



# Wedding PLANNING BLUEPRINT

3 KEYS TO ORGANIZING YOUR WEDDING

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**FALLING IN  
LOVE WAS  
THE EASY  
PART;  
PLANNING A  
WEDDING -  
YIKES!**

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*- Niecy Nash*

## 1) Use a Checklist/To-Do System

The problem with staying organized is that our to-dos lists are either scattered in our brains or physically on every single piece of paper on your desk or in our junk drawers. To stay organized, make a to-do list in one location. That could be a dedicated book or app on your phone. One spot, one space.

Have a short term and long term to do lists or checklists, this will act as your wedding timeline. Make sure to cross out items as you complete. Why? This makes you feel more productive and confident. It also motivates you to tackle more items on your list. This is what you want. Get more done!

If the computer is more your speed you can use awesome websites like the Knot's Wedding Planning Tool or use a spreadsheet to create your to-do list. Have it located on your desktop for easy access to cross off items.

Don't think that you have to create one from scratch, you can find one on Pinterest. I recommend utilizing Pinterest as a search engine for your wedding. You can also use it to design and create a vision board of your wedding.

Here is another reason why check lists and to-do lists are brilliant:

- **Its Your Guide** - You can't go anywhere without guidance. It is your own directions to planning your wedding. Think about it like a map that gives you directions to get to your location. You need a GPS or a friendly stranger on the street to point you in the right direction. You get my point. Therefore, having checklists for your wedding planning does that very thing. It's your guide to getting things done.
- **Its Your Personal Assistant** - It is your helping hand when you feel like all your brain is full. Your brain is already racing with things that need to get done. It feels overwhelming. It feels way over your head. It feels like you can't breathe. Check lists are like having a personal assistant who knows what to do and when you should do it. It's your breath of fresh air.

## 2) A Binder

I know binders may sound so high school, but it is perfect to organize everything you need into one location. One binder can work as a visual guide, your planner, your timeline and more.

You are going to find the best one that suits you but has everything you need. It's a great start to have one. You can use a spare binder from home or buy a new one. Using one from home will save you money.

It should be durable because you are going to be using it a lot, you need dividers with tab and page protectors. Make sure it has a pocket on the inside of the binder for loose papers you need to save. Have some lined paper handy in case you need to take some notes during vendor appointments.

Remember there are printables for your binder. There are many wedding binder printables you can get with a simple search on Pinterest. As I mentioned earlier, utilize your Pinterest account as a Google Search Engine. All you do is type it in and press enter. Pinterest does the rest. Plus, it is completely customized to you in the end.

Remember, there are free wedding planning checklists from my site City of Creative Dreams.com. It is designed for you to create your own wedding binder as well. It is FREE so take advantage of it.

### *3) A Planner*

Planners are cool and I am not just saying that. Plan what you need to do next and the timeline. This is different from a checklist because it works more like a calendar. A Planner holds all the important dates that you need for when you book a day and time for cake tasting or wedding dress shopping.

If you noticed, over the past few years, you now see more colorful and stylish planners just about anywhere. Chapter, Indigo, Amazon and even Michaels Craft Store has planners. You could get one that is just for wedding planning or you could get one that fits both your life and your wedding planning life. I believe that it is much better than holding two planners with you everywhere.

Why physical planners. I am not hating on computers or cellphones. It is just the fact that technology is not always reliable, after all, computers can get viruses and phones can die when you least expect it. This happens with technology and sometimes it can be a risk. There have been many times when I have scheduled an appointment on my phone and it magically disappeared. So, I would like to say that technology is a backup for my planner and not the main source.

## Wedding Checklist

### 1 YEAR

- Insure your engagement ring.
- Decide whether to use the services of a wedding planner.
- Assemble approximate costs of every element.
- Discuss the wedding budget with family/friends.
- Send this initial budget to all contributors as a reference.
- Choose your wedding date (& second option).
- Visit potential wedding venues.
- Make a decision and book the reception facility.
- Arrange to meet with the ceremony officiant for availability
- Create Pinterest board for wedding

### 9 TO 12 MONTHS

- Try on bridal gown at shops & put deposit on your dress
- Order your wedding invitations.
- Finalize the date and time of the ceremony with clergy
- Decided on a wedding caterer to book.
- Arrange for musicians.
- Choose your wedding theme, style and wedding colors.
- Set up appointments with wedding florists.
- Choose your bridal party.

### 6 MONTHS

- Book wedding photographer/ videographer.
- Start your guest list.
- Decide on your bridesmaid dresses style/color.
- Order invitations, guest book and other stationery.
- Register your wedding gifts.
- Discuss honeymoon plans and visit a travel agent.
- Send out your save-the-dates.

### 4 MONTHS

- Order bridesmaids' dresses.
- Finalize the guest list.
- Get pass-ports in order and get any vaccinations needed.
- Order flowers.
- Do a wedding cake tasting and visit bakers.
- Decide on formal wear for the guys.
- Shop for wedding bands.
- Choose musicians and DJ/ then meet to select music.

### 3 MONTHS

- Who is hosting the rehearsal dinner?
- Address invitations.
- Find a hair stylist and makeup artist.
- Groom: Order wedding attire for yourself/ your attendants.
- Arrange honeymoon.
- If you are having a marriage contract, get it done!

## Wedding Checklist

### 2 MONTHS

- Order the wedding cake.
- Book makeup and hair consultations.
- Finalize the reception menu.
- Mail invitations to arrive six weeks before the wedding.
- Arrange for transportation.
- Attend gown fittings/ make appointments for bridesmaids

### 1 MONTH

- Get the marriage license.
- Have your final dress fitting.
- Buy gifts for the wedding party.
- Write thank-you notes for shower/ wedding gifts (Keep list)
- Confirm details with all the vendors.
- Arrange overnight accommodation for out-of-town guests.
- Schedule a rehearsal.
- Confirm honeymoon reservations.
- Leave itinerary with family/friend for emergency purposes

### 2 WEEKS

- Calling guests who have not RSVP'd.
- Give a final head count to the caterer.
- Review all transportation arrangements.
- Host a lunch/ dinner for the bridesmaids & give gifts.
- Email your bridal party with wedding details
- Groom: have a dinner and give gifts to your attendant

### 1 WEEK

- Confirm times with all of your vendors.
- Pick up your wedding attire.
- Advise best man and ushers regarding the rehearsal
- Give the clergy's honorarium to the best man.
- Pack clothes for the honeymoon.

### DAY OF

- Start the day with breakfast.
- Check in with your bridesmaids/groomsmen.
- Bride:** Have hair and makeup done.
- Have pre-wedding pictures taken of you/ your own family.
- Bride:** Arrive at the site 5 minutes before the ceremony.
- Groom:** Arrive 20 minutes prior to the ceremony.
- Be prepared to respond to a toast/ thank the parents.
- Perhaps phone the next day to thank all the parents.



thank  
you

With Love,  
*Shanice Bannis*