



A FREE PRINTABLE STEP-BY-STEP

Simple Wedding Planning Guide

A Jubilee Day

Congratulations!

Has your excitement of the proposal morphed into the "now what?" phase yet? Don't worry! This is normal. Planning a large event, like a wedding, can be a little intimidating.

First and foremost be realistic about the timeline. I know you are excited and want to get married tomorrow. But discuss a realistic timeline with your fiancé. The average couple give themselves 12-18 months to plan their big day. But you can do it faster, just get yourself organized.

ORGANIZATION IS KEY.

This statement cannot be more true. Make your self lists and methodically check off the tasks until the big day. A Jubilee Day is here to help you through your wedding planning.

18 - 10 Months Before

Most vendors (photographers, caterers, venues, bridal gowns, etc) are booked a year out. So these will be the first big items you need to tackle.

Set a budget.

Determine how much you have or want to spend. Will any family be helping? Start those discussions with them. Establish your top priorities and where you want to save money and where to splurge.

Start a wedding binder/folder.

A binder or folder is a great way to keep all the important documents in one place as well as inspirational ideas and thoughts. Start browsing bridal magazines, Pinterest, wedding websites, etc.

Hire a Planner (optional)

A planner is not necessary, but will come in handy if you and your fiancé do not want to be very hands on. Also if you have a very tight timeline and are not planning on being very organized :)

Make a rough guest list.

You will need to develop a guest list, rough is ok, to use as a head count to start budgeting and to give to your venue. You will need to make it final very soon.

Pick a date and reserve your vendors: venue, photographer, band, florist and caterer

This is a huge step to check off. Most vendors are booked 12-10 months out so you need to determine your budget and get these vendors booked the sooner the better.

Think about wedding party.

You don't have to ask anyone for sure yet but you will want to start thinking about how many you want in your wedding party.

Shop for The Dress.

The sooner you can pick out your dress the better. Dress shops will have a better variety if you give them at least 10 months to have it ordered, tailored, etc. Save a little money and avoid rush fees if you wait too long.



9 - 6 Months Before

Hopefully you have tackled all the items in the previous months, but if you have not get those vendors booked!

Take your engagement photos.

You should already have your photographer booked, but if not get that done now! Get your engagement pictures done so you can use them on the Save-The-Dates.

Finalize guest list and send out Save-The-Dates.

Finalize your guest list and send out the Save-The-Dates. Remember that the people you send the Save-The-Dates to need to also receive a wedding invitation. Keep track of your guests (gifts received, RSVP, head count) with a simple spread sheet that can be updated as you go. (Want to keep costs low? It may be brutal, but the best way to do it is to reduce your guest list.)

Ask your wedding party.

Officially ask the individuals you want in your wedding party. You can always ask with a cute card. Shop for the bridesmaid, flower girl and Mother of the bride/groom dresses. Give your party clear instructions on how to place their orders.

Setup your registry and a wedding website.

Create your gift registry (and don't forget to update your wedding website!)

Decide on hotel arrangements.

Pick and arrange hotel room blocks for out-of-town guests. Use this opportunity to also book your own suite for the wedding night. (My personal advice is to NOT stay at the same hotel as your out of town guests)

Select and purchase invitations.

Shop for your wedding invitations. There are many ways you can go about this. Get a formal stationary company to design one for you, buy a kit, or save a ton of money and get a digital download.

Start planning the honeymoon.

Do not put this off! Plan something fun for you and your spouse to get away and decompress.

Start composing the day of itinerary.

This may not have been something you thought of but you need to plan out the entire day in 30-60 min increments. This is something all the vendors will start asking for and is essential to keeping the day moving smooth.



4 - 3 Months Before

Getting close! Take some time off from wedding planning at the 5 month mark. You will need it because now its crunch time.

Shower/Bachelorette details

Go over the bridal shower/bachelorette details and the guest list with the person(s) hosting your party.

