

BAR HARBOR CATERING COMPANY

WEDDING PLANNING CHECKLIST

12+ Months Out

- ☐ Figure out wedding budget
- ☐ Pick your date
- ☐ Invite wedding party members
- ☐ Start guestlist
- ☐ Find venue
- ☐ Book officiant
- ☐ Select and hire vendors (caterer, florist, photographer, band, etc.)

8-11 Months Out

- ☐ Purchase dress
- ☐ Reserve room block
- ☐ Figure out transportation to and from wedding
- ☐ Launch a wedding website
- ☐ Order wedding invitations
- ☐ Select wedding party attire
- ☐ Send Save the Dates (will need to mail approximately 6 mos. out)
- ☐ Reserve rentals
- ☐ Outline day-of timeline

5-7 Months Out

- ☐ Book rehearsal dinner venue
- ☐ Purchase wedding shoes and do fittings
- ☐ Schedule hair and makeup
- ☐ Choose music
- ☐ Select and order cake

3-4 Months Out

- ☐ Finalize menu

- ☐ Order favors
- ☐ Finalize day-of timeline (including toasts, readings, etc.)
- ☐ Purchase rings
- ☐ Send event schedule to vendors

2 Months Out

- ☐ Meet with photographer
- ☐ Send out invitations

1 Month Out

- ☐ Enter all RSVP's into a spreadsheet
- ☐ Get a marriage license
- ☐ Last fittings
- ☐ Confirm all times and details with all vendors
- ☐ Send out final payments
- ☐ Get wedding party gifts
- ☐ Assign seating
- ☐ Write vows (if necessary)

Week-of

- ☐ Reconfirm arrival times with all vendors
- ☐ Delegate day-of tasks to someone other than yourself
- ☐ Pick up any wedding attire
- ☐ Coordinate day-of schedule with the wedding party
- ☐ Set aside checks and tips for vendors as needed