



Check	Party Planning Checklist For Weddings
	SIX MONTHS – A YEAR PRIOR TO YOUR EVENT (YOU WANT TO BOOK THESE THINGS AS SOON AS YOU GET YOUR DATE)
	If you are planning to do so, book a party planner, who will help you plan every aspect of your wedding.
	Select a date, time and location for the party.
	Find a catering hall for your wedding.
	Choose a color scheme for your wedding. This is very important, because your entire wedding will be based upon this color scheme.
	Select a date, time and location for the party.
	If you are planning to have DJ entertainment or live music, begin your search. Performers and entertainment book up quickly. EK can provide both DJ Entertainment and live music (including piano players, percussionists, etc., for both the ceremony and/or the reception).
	Book a videographer and/or photographer. EK can provide.
	Pick out the people you want in your bridal party. This includes your bridesmaids, ushers, ring bearer, flower girl(s), maid/matron of honor and the best man.
	Pick out Bridal Gown with enough time to get any alterations that need to be done completed in time for your wedding. You always want to leave enough time to have a second round of alterations done if needed. You also need to get a pair of shoes and a garter
	Pick out the clothing you want the Groom and usher's to wear. Again, make sure you leave enough time to have alterations done, more than once if needed. The Groom and the Ushers also need to get shoes. Make sure they all have black socks to wear!
	Go with your Bridesmaids and pick out their dresses. Again, make sure you leave enough time to have more than one round of alterations if needed. And don't forget, the Bridesmaids also have to get shoes!
	THREE TO SIX MONTHS PRIOR TO YOUR EVENT



	Prepare your guest list. You should have a good idea of how many guests will be invited. This will help to determine the scale of the party as you continue to plan.
	Design and purchase invitations. EK can provide custom invitations. With your invitations you should also receive RSVP cards and thank you cards.
	Plan menu and have a tasting with your hall.
	Finalize guest list and mail invitations.
	When sending out your invitations, make sure you get directions cards from your catering hall with enough time to get them to mail out your invitations on time.
	If you are booking a block of hotel rooms for your out of town guests, make sure to do so prior to your invitations being sent out, so you can get a card from the hotel to include in with the invitations.
	If not provided by your invitation creator, make sure to get enough postage to mail out your invitations and postage to adhere to the RSVP cards, prior to the date you need to send out your invitations.
	Order and design all flower arrangements. Don't forget you need to order a bouquet for the Bride and the Bridesmaids, as well as the boutonnieres for the Groomsmen. If you want, you can order two bridal bouquets. One of the bouquets would be for the bride to keep and the other bouquet would be a throw away bouquet if you want to have a bouquet toss.
	Go and get your wedding bands. Don't wait for the last minute, because the rings might have to be sized.
	Order Cake and when ordering your cake, don't forget to have a cake tasting. Some halls will provide you with a cake and some will not. When you book your hall, find out if they will provide you with a cake.
	SIX WEEKS TO TWO MONTHS PRIOR TO YOUR EVENT
	Follow up with guests who have not RSVP'd.
	If having a montage, please make sure EK Productions has your photos, either the hard copies or on a cd (as JPEG files; 200 resolution), one month prior to the event.
	A week prior to your event, be sure to speak to the EK office to go over your event (including location and time), paperwork, balances, packages, any extras you have booked with us (videographer, photo favors, etc.).
	Make sure, at least a week, if not two weeks prior to your event, you contact all of your vendors to confirm everything that you have booked.
	If you are planning on doing so, make sure your baskets for the reception hall's bathrooms are ready to go.
	Make sure all of your clothing is ready to go.
	Breathe! EK Productions will create the memories at your event that will last a lifetime!