



You are getting ready to plan one of the most exciting and anticipated days of your lives, your Wedding. Our Wedding To-Do Checklist is designed to help you plan and organize everything you need in order to make your wedding day perfect. Use this checklist to help with the many time-sensitive details involved in planning a wedding.

12-18 Months (or more) Before Your Wedding:

- Determine your potential wedding date and ceremony time
- Meet with and book your wedding Officiant or Clergy
- Set tentative wedding budget and decide how the expenses will be shared
- Draw up an initial guest list
- Select and book your reception date and meet with wedding co-ordinator. At this time you should also have in mind the type of menu you would like.
- Choose your bridal party
- Shop for a wedding dress, head piece, shoes and other accessories
- Book your Disc Jockey, musicians and other entertainment for ceremony and reception

6 to 9 Months Before Your Wedding:

- Select and book mode of transportation for wedding party to and from ceremony and reception
- Determine final guest list with all parties
- Register with shops who offer Bridal Registries
- Choose and book your florist
- Select and order your invitations
- Consult with your travel agent and book honeymoon. At this time, it is also wise to prepare all passport information
- Shop for Bridesmaid dresses and accessories
- Shop for your wedding bands.
- Decide on your menu.
- Order guest favours
- Choose outfits for mother of the bride and mother of the groom.
- Check marriage licence requirements.

4 to 6 Months Before Your Wedding:

- Decide on your speakers for your reception - Master of Ceremonies etc.
- Book men's formal wear
- Finalize your guest list and guest information and begin to address your invitations
- Choose the reader for your ceremony.
- Finalize your order with the florist.
- Reserve the men's wedding attire.
- Finalize your menu with Bear Creek and meet with your wedding co-ordinator
- Begin to make arrangements for your hotel room after your reception. It is also an opportune time to book a block of rooms to accommodate out of town guests
- Complete all wedding invitations
- Schedule fittings for all bridal attire. Make sure you bring your Bridal shoes
- Consult with your Officiant to plan your wedding ceremony. At this point, book an appointment with the organist or soloist. Decide on your wedding vows or compose your own.
- Arrange rehearsal details
- Order your wedding cake; garter; knives & servers; guest book

2-3 Months Before

- Mail the invitations.
- Confirm the wedding details with the musicians and clergy or officiant.
- Have the programs printed.
- Purchase gifts for parents and attendants.
- Book appointments for a trial run of your hair and make-up.
- Schedule final dress fitting
- Organize and make arrangements for rehearsal dinner
- If you are supplying your own wine and liquor, now is the time to contact the LCBO and obtain a liquor license as well as your Insurance Agent for the Party and Liability Insurance

1-2 Months Before

- Apply for a marriage licence.
- Plan the rehearsal dinner.
- Verify all details with all hired professionals, including florist; limousines; photographers/videographers etc.
- Arrange trial run of Bridal hair and make-up
- Finalize honeymoon details with travel agent
- Submit a layout of Bear Creek banquet hall to Disc Jockey, Master of Ceremonies; and any other party who plays a role at a particular time
- Select and purchase attendants' gifts
- Arrange change of address and all other forms of Identification that need to be changed
- Bride: Start wearing your wedding shoes on a daily basis to work them in

2-3 Weeks Before Your Wedding:

- Confirm guest numbers with Bear Creek. At this time, inform them of any special exceptions you may require - food allergies, vegetarian or children's meals, etc.
- Contact any guests who have not yet replied to your invitation.
- Make any partial payment required to Bear Creek.
- Pick up gown and Bridal party dresses
- Pick up airline tickets; travelers cheques
- Verify accommodations for out of town guests
- Confirm transportation arrangements for Bridal party from ceremony to photos or reception
- Prepare a checklist of details to be assigned to bridal party
- Organize your gown preservation and cleaning. This task can be completed while you are on your honeymoon
- Prepare seating plans, seating cards and master guest list for reception hall
- Pick up wedding bands. Make sure they fit
- Best man should organize final formal wear fittings the men in the Bridal party. He should also arrange to return the Groom's attire the next day
- Book facials, waxing and any other esthetics that are required
- Have a party for the attendants.
- Draft the speeches.
- Finalize reception details.
- Finalize seating plan.
- Meet with your hairdresser and make-up artist for consultation.
- Deliver song lists to musicians or playlists to DJ.
- Confirm honeymoon reservations.

1 Week Before

- Determine the order for the procession.
- Confirm accommodation reservations.
- Pick up the attire for the groomsmen.
- Confirm details with the limousine company.
- Deliver your marriage licence to the officiant.
- Provide Liquor Licence and Party and Liability Insurance to Bear Creek.
- Deliver all supplies including seating plan to Bear Creek.
- Choose someone to return any rented items after the wedding.
- Write any cheques required for the wedding day.
- Finish packing for your honeymoon.

Day Before Your Wedding:

- Have a manicure and pedicure
- Pick up formal wear
- Take a trip to Bear Creek to ensure that the banquet hall is ready for the reception.
- Make any final payments required.
- Have your rehearsal

Day of Your Wedding:

- Transfer your engagement ring to your right hand
- Be dressed and ready for photographer/videographer approximately 2 hours before the ceremony or according to your arrangements
- Hairdresser and make-up artist will arrive according to your arrangements
- Give the wedding bands to the best man.
- Give the best man any cheques that need to be given out that day.
- Present the attendants and parents with their gifts.
- Relax and enjoy your special day!

After the Wedding

- Make a gift list and send out your thank-you notes.
- Send thank-you letters to suppliers and attendants.
- Arrange for cleaning and preservation of your gown.

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