








MyEcoChicWedding.com has compiled this valuable Planning Time Table to help you effectively manage the planning of your special day. By following this count-down checklist you should stay organized and stress-free; after all, planning your wedding should be a joyous and fun process.

### Nine to Twelve Months Ahead

- Announce your engagement
  -  Avoid the traditional newspaper announcement. Instead, send an e-card announcing your engagement. Try our "Save-the-Date" e-card at [www.ecochicweddings.weddingwindow.com](http://www.ecochicweddings.weddingwindow.com).
- Develop a budget and determine how expenses will be divided between the bride and groom's family (See Budget Planning Worksheet).
- Set a date. Check availability of date with your preferred venues and officiant
- Book your venue(s) and officiant
  -  By hosting both the ceremony and reception at one location you will drastically reduce the amount of greenhouse gas emissions produced by your guests vehicles
  -  Encouraging your guests to carpool is also a great way to reduce emissions.
- Decide on the type of wedding: Formal or informal, small or large
- Research and book caterer if not included with venue. Remember to always sample prospective caterers menus; meet with them personally; ask the right questions; obtain references and check with your local Better Business Bureau.
  -  Try to choose a caterer who uses locally grown organic produce from sustainable farms or community markets. With today's growing trend towards a healthier, greener lifestyle more and more caterers are incorporating organic menus into their repertoire.
- Purchase wedding insurance. The decision to purchase wedding insurance is well worth the cost. Wedding insurance can save you thousands by protecting you against unforeseen disasters and emergencies which could cause a cancellation or rescheduling of the wedding.
- Book your hotel room if required
- Choose wedding party: Bridesmaids, Groomsmen, Ushers, Flower Girl...


- Start developing your guest list and gather addresses
    -  Save a tree and your budget by gathering as many email addresses as possible. Sending invitations, save-the-date cards and other wedding correspondence by email is a great eco-friendly alternative to traditional mail and will save you lots of money.
  - Research and book your photographer and videographer. Remember to review samples/portfolio of their work; meet with them personally; provide them with a list of your preferred poses; ask the right questions; obtain references and check with your local Better Business Bureau. (See Interview Questions for Photographer & Videographer)
  - Research and book DJ/musicians/entertainment. Remember to evaluate demo CDs of their work; meet them personally, clearly outline your expectations of what music genres will be played; obtain references and check with your local Better Business Bureau.
  - Research and book transportation
    -  Why not skip the monster limousines and opt for an eco-friendly and fun low emission vehicle. For a romantic touch try a horse drawn carriage.
  - Select your bridal gown and accessories
  - Plan for travel requirements: passports, identification, accommodation etc.
  - If hiring a wedding consultant, do so now
    -  Try to find a wedding planner who specializes in Green Weddings.
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### **Six to Nine Months Ahead**

- Decide on a style and color theme
- Select and order bridal party gowns, shoes and accessories. Choose wedding attire for men.
- Schedule wedding party's fittings.
- Book florist and select arrangements
- Order wedding stationary
- Order favors
- Plan the details of the reception

- Determine what equipment will have to be rented and book the rentals ie. Tables, chairs, linens, table settings etc.
  - Compile a list of nearby accommodations for out-of-town guests. Negotiate a reduced price for your guests. Be sure to provide guests with a list of accommodation options. Be sure to include the amenities and price range for each option.
  - Arrange for decorations
  - Plan and book the honeymoon
  - Order wedding rings
  - Send or email save-the-date cards
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### Four to Six Months Ahead

- Choose wedding attendants: someone to attend the guest book; ushers; someone to hand out wedding programs; ceremony participants such as scripture or poem readers
  - Purchase wedding party gifts
  - Purchase attendant gifts
  - Finalize guest list
  - If you are incorporating a Gift Registry, select your gift items.
    -  Have everything you need? Why not register with a Charity Gift Registry and have your guests make a donation to your charity of choice. A list of Charity Gift Registries can be found at [www.ecochicweddings.ca](http://www.ecochicweddings.ca) under "Resource Library"
  - Plan rehearsal dinner
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### Two to Four Months Ahead

- Mail and/or email invitations
- Meet with officiant to plan details of the ceremony
- Select vows and readings
- Meet with caterer to review menu
- Order cake

- Order or print your own ceremony programs, place cards and table cards
  - Schedule rehearsal and rehearsal dinner
  - Purchase all wedding accessories such as cake knife, toasting glasses, guest book etc.
  - Arrange for bartender service and order alcohol and non-alcoholic beverages if not provided by venue or caterer
  - Select hairstylist and make-up artist and book appointments
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### **One to Two Months Ahead**

- Start finalizing RSVPs and determine number of guests
  - Get marriage license and certified copies
  - Confirm all professional services bookings. Be sure to get a confirmation in writing
  - Give each wedding party member and attendant a checklist of their responsibilities on the wedding day.
  - Give each attendant a copy of the rehearsal and wedding day schedule
  - Pick up wedding rings
  - Prepare name change documents
  - Determine receiving line order, head table and immediate family seating for the reception.
  - Plan bridesmaid's luncheon and bachelor/bachelorette parties.
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### **One to Two Weeks Ahead**

- Do final fittings for bridal and groom's party; make arrangements to pick up wedding attire
- Arrange for someone to pick up the mail, newspaper and care for your pets and plants while on your honeymoon
- Contact those who have not sent their RSVP
- Finalize menu selections and guest count with caterer
- Finalize seating arrangements

- Confirm rehearsal date, location and details with wedding party
  - Confirm rehearsal dinner arrangements
  - Confirm honeymoon arrangements; make copies of passports and other travel documents
  - Give family and friends copies of honeymoon itinerary in case of emergency
  - Contact rental company to confirm final guest count and delivery/setup schedule
  - Prepare toasts for rehearsal dinner and reception
  - Check the weather forecast the week of your wedding and plan accordingly
  - Enjoy your bachelor and bachelorette parties! Have fun and stay safe
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### **Night Before - Rehearsal & Dinner**

- Finish packing for honeymoon
  - Confirm transportation for ceremony and reception
  - Check the weather forecast and plan accordingly
  - Make a list of things to remember tomorrow
  - Deliver all wedding accessories, party favors, etc. to the ceremony and reception sites. Begin decorating if possible
  - Have the final payments and tips ready. Assign someone to deliver to the appropriate vendors
  - Review itinerary and seating with attendants
  - Present wedding party and attendants with their gifts
  - Rehearsal and rehearsal dinner
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### **Day of the Wedding**

- Breathe!** Enjoy your special day