



BOSTON PREMIER'S

Ultimate Wedding Planner



wedding Checklist

bostonpremier.com/checklist

welcome to

Your Wedding Checklist!

We are thrilled to introduce you to our incredible wedding checklist – a tool that is going to make your wedding planning journey feel manageable and exciting. This wedding checklist is part one of our comprehensive 8-part Ultimate Wedding Planner - an online organizer designed to provide you with everything you need to turn your dream wedding into reality. This planner is your ultimate companion, keeping all the essential information at your fingertips and allowing you to relax, knowing that you have everything under control.



bostonpremier.com/checklist

The Ultimate Planner

A complete solution designed to help you plan and coordinate the most amazing day, without having to spend thousands on a wedding coordinator!

Wedding Checklist

A comprehensive guide that covers all the important tasks and milestones leading up to your big day.

Vendor Directory

A centralized hub where you can store all vendor contracts, contact information, and important notes.

Budget Planner

Our budget planner offers a comprehensive overview of all wedding-related expenses to help keep you on track.

Guest List Manager

A centralized platform where you can effortlessly manage all aspects of your guest list. Export in CSV or PDF formats.

RSVP/Meals & Seating

A great tool to help keep track of guest responses, meal choices, food allergies, and seating arrangements.

Ceremony Planner

Organizes all the details of your ceremony to ensure that everything flows seamlessly from start to finish.

Reception Planner

A valuable resource that will ensure that no detail is overlooked, so your reception runs perfectly smooth.

Master Timeline

A detailed timeline that lists each step in chronological order to guide you through your entire day!

Our Ultimate Wedding Planner has everything you need to feel supported, inspired and empowered every step of the way!

Get started now at: bostonpremier.com/checklist

Let's get this party started!

14 - 16 Months

Actions

- Create Separate Email Address
- Choose Season
- Discuss Priorities & Style
- Discuss Budget
- Discuss Location

Research

- Planner/Coordinator (If Applicable)
- Venues
- Catering (If not included with venue)
- Band/DJ
- Photography/Videography

helpful suggestions

As you begin this process, it's important to keep in mind what truly matters to you. This is your special day, and it should reflect your personal style and desires. Whether you envision a stunning ocean view or a lively celebration filled with live music and dancing, embrace these aspirations and let them shape the essence of your wedding.

As you navigate through these first couple of months, it's important to establishing a dedicated wedding email address. This will serve as the central hub for all wedding-related communication, ensuring that you can easily keep track of correspondence and stay organized. Additionally, budgeting is a crucial aspect of wedding planning. Knowing and understanding your financial resources from the start will significantly reduce stress along the way. To assist you in this process, our ultimate wedding planner features an incredible budget manager. It will help you keep track of all your wedding-related expenditures, allowing you to make informed decisions and stay within your desired financial range. We encourage you to explore this valuable tool at bostonpremier.com/checklist.

Let's start securing vendors!

12 Months Out

Actions

- Secure Planner/Coordinator
- Secure Venue (and caterer if applicable)
- Secure Band/DJ
- Secure Photographer/Videographer
- Start Your Wedding Website

Research

- Florists
- Officiant
- Ceremony Musicians
- Guest Accommodations

start securing major vendors

As you approach the 12-month mark, it's time to start securing some of the major vendors who will play a pivotal role in bringing your dream wedding to life. Starting with your church and or venue, it's crucial to secure these locations first as they often have limited availability and will determine your actual wedding date.

In addition to the venue, there are a few other services that are typically in high demand. These include photographers, caterers, and entertainment, among others. By securing these professionals at the 12-month mark, you increase your chances of booking the best talents who will work closely with you to ensure your wedding day is everything you've envisioned.

To assist you in staying organized during this process, our Ultimate Wedding Planner offers a comprehensive vendor directory. This directory allows you to keep track of contact names, email addresses, and phone numbers, serving as a centralized hub for all those who will be working by your side on your wedding day. You can learn more at: bostonpremier.com/checklist.

Getting it done!

11 Months Out

Actions

- Choose Bridal Party Members
- Work on Guest List (Round 1)
- Book Engagement Shoot

Research

- Dress Shopping
- Transportation

working on your guest list

With just 11 months remaining until the big day, it's time to turn your attention to one of the most important aspects of any wedding - the guest list.

Begin by creating a preliminary list where you can add all the names of the special people who you envision sharing this momentous occasion with. This is a starting point that allows you to revisit and refine the list as needed. Take your time to consider different factors and make adjustments, keeping in mind that you are working towards a final guest count, which many vendors will require.

