

WEDDING CHECKLIST

This checklist will enable you to plan your perfect wedding. It will assist you through the busy months ahead. Please remember that not all aspects of this checklist may apply to the style of your wedding.

AS SOON AS POSSIBLE	
<input type="checkbox"/>	Select a wedding date and time.
<input type="checkbox"/>	Gather information from bridal books and other resources.
<input type="checkbox"/>	Discuss a budget and how expenses will be shared. Open a separate bank account for the wedding fund.
<input type="checkbox"/>	Discuss the formality, size and location of the ceremony and reception with both families.
<input type="checkbox"/>	Call clergyman/officiator to confirm date and schedule appointment to discuss ceremony.
<input type="checkbox"/>	Select location for the ceremony and reception. Remember to pay deposits in order to secure your booking.
<input type="checkbox"/>	Start drafting your guest list. Inform bride and groom's family of the number they can invite and by which date you need their list.
<input type="checkbox"/>	Select colour scheme and theme of your wedding.
<input type="checkbox"/>	Start looking for and order the bridal gown & accessories – schedule the fittings and delivery date.
<input type="checkbox"/>	Select dresses for bridesmaids' – schedule the fittings and delivery date.
<input type="checkbox"/>	Select and book a wedding consultant, photographer, videographer, florists and musicians, DJ & MC.
<input type="checkbox"/>	Organise your engagement announcement in the newspaper.
<input type="checkbox"/>	Begin planning a honeymoon destination.
<input type="checkbox"/>	Select and order wedding rings and arrange for engraving.
<input type="checkbox"/>	Choose wedding attendants for both bride and groom. Find out their sizes.
<input type="checkbox"/>	Schedule appointment for bridal portrait.
<input type="checkbox"/>	Choose a caterer and plan the menu.
<input type="checkbox"/>	Plan the music for the ceremony and reception.
<input type="checkbox"/>	Order attendant's gowns and schedule the fittings and delivery date.
<input type="checkbox"/>	Book wedding cars for bridal party.
<input type="checkbox"/>	Order invitations, napkins and personal stationary, monogrammed favours for reception & thank-you notes.

TWO MONTHS AHEAD	
<input type="checkbox"/>	Plan wedding decorations.
<input type="checkbox"/>	Finalize the guest list.
<input type="checkbox"/>	Pay all deposits for any services reserved and get all contracts signed.
<input type="checkbox"/>	Order & Reserve all rental equipment needed for reception and wedding. Example: marquee or tents, tables, chairs, etc.
<input type="checkbox"/>	Meet the caterers, florists, photographers & videographers, etc.
<input type="checkbox"/>	Select and order the wedding cake as per your theme & colour.
<input type="checkbox"/>	Sign up for your bridal registry and select gift options.
<input type="checkbox"/>	Buy or hire the formal wear for the groom and his attendants.
<input type="checkbox"/>	Check on marriage license; sometimes there are requirements.
<input type="checkbox"/>	Inform attendants of fitting schedules and of any accessories they may need to buy.
<input type="checkbox"/>	Shop for trousseau.
<input type="checkbox"/>	Make transportation and accommodation arrangements for out of town guests and the wedding party.
<input type="checkbox"/>	Begin personal shopping for clothes needed for pre-wedding parties or honeymoon.
<input type="checkbox"/>	Make any necessary personal appointments – bank, solicitor, health check-up, beauty, hairdresser, etc.

ONE MONTH AHEAD	
<input type="checkbox"/>	Confirm details with all wedding suppliers that all arrangements are proceeding smoothly, i.e. caterer, florist, photographer, videographer, musicians, car hire specialists, hotel/reception manager, etc.
<input type="checkbox"/>	Arrange a marriage registrar and execute all legal formalities for the marriage registration process, like pre marital notice etc.
<input type="checkbox"/>	Plan the ceremony rehearsal & the rehearsal dinner & notify everyone involved.
<input type="checkbox"/>	Ensure all official wedding documentation is in order. Organise & make necessary changes on all personal documentation the bride be taking the groom's name (Ex: PAN Card, Passport, Bank Accounts etc).
<input type="checkbox"/>	Confirm final fitting and delivery date for dresses and gown.
<input type="checkbox"/>	Select hair and makeup stylist.
<input type="checkbox"/>	Select going-away outfit.
<input type="checkbox"/>	Schedule a wedding portrait.
<input type="checkbox"/>	Arrange transportation for the wedding day.
<input type="checkbox"/>	Send thank-you notes for any gifts received early and/or bridal showers.
<input type="checkbox"/>	Finish personal shopping.
<input type="checkbox"/>	Finalise honeymoon plans.
<input type="checkbox"/>	Plan bridesmaids' luncheon.

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ONE TO TWO WEEKS AHEAD	
<input type="checkbox"/>	Arrange for final fitting and delivery of all wedding attire.
<input type="checkbox"/>	Arrange a trial hair and make-up day. Be sure to try your hair style with your veil.
<input type="checkbox"/>	Confirm final guest count and inform caterer, reception venue.
<input type="checkbox"/>	Have final consultation with florist, photographer, musicians, etc.
<input type="checkbox"/>	Finalise transportation and accommodation arrangements for out of town guests and wedding party.
<input type="checkbox"/>	Pack an “emergency kit” for the wedding day which may include: safety pins, tissues, cosmetics, hairspray, needle and cotton, extra lingerie, eye drops, headache pills and Band-Aids.
<input type="checkbox"/>	Finalise seating arrangements for the reception.
<input type="checkbox"/>	Confirm honeymoon bookings and have ready all necessary documentation: tickets, passports, traveller’s cheques, etc.
<input type="checkbox"/>	Pack for honeymoon.
<input type="checkbox"/>	If you choose to speak at your reception start deciding on what you want to say.
<input type="checkbox"/>	Arrange with your reception to have a table available for last minute gifts. Ask family members to move gifts home after wedding.
<input type="checkbox"/>	If you are having an envelope box request a table for it with the gift table. Ask a close family member to be responsible for it.

ONE DAY AHEAD	
<input type="checkbox"/>	Place payments for DJ, florist, caterer, etc.
<input type="checkbox"/>	Lay out everything you will need on the wedding day, right down to the smallest detail. Place everything in a convenient place so that it is easily accessible on the big day.
<input type="checkbox"/>	If a hairdresser and/or make-up artist is to attend to you on the day, confirm appointment.
<input type="checkbox"/>	Prepare going-away outfit.
<input type="checkbox"/>	Confirm that all members of the wedding party are organised and well prepared.
<input type="checkbox"/>	Prepare what you will have as a good healthy breakfast on your wedding day. This is important and often overlooked. A good breakfast will provide you with the energy you will need to get through the day.
<input type="checkbox"/>	Have a massage, manicure and pedicure and relax.
<input type="checkbox"/>	Before going to bed take a warm (not hot) fragrant bath.
<input type="checkbox"/>	Complete your evening skin routine so that your skin is moist for your wedding day make-up.
<input type="checkbox"/>	Relax!
<input type="checkbox"/>	Get to bed early.

THIS IS IT !	
<input type="checkbox"/>	Relax and pamper yourself.
<input type="checkbox"/>	Be at the ceremony at least five minutes early.
<input type="checkbox"/>	Smile and enjoy – this is your special day!

Good Luck & Congratulations!

Team Touchstone

PS. Don't forget to post and share your pictures with us.