

TO-DO CHECK LIST

Here's a list of things you need to consider and do when planning for your wedding. The last two rows are left blank for you to add extra items if needed. If your wedding is in less than 6 months, don't worry, just get started as soon as you can and work down the list with confidence.

9 TO 12 MONTHS
<input type="checkbox"/> Print a copy of this guide This checklist will be your best friend till the wedding day
<input type="checkbox"/> Select a Date One of the very first decisions you should make that helps you to plan for the rest of the wedding. Have a few dates on hand to give you flexibility for venue booking.
<input type="checkbox"/> Announcement Set a date for both families to meet. They should be the first people to know the good news.
<input type="checkbox"/> Hiring a planner Consider the scale and complexity of your wedding, and decide if you require to engage a wedding consultant to assist you.
<input type="checkbox"/> Setting a budget Talk to both family about expectations, wedding style and budget.
<input type="checkbox"/> Start drafting your guest list Sit down and list the names of everyone you plan to invite.
<input type="checkbox"/> Select the venue Start scouting for suitable a venue. Book as early as possible. <i>(Note: months of April, June, September, November and December are popular months)</i>
<input type="checkbox"/> Select and book your ceremony venue If you plan to hold your ceremony in a religious location, make a visit and book as soon as possible.
<input type="checkbox"/> Select your bridesmaids and groomsmen Give each one a list of duties and responsibilities. They can definitely help in contributing ideas and do some leg-works for you.
<input type="checkbox"/>
8 MONTHS
<input type="checkbox"/> Start a wedding journal Trust us; a picture speaks a thousand words. Collect magazine tear-outs and web print-outs of ideas and designs you like, fabrics samples, and etc. Then organize them in a folder or a notebook. Bring it with you whenever you are visiting a vendor. This will help them to visualize what you want.
<input type="checkbox"/> Save-the-date If you are inviting overseas guests, it's nice to inform them about the date now. This leaves them enough time to take leave and plan their holidays around it.
<input type="checkbox"/> Decide on your wedding style Decide on the theme, colour, style and mood for the wedding. Start listing the things you need and vendors to engage to accomplish this.
<input type="checkbox"/> Shopping for the wedding attire Shortlist at least 3 boutiques and make an appointment. Take time to decide if you are comfortable with the designer and services, never be pressurized into signing a contract on the first visit. *If a suit is not part of a package, decide if you are getting an off-the-rack or custom-made suit.

<input type="checkbox"/>	Engage your photographer and/or videographer Almost all photographers now have a website that showcases their portfolio. Make a shortlist of those whose work you like and arrange to meet at least 3 of them. Choose one who you are comfortable with his personality, service and pricing. <i>Again popular dates are often taken up very early, book them as soon as you can.</i>
<input type="checkbox"/>	Engage your hair & make-up artist Check if your friends or bridal house has anyone to recommendation. Arrange for a trial session. If possible, also arrange a makeup session for your family's member and bridesmaids.
<input type="checkbox"/>	

6 MONTHS	
<input type="checkbox"/>	Attire for your bridesmaids and groomsmen If you need to them to order a dress or a suit to complement the wedding theme, it is fair that you pay for a part or the entire cost of the attires.
<input type="checkbox"/>	Pre-wedding photo-shoot date Discuss with your photographer the date for pre-wedding photo-shoot. It is typically done about 3 months before the wedding day to allow time for development of photos and albums.
<input type="checkbox"/>	Start a beauty regime Discuss with your beauty consultant on ways to look radiant on the wedding day.
<input type="checkbox"/>	Plan For Honeymoon Plan and start booking tickets and accommodations for your honeymoon. This allows you to take sometime off wedding planning and relax.
<input type="checkbox"/>	Book accommodations If you have overseas guests, you can send them a list of recommended of hotels (with a few price range)and activities they can do there (with a few price range) for them to consider. Delegate this task to a resourceful bridesmaid or groomsman.
<input type="checkbox"/>	

5 MONTHS	
<input type="checkbox"/>	Prepare entertainment for the day You may be considering a live band or entertainment; it's time to start looking for one now. Make a list of preferred songs.
<input type="checkbox"/>	Look for your wedding bands Start looking out for wedding bands as you shop for other things. Most jewelry shops sell ready-made wedding bands and some have customization service as well.
<input type="checkbox"/>	Shop For Bridal Accessories Check with your bridal designer on the type of accessories you need to purchase – be it shoes to match the gowns, a headpiece for the veil or a necklace – it's always wise to start looking early.
<input type="checkbox"/>	Catering If your venue does not provide food, you'll need to cater. Check your guest list for anyone has special diets such as no pork, no lard, gluten-free and vegetarian.
<input type="checkbox"/>	Book your wedding transportation Get a groomsman to take care of arranging transportation for your family, helpers, photographers and videographer.
<input type="checkbox"/>	