Go to your hair and makeup “test” appointment.

Try on your veil with your hair style and pick out your makeup colors and look. This step helps ensure the day of will go smooth.

Buy the wedding rings.

Shop for and buy the groom and bride’s wedding rings.

Pick a venue for the rehearsal dinner and book it.

Negotiate the cost and menu for the rehearsal dinner. Decide who will be invited and put together the guest list.

Order or make the wedding favors.

This is not a mandatory item but can be fun if you have the budget and time.

Shop for the tux and start dress alterations.

Decide on the groom/groomsmen’s tuxedos. Get these ordered and distribute the order directions tot he wedding party. Also, get in touch with your dress maker and start alterations.

Go cake tasting!

Pick out and order the cake.

Finalize some items:

- Finalize the guest list. Get everyone's correct mailing address.
- Invitation wording. Confirm your invitation wording and decide on any additional stationery (programs, menu cards, place cards, thank-you cards, etc.).
- Ceremony readings and vows
- Menu, beverage and catering details
- Buy your wedding shoes
- Finalize the flower details
- Send the shot list to the photographer



2 Months Before

Stay the course. You are in for some fun celebrations at this time! (eek! showers and bachelorettes!)

Send out the invitations!

It's finally here! The long awaited for day when you can formally invite your family and friends to your special day.

Have your shower/bachelorette.

Your shower should take place about two months before the wedding. This is also a good time to enjoy the company of your wedding party at an intimate bachelorette.

Touch base with all vendors

Be sure all the vendors have your itinerary and are still on board with arrival times and money still owed.

The passport

If you are leaving the country on your honeymoon be sure your passport is up to date and has the correct name (if you are changing your last one).

1 Month Before

Four weeks left!

Get the RSVPs organized.

By now you should have all your RSVPs in. Any you have not try reaching out to the guest to confirm the head count.

Get your marriage license.

Find out what you need to do to get the license for the wedding day.

Mail rehearsal dinner invites.

Send out your rehearsal dinner invitations. This can be a good task to hand off to the mother of the groom if they are hosting it.

Last dress fitting.

The last one! Also you get to have another peek at your beautiful dress.

Write all of your shower thank you notes.

Be sure to send out all your shower thank you notes. It will be so much easier than having to do these and the wedding thank you at the same time.



2 Weeks Before

So so close!

Delegate any “day of” jobs:

- Set aside any unpaid checks for vendors and sign someone to distribute the day of
- Setup any needed transportation for older relatives/out of town guests
- Who will pass out the ceremony programs?
- Ask someone your trust (usually maid of honor) to collect the wedding gifts and put them somewhere safe after the reception
- This could be the same person, but have someone get you checked in and your luggage delivered to the wedding night suite.

Pick up your dress.

Go get that dress! Don't forget to try on one last time in the shop, just in case.

Confirm vendor arrival times

You cannot check up on the vendors enough! Also, let your venues know if any of the guest head count numbers have changed.

Give your wedding party the day of itinerary

Let your wedding party where and when you expect them to be before the ceremony.

Break in your shoes.

Wear them around your house, to work, etc. You will not regret it :)



The week of

It is finally here. The week before this day you have been planning for the last several months of your life!

Go on a date with your fiancé

I strongly believe this will help get you through this last crazy week. Go see a movie, get dinner, go bowling. Just the two of you. And do NOT talk about anything wedding related.

Get your nails done.

Schedule some time just for you and go pamper yourself.

Assemble and distribute any welcome cards or directions needed.

Help any out-of-towners get to the ceremony and reception on time. Make direction cards to leave at their hotels.

Pack for the honeymoon!

This can be one easy to forget! If you are leaving shortly after the big day be sure you have everything you need for the honeymoon.

Relax.

Don't forget to relax and get ready to have the day of your life!

Take a deep breath.

Stop to appreciate your new spouse and the day that you spent so much time planning!

