GREAT EVENTS GROUP CORP.

# Wedding Planner Checklist

## 12 - 18 Months ahead

**What to decide**

☐ Type of reception: formal/ informal, indoor/ outdoor, intimate/ large, etc

☐ Guest list (may be different from guest list for ceremony)

☐ Budget

☐ Date and time

☐ Reception location (based on type of reception, guest list and budget)

☐ Type of music (band and/ or DJ)

☐ Transportation to and from reception

☐ Photos to be taken during reception

☐ Video to be filmed during reception

**What to reserve**

☐ Reception location

☐ Caterer and/ or bar service

☐ Limousine service for departure to hotel, airport, etc, after reception

☐ Photography and video services (if not already organized for the ceremony)

☐ Baker for the wedding cake

☐ Florist

☐ Decorator

-if opting for an outdoor reception-

☐ Consult with outdoor-party specialist; map out plans for the entire site

☐ Check out for marquee rentals

☐ Consult with landscaper or gardener

## 3 - 6 Months ahead

**What to decide**

☐ Choice of menu, decorations, linen colour, tableware, crystal, etc. Consult banquet or catering manager

☐ How food is to be served: buffet, sit-down, etc

☐ Whether to have a dessert table later in the evening

☐ Type of bar service

☐ How much liquor is required and where to purchase it (if not supplied by reception location or caterer)

☐ How much wine and beer will be needed, and where to purchase it

☐ Whether to serve drinks and/or hors d'oeuvres during the wedding party receiving line

☐ Type of cake and how it will be served

☐ What kind, if any, gifts for guests

☐ Type of music during dinner

**What to order**

☐ Bonbonnieres for guests

☐ Gifts for bridal party attendants

☐ Liquor

☐ Wine and beer

☐ Stationery: matchboxes, menus, printed napkins, cake boxes or other special paper accessories

-if opting or an outdoor reception-

☐ Dance floor

☐ Lighting

☐ Tables, chairs, tents and/or canopies

☐ BBQs or grills (if the caterer does not provide this essential equipment)

☐ Other decorations (such as balloon bouquets, potted plants, arches, etc)

## 1 Month ahead

**What to decide**

☐ Finalize schedule for photographer to follow during reception; list shots desired

☐ Finalize schedule for videographer

☐ Seating plan for the head table

☐ Seating plan for your parents' table(s)

☐ Seating plans for guests (optional)

☐ Speak to band or DJ regarding song list and first dance choice

☐ Decide which friends or relatives will help pass the guest book, keep an eye on the wedding gifts and deliver gifts at the end of the evening to a designated location

**Schedule for reception**

☐ When and where the receiving line should form; when and where refreshments should be served

☐ When head table should be seated

☐ When 1st course is served

☐ When wine or champagne, if any, should be poured in glasses and/or bottles placed on tables

☐ When bar should open and close for service

☐ When toasts and head table introductions begin

☐ Who will speak

☐ Order of speakers

☐ When band or DJ should start the first dance

☐ List of songs you would like played, especially the first and last dances (plus "don't play" list)

☐ Who will join you on the dance floor after your first dance as a couple

☐ In what order the wedding party dances

☐ When traditional dances reflecting your heritage, such as the Mizinke (a Jewish tribute to the mother and father who have given their last child in marriage), will commence

☐ When to throw the bouquet

☐ When to throw the garter (optional)

☐ When to offer the dessert table (optional)

☐ When to change into going-away outfits (optional)

☐ When and how to say goodbye to guests (give schedule of reception to banquet manager or caterer so staff can be organized accordingly)

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