To help you navigate the guest list management process, our Ultimate Wedding Planner includes a user-friendly tool specifically designed for this purpose. With this guest list management tool, you can effortlessly organize all the important details, such as names, addresses, and the number of guests invited. This centralized location allows you to easily make changes or updates as necessary, ensuring that your guest list remains well-organized throughout the planning process. Additionally, the tool provides you with an instant guest count, allowing you to keep track of your progress. Learn more at: bostonpremier.com/checklist/.

The excitement builds!

10 Months Out

Actions

- Order Dress
- Secure Florist
- Secure Officiant
- Secure Ceremony Musicians
- Secure Transportation
- Order Save-The-Dates

Research

- Cake Makers
- Bridesmaids' Dresses
- Groomsmen's Suits
- Stationery Designer
- Hair and Makeup

a bride's favorite month

Month 10 is often regarded as a favorite among couples, as it marks a significant stage where they feel they have hit their stride and made remarkable progress in tackling wedding details. This month, you have the pleasure of checking off some truly memorable items from your to-do list.

One of the most thrilling tasks this month is ordering your beautiful wedding dress. This is a momentous step as you select the gown that will make you look and feel absolutely stunning on your special day. Additionally, during this month, you have the opportunity to secure your florist. These talented professionals will work their magic and adorn your wedding day with breathtaking floral arrangements, enhancing the beauty and ambiance of your celebration.

The journey continues!

8 Months Out

Actions

- Start a Gift Registry
- Mail Save the Dates
- Order Bridal Party Dresses
- Secure Hair and Makeup
- Order Suits for Groomsmen

Research

- Honeymoon
- Rentals: Photo-booths, photo-walls, etc.
- Favors
- Cake Tastings

celebrate every milestone and milestone achieved

As we approach the 8-month mark, we wanted to take a moment to remind you of something truly special - the importance of embracing this journey and celebrating every milestone you achieve along the way.

Wedding planning can sometimes feel overwhelming, with an endless list of tasks to complete and decisions to make. However, amidst the busyness, it's essential to pause and appreciate the significance of this journey you're on.

As you check off each item on your wedding planning checklist, remember that you are one step closer to the wedding day of your dreams. This time of progress is incredibly significant, as each task completed brings you closer to creating a day that is uniquely yours. Take a moment to pause and savor the joy of planning, as this journey is just as important as the destination.

Rounding the bend!

6 Months Out

Actions

- Book Honeymoon
- Secure Rentals
- Order Favors
- Secure Guests Accommodations
- Order Cake

Research

- Review Guest List (Round 2)
- Pre-Cana/Counseling (if applicable)
- A room for wedding night.
- Rehearsal-dinner venue

six months until that magical day

We hope you well and filled with excitement as you are now just six months away from your wedding day. Take a moment to reflect on how far you've come in this incredible journey. You have accomplished so much, and it's time to celebrate your progress!

Last month, you and your partner started to explore some fun honeymoon options. Allow yourselves to smile as you envision this special time together. It's now time to lock in the exciting destination of your dreams. Also, don't forget to reserve a hotel room for your wedding night, a place where you can unwind and bask in the joy of your wedding day.

In addition to the honeymoon preparations, it's important to tend to some smaller but significant details. For Catholic couples, this is the month to book your Pre-Cana or counseling sessions. Lastly, it's time to indulge in the sweet delight of choosing your wedding cake. Schedule some appointments with talented bakers, taste different flavor combinations, and allow your taste buds to guide you in selecting the perfect cake for your special day.

Wow, we're getting close!

4 Months Out

Actions

- Buy Wedding Bands
- Hair and Makeup Trials
- Order the Invitations
- Finalize Guest List
- Schedule Final Dress Fittings

Research

- Start Organizing Your Master Timeline
- Start Organizing Ceremony Details
- Start Organizing Reception Details
- Wedding Shower

This is an exciting time as you start organizing the finer points that will shape your ceremony, reception, and overall wedding day timeline. Have a look at our Ultimate Wedding Planner for the following tools that cover all the necessary details.

To assist you with the organization of your ceremony, we have a dedicated ceremony planner to guide you in arranging all the essential details, from selecting entrance songs to mapping out the order of your bridal party as they process into the space.

Our reception planner will provide you with step-by-step guidance as you coordinate every aspect of your celebration. From planning the introductions of the bridal party to selecting special dance songs and organizing toasts and parent dances, this tool will ensure that your reception runs smoothly.

To tie everything together, our master timeline organizer will be your go-to tool for creating a complete wedding day timeline. This organizer allows you to meticulously plan and schedule each detail of your special day, ensuring that everything unfolds seamlessly and according to your vision.