4 MONTHS	
<input type="checkbox"/>	<p>First bridal fitting Arrange for your first bridal fitting for this month. You should see the basic structure of the gown now. Second fitting should be 3-weeks to a month after this.</p>
<input type="checkbox"/>	<p>Design your wedding stationary Decide on the design of your wedding invites and other stationary. If your venue does not provide invites, you need to start looking for your own now.</p>
<input type="checkbox"/>	<p>Discuss family traditions Find out the family traditions on wedding. Ask for the list of items you need to prepare. Your parents will be happy to help you to prepare these items.</p>
<input type="checkbox"/>	<p>Engage your florist Your chosen florist should understand your requirements and is able to create your wedding style. Be firm with your budget and try not to get swept off by other choices of designs.</p>
<input type="checkbox"/>	<p>Order Your Wedding Cake If you plan to have a real wedding cake (good for you!), start looking for a baker now. Discuss the styles, flavours, designs and cost with them.</p>
<input type="checkbox"/>	

3 MONTHS	
<input type="checkbox"/>	<p>Legal matters You can register for your marriage online at www.rom.gov.sg. You will need the names and identity card numbers of your 2 witnesses, together with the solemniser name and license number.</p>
<input type="checkbox"/>	<p>Second bridal fitting Arrange for your second bridal fitting for this month. The details of the design should be ready by now, left with finishing touches and slight alteration if needed.</p>
<input type="checkbox"/>	<p>Pre-Wedding photo shoot Discuss with your photographer the style and venues to go on the photo shoot day. Try to make a site visit before the actual day. Consider the design of your gowns, the weather and the timings when selecting venues.</p>
<input type="checkbox"/>	<p>Confirm Guest Lists It's been a few months since you made the guest list, check again to add or delete names. This helps you to decide on the numbers of wedding stationary to order.</p>
<input type="checkbox"/>	<p>Confirm the order of your wedding stationary Always buffer about 10 to 20 percent more than your estimation <i>(for writing errors and extra guests)</i></p>
<input type="checkbox"/>	<p>Remind these people of the pre-wedding photo shoot date and tasks</p> <ol style="list-style-type: none"> 1. Your helper/s for the day 2. Make-up artist 3. Florist - for your bouquet and groom's corsage 4. Bridal boutique - for your wedding attire
<input type="checkbox"/>	

2 MONTHS	
<input type="checkbox"/>	Confirm The Menu Arrange for food tasting session. Also a good time for family get together.
<input type="checkbox"/>	Send Out Invites Try to send invites out now, this allow your guests to plan their leaves early.
<input type="checkbox"/>	Choose your wedding music Start compiling a list of songs into a CD. Select your march-in music, first-dish and first dance songs. Bring the CDs with you for the wedding rehearsal for sound check.
<input type="checkbox"/>	Ceremony programs For church ceremony, discuss readings with your priest/pastors, choose those that are meaningful to you and your fiancé. Decide on the rest of the ceremony programs and prepare a program booklet.
<input type="checkbox"/>	Attire for the little ones Choose your flower girls and ring bearer, give a budget for their parents to purchase their attire. Purchase your ring pillow and flower baskets.
<input type="checkbox"/>	Shopping Get stockings and special lingerie for the wedding gown and the wedding night.
<input type="checkbox"/>	Confirm a main coordinator If you have a wedding planner, he/she will have a pretty clear picture of what to do and expect for the day. If you do not have one, find a trustworthy and super-organized friend to cover all duties from you a month before the actual day. He/she should be able to coordinate with the service providers and is committed to spend time to help you.
<input type="checkbox"/>	

