



YOUR WESTIN ST. FRANCIS WEDDING CHECKLIST

10-12 MONTHS TO GO

- Work out your budget and establish your top priorities — where to save/where to splurge.
- Find ideas. Start browsing our real weddings, Pinterest, wedding blogs and magazines to identify your wedding style and color palette. Oh, you're already doing that? Yeah.
- Compile your preliminary guest list. (You'll need that guest count!)
- Choose your wedding party and whom you would want by your side at the altar.
- Find a venue for your ceremony and reception, and reserve your date. Know what questions to ask when evaluating a wedding venue.
- Now that you have a date, tell everyone to save it! For destination weddings or weddings around a holiday, consider sending out Save-the-Date cards or emails. Or create your own wedding website and let your invitees know about it.
- Find a dress or tuxedo and begin assembling the perfect accessories. Need inspiration? Visit a trunk show or wedding fair.
- Find a vendor. Assemble an all-star vendor team. We'd start with:
 - Your Venue's Preferred Vendor List
 - Photographer/Videographer
 - Officiant

When you hire a vendor, get all the details in writing!

- Already feeling overwhelmed? Consider hiring a Wedding Planner.
- Another way to minimize stress: Start dreaming up your honeymoon.
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6-9 MONTHS TO GO

- Continue researching, interviewing and booking vendors. And don't forget: When you hire one, make sure to put everything in writing!
 - Decide on arrangements with your Floral Designer.
 - Do a tasting and choose your wedding cake with your Cake Designer.
 - Hire the DJ/Entertainment for your ceremony, cocktail hour and reception.
 - Discuss the style and wording of your wedding invitations with a Stationer.

- Create your gift registry and don't forget to update your wedding website!
- Arrange hotel room blocks for out-of-town guests and book your own suite for the wedding night.
- Shop for wedding attendant attire, and give your attendants clear instructions on how to place their orders.
- Arrange and book any necessary transportation.
- Go over wedding couple shower details and the guest list with the person(s) hosting your party.
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3-5 MONTHS TO GO

- Book the rehearsal and rehearsal dinner location(s). If you're including entertainment or specialty details like a groom's cake, now's the time to lock in these elements.
- Put together your rehearsal dinner guest list.
- Make childcare arrangements for your guests' kids.
- Reserve all necessary party rentals and linens.
- Order wedding favors for your guests.
- Concentrate on finalizing:
 - Guest list. Get everyone's mailing address.
 - Invitation wording. Confirm your invitation text with the Stationer, and consider additional stationery (programs, menu cards, place cards, thank-you cards, etc.). Schedule a pickup date for your invites.
 - Ceremony readings and vows.
 - Menu, beverage and catering details.
 - Timeline of the reception formalities.
- Do a makeup and hair trial and book your Stylists. While you're at it, come up with your own beauty and fitness regimen to be camera-ready for the big day.
- Shop for and purchase your wedding rings.
- Finalize honeymoon plans and obtain all necessary documents. (Are you sure your passports are up to date?)
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6-8 WEEKS TO GO

- You're getting close, so mail out those invitations! Have a game plan for recording the RSVPs and meal choices.
- Touch base with your vendors to confirm date, deposits and details.
- Start researching marriage license requirements and name change paperwork.
- Begin your dress or tuxedo fittings. Be sure to buy the appropriate undergarments beforehand.
- So you think you can't dance? Consider taking a dance lesson with your fiancé — a good way to break in your bridal shoes!
- Give the wedding party a nudge, and make sure they've ordered all necessary attire.
- Write thank-you cards for shower gifts and any early wedding gifts received.
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1-2 WEEKS TO GO

- Send out rehearsal dinner invitations. If your get-together will be informal, feel free to send an Evite.
- Finalize and confirm:
 - Wedding vows and readings with your Officiant.
 - Shot list with your Photographer/Videographer.
 - Song list for ceremony, cocktail hour and reception with your DJ and/or Band/Musicians.
 - Timeline for the reception and who's giving the toasts.
 - Wedding night and honeymoon accommodations.
- Obtain marriage license and complete name-change documents, if applicable.
- Pick up your wedding rings and proofread any engraving! If you're the traditional type, do you have something old, new, borrowed and blue?
- Purchase your guest book, toasting flutes, cake servers, unity candle and all that good stuff.
- Buy gifts (optional) for the wedding party and parents of the wedding couple.
- Have your final fitting. Bring your shoes and accessories for the full impact.
- Sigh. Hunt down whoever hasn't RSVP'd yet.
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- _____

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1-2 WEEKS TO GO

- Give your Caterer/Venue the final guest count.
- Arrange seating and create the seating chart and/or place cards.
- Pick up your gown or tuxedo. Swoon!
- Confirm arrival times and finalize the wedding timeline with vendors and the wedding party—make sure your Maid of Honor or Best Man has a copy, too.
- Put together your own wedding Emergency Kit.
- Speaking of emergencies: Check the weather report, and if things look iffy, contact your venue to make sure a contingency plan is in place.
- Start packing for your honeymoon. (See "weather report" above.)
- In desperate need of a facial or massage? Now's the time to squeeze one in.
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THE DAY BEFORE

- Make sure all wedding day items are packed/laid out and ready to go. (Don't forget the rings and marriage license!)
- Figure out tips and final payments for vendors. Put them in clearly marked envelopes and give them to a person you trust to hand out at the reception.
- Assign someone to pack up your gifts/belongings after the reception. (Don't forget the top tier of your cake!)
- Thank your BFF for agreeing to return any rental items the day after the wedding.
- Enjoy a mani-pedi.
- Attend the rehearsal and dinner. Now's the time to give out wedding party gifts.
- Try to go to bed early, as you need your beauty sleep tonight.
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THE BIG DAY!

- Allow plenty of time to get ready.
- Do the rounds at your wedding — greet everyone and thank them for coming.
- Take a deep breath. Stop to appreciate your new spouse and the day that you spent so much time planning!
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AFTER THE HONEYMOON/BACK TO REALITY

- Write and send thank-you cards. (Don't procrastinate!)
- Complete your registry and exchange any unwanted or duplicate gifts.
- Have your wedding attire cleaned and preserved by a reputable company.
- Keep in touch with your Photographer/Videographer to work on albums, DVDs, etc.
- Enjoy wedded bliss!
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