

# *Your Complete Wedding Checklist*

## 9 – 12 Months Before

- Get Organized!** Start a notebook/file folder for all your wedding paperwork
- Decide on size of wedding and number of guests
- Book reception site at the Horizon Convention Center (HCC)
- Choose ceremony site at the HCC
- Choose your officiate
- Choose bridesmaids/groomsmen
- Hire your consultant
- Decide on a menu with the HCC
- Book American Mobile Sound (DJ)
- Finalize guest list

## 6 – 8 Months Before

- Register for gifts
- Reserve photographer
- Bride:** Pick out your bridesmaids dresses
- Choose your florist
- Set aside blocks of hotel rooms for your out-of-town guests
- Book baker for cake
- Bride:** Order your gown
- Finalize your menu
- Order invitations & announcements

## 4 – 5 Months Before

- Pick out flower arrangements and design
- Groom:** Decide on suit or tux style for you and groomsmen
- Reserve any rental equipment for reception, rehearsal dinner, or ceremony
- Book rehearsal dinner site at HCC
- Book hotel room for wedding night
- Book honeymoon flights and hotel
- Purchase wedding bands

## 2 – 3 Months Before

- Make or buy favors
- Bride:** Make sure dresses and accessories have been purchased by your bridesmaids
- Groom:** Get measured for tux or suit
- Groom:** Make sure groomsmen are measured for suit or tux
- Send invitations at least 2 months before wedding date
- Bride:** Begin fittings
- Arrange transportation on wedding day

## 6 Weeks Before

- Begin writing ceremony program
- Groom:** Buy gifts for groomsmen
- Bride:** Buy gifts for bridesmaids
- Bride:** Final fitting

## 3 – 4 Weeks Before

- Send rehearsal dinner invitations
- Print ceremony programs
- Get Marriage License
- Confirm reservations for honeymoon

## 1 – 2 Weeks Before

- Final head count to caterer
- Put together seating plan
- Groom:** Pick up tux or suit

## Day Before

- Rehearsal dinner

## Day Of

*Enjoy your Wedding Day!*

***Disclaimer:** The Horizon Convention Center (Muncie, IN) brought you “Your Complete Wedding Checklist” as a guide to complete your wedding and reception experience. We are not wedding planners, but do offer enhanced services for your wedding and reception needs at the Horizon Convention Center.*