All three planners can be easily exported as a PDF, allowing you to share your carefully crafted details with the function manager and vendors who will play a crucial role in orchestrating various segments of your amazing wedding day. Learn more at: bostonpremier.com/checklist/

Exciting Stuff Here!

2 Months Out

Actions

- Mail Invitations
- Finalize Ceremony Details (Send a copy to all ceremony vendors)
- Finalize Receptions Details (Send a copy to all receptions vendors)
- Finalize Your Master Timeline

Research

- Determine Vendor Meal Count
- Marriage License
- Table Numbers, Escort Cards, and Place Cards
- Wedding Favors, Favor Tags and/or Favor Stickers

As we approach the two-month mark, it's time to start communicating your plans with your vendors. This is an important step to ensure that everyone is on the same page and has all the necessary information to execute their respective roles on your special day. If you are an Ultimate Wedding Planner subscriber, now is the time to wrap up the final details on your digital worksheets and export them in PDF format.

Your completed ceremony worksheet should be shared with your function manager, officiant and ceremony musicians or DJ. This will provide them with all the necessary information to execute a beautiful and seamless ceremony that reflects your vision.

Similarly, your reception worksheet should be given to your function manager, photographer, and band or DJ. This will allow them to have advance notice about the event's format, ensuring they are well-prepared for announcements or special songs selections that you have planned.

Lastly, make copies of your master timeline worksheet and distribute them to your bridal party. Your master timeline is a comprehensive document that outlines the entire schedule and flow of your wedding day. By providing each member of your bridal party with a copy, you ensure that everyone is aware of the schedule. Utilize the master timeline throughout the day to stay on track while preventing any important items from being forgotten amidst the excitement and activity.

Just 4 short weeks away!

1 Month Out

Actions

- Follow Up With Those Who Have Not RSVPed.
- Finalize and Report Guest Count
- Finalize and Report Meal Count
- Finalize Seating Chart
- Wedding Shower
- Organize Any and All DIY Items
- Secure Marriage License and order certified copies
- Pay Remaining Vendor Balances In Full

one month until your forever begins

Let's first acknowledge all the hard work and passion you've put into planning your wedding. It's not an easy journey, but you have truly done an exceptional job. You are almost there. The finish line is in sight, and have no doubt that your big day is going to be absolutely amazing! As a couple, you have carefully navigated all the ups and downs of the planning process, and now it's time to gather those final details.

As you approach the one-month mark, it's important to start gathering those final counts for your guests and meals. If you're an Ultimate Wedding Planner subscriber, you have access to a fantastic tool - the RSVP form. Make sure to use it to get an accurate count of your guests. Additionally, the form reports will also have your final meal counts ready. These numbers will need to be shared with your function manager or caterer so they can make all the necessary arrangements.

To make things even easier for you, the guest RSVP view page actually has a handy sorter feature. You can use that feature to effortlessly create your seating chart and organize place cards for your guests. Keep up the amazing work. You're almost there!

Excitement is really building!

2 Weeks Out

Actions

- Prepare Gifts for Wedding Party
- Prepare Something Special for Spouse
- Tips for Vendors (Divide in Envelopes)
- Steam/Press Dress
- Pack For Honeymoon
- Choose a Person of Contact
- Prepare an Emergency Kit
- Practice Walking in Shoes

Magic happens tomorrow!

1 Day Out

Actions

- Ceremony Rehearsal
- Give Marriage License to Official
- Rehearsal Dinner
- Review Timeline with Bridal Party
- Pass Tips to a Trusted Person
- Get a Good Night's Sleep

your big day

- Give Rings to Designated Person
- Enjoy Every Minute!!

All of us here at Boston Premier would like to extend our heartfelt congratulations to you as you prepare to celebrate your wedding day. This will undoubtedly be one of the most spectacular days of your life, and we couldn't be more thrilled for you.

We would also like to express our sincere appreciation for utilizing our checklist to help you organize all the important essentials for your wedding. If you have also subscribed to our Ultimate Wedding Planner, we hope it has served as a valuable resource throughout this incredible journey. Our aim was to create a tool that would make the planning process smoother and more manageable for you, and we truly hope it has accomplished just that.

Your wedding day is truly one-of-a-kind, and we want you to revel in every precious moment. It is a day filled with love, joy, and laughter, and we wish you nothing but the utmost happiness as you embark on this new chapter of your life.

Please know that the entire team at Boston Premier is here cheering you on and sending you our warmest wishes. And now, let us be the first to say, "Ladies and Gentlemen, please put your hands together for the bride and groom!!!"

MAKE IT A NIGHT TO REMEMBER



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