'd like to have your teeth whitened or cleaned before the wedding

## 1-2 Months Before

- Mail invitations out to everyone eight weeks prior to the wedding date and send accommodation info to your out-of-town guests
- Compile and complete name change documents or purchase a bridal name change kit online which contains all of the necessary forms to file
- Fill out a change of address form at the post office, if necessary
- Pick up your marriage license
- Have ceremony programs printed
- Purchase a guest book, pen and other wedding accessories including toasting glasses, cake knife, ring pillow, etc.
- Keep your wedding web site updated with directions and event details
- Choose your hair and makeup stylists and schedule a trial for both; also book appointments to have your hair, make-up and nails done on the day of the wedding
- Review insurance information with your fiancé and check with employers to see what documents need to be updated once you are legally wed (car, home, medical, etc.)

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## **2 Weeks to 1 Month Before**

- Create a seating chart for the reception and make table numbers and place cards (or have your calligrapher work on these, if you have hired one)
- Contact your caterer with a final guest count
- Print out a timeline of events for your wedding party and vendors - include contact information and cell phone numbers
- Meet with your photographer to finalize your wedding photo list of any must-have photos
- Contact your florist to confirm your final flower order (bouquets, boutonnieres, centerpieces, etc.) and go over any decor details or venue logistics for the big day
- Finalize your ceremony and reception music and song lists for your wedding band or DJ
- Confirm lodging reservations for out-of-town guests
- Place a wedding announcement in your local newspaper
- Plan a bridal luncheon or dinner with your bridesmaids
- Pick up wedding bands and make sure the fit is good
- Schedule a final wedding dress fitting
- Write rehearsal dinner toasts

## **1 Week Before**

- Write out final checks to your wedding vendors (each organized in an envelope) and let your wedding coordinator or one of your attendants to distribute at the wedding
- Pick up your wedding gown
- Confirm limo or other transportation reservations
- Pack for your honeymoon and confirm travel arrangements
- Have your post office hold your mail, if necessary, while you are on your honeymoon
- Treat yourself to a spa day -- you deserve it!

## **The Day Before**

- Welcome out-of-town guests as they arrive
- Take a yoga class or go for a walk during the day
- Schedule a hair appointment for prior to the rehearsal dinner
- Attend the rehearsal and enjoy the rehearsal dinner!

## **The Wedding Day**

- Wake up early and do some easy exercise, or just go for a peaceful walk outdoors and try to soak up the beauty of the day ;)
- Set aside some time before the festivities to share gifts with your bridesmaids or close family members
- Eat a healthy breakfast - you'll need your energy for the big day ahead!
- Enjoy it; it's finally here and everything will be wonderful... Congratulations!!