1 MONTH	
<input type="checkbox"/>	Write Your Vows and Speeches Start drafting your wedding vows and speeches. Let it come from your hearts in your own words. In speeches, remember to thank your parents and all helpers.
<input type="checkbox"/>	Surprises If you plan to surprise him/her, it's time to start planning. It can be a speech, a poem, a song, a photo montage; a dance or a simple gift, now's the time to show how much he/she meant to you.
<input type="checkbox"/>	Confirm Attendance & Seating Plans Start contacting your guests who have not confirmed their attendance.
<input type="checkbox"/>	Trial session for your hair, make-up and gown If possible, plan the final fitting with your make-up trial so that you can see the complete look.
<input type="checkbox"/>	For the reception table A task for the bridesmaids! A trip down to the bookstore or gift shop to get pens for your guestbook, a box for red packets, tapes for emergencies and etc
<input type="checkbox"/>	Wedding Day Survival Kit Prepare your wedding day survival kit. Download a copy from our website.
<input type="checkbox"/>	

2 WEEKS											
<input type="checkbox"/>	Wedding Rehearsal Decide on the date and time for your wedding rehearsal. Make sure all the important people - your family, pastor/solemniser and helpers – are present. It usually takes an hour. Use this time to rehearse the pace of your march-in with the chosen music.										
<input type="checkbox"/>	Hen's and Stag night Usually planned by your best friends, these parties happen around this week.										
<input type="checkbox"/>	Thank you gifts Create a list consisting of names of people that you need to prepare gifts for. Prepare either a gift or a red-packet for each of them. <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Bridesmaids, groomsmen, all other helpers</td> <td><input type="checkbox"/> Photographer</td> </tr> <tr> <td><input type="checkbox"/> Solemniser</td> <td><input type="checkbox"/> Videographer</td> </tr> <tr> <td><input type="checkbox"/> Tea ceremony (for junior family members)</td> <td><input type="checkbox"/> Make-up artist</td> </tr> <tr> <td><input type="checkbox"/> The boy who opens the door of the car</td> <td><input type="checkbox"/> Parents</td> </tr> <tr> <td><input type="checkbox"/> Driver</td> <td><input type="checkbox"/> Others: _____</td> </tr> </table>	<input type="checkbox"/> Bridesmaids, groomsmen, all other helpers	<input type="checkbox"/> Photographer	<input type="checkbox"/> Solemniser	<input type="checkbox"/> Videographer	<input type="checkbox"/> Tea ceremony (for junior family members)	<input type="checkbox"/> Make-up artist	<input type="checkbox"/> The boy who opens the door of the car	<input type="checkbox"/> Parents	<input type="checkbox"/> Driver	<input type="checkbox"/> Others: _____
<input type="checkbox"/> Bridesmaids, groomsmen, all other helpers	<input type="checkbox"/> Photographer										
<input type="checkbox"/> Solemniser	<input type="checkbox"/> Videographer										
<input type="checkbox"/> Tea ceremony (for junior family members)	<input type="checkbox"/> Make-up artist										
<input type="checkbox"/> The boy who opens the door of the car	<input type="checkbox"/> Parents										
<input type="checkbox"/> Driver	<input type="checkbox"/> Others: _____										
<input type="checkbox"/>											

1 WEEK	
<input type="checkbox"/>	Handing over the tasks and relax Assign all tasks and everything you need for the wedding day to your wedding planner or main coordinator. Red-packets can be passed to the groomsman. Payments to suppliers can be passed to the groomsman or wedding consultant.
<input type="checkbox"/>	Collect your wedding attire They should be stored on suitable cover bags, bring them home and hang them in an airy corner of the room where there is not much people passing around. This prevents the dress from creasing. Bridesmaids and groomsmen should collect their attires by this time too.
<input type="checkbox"/>	Collect Your Legal Documents You should have received the reminder from ROM to collect your original marriage certificate, and two other sets of papers.
<input type="checkbox"/>	Logistical Plans Prepare final itinerary with time, task and addresses of all locations and send a copy to your photographer, videographer, makeup artist and helpers. Reception team should have copies of guest attendance lists and seating plans.
<input type="checkbox"/>	

1 DAY BEFORE	
<input type="checkbox"/>	Relax and pamper yourself Go for your spa treatment, manicure and pedicure.
<input type="checkbox"/>	Flowers Send either the groom or groomsman to collect all flowers for the day – your bouquet, bridesmaids' posy, boutonnières, and bring the car for decoration. Remind him to store them safely in the fridge to ensure freshness and also remember to bring it in the morning!
<input type="checkbox"/>	For the hotel If you are staying in the hotel on the wedding day, prepare a set of clothes for the next day, toiletries, and everything you need for dressing up for the wedding.
<input type="checkbox"/>	

