



ELICIT
MEDIA PRODUCTIONS

Wedding Party Planner

11–12 Months Ahead

Take a week to relax and envision your wedding.

Set up a wedding email for correspondence.

Establish your budget—determine who's contributing and how much.

Decide on your top priorities.

Choose three tentative dates.

Research venues and book your favorite.

Select and invite your wedding party.

Consider hiring a coordinator/planner if budget permits.

Book high-priority vendors and purchase wedding insurance.

8–10 Months Ahead

Celebrate with an engagement party.

Book photographer and videographer (schedule engagement photos).

Consult with hair and makeup artists.

Book your MC/DJ and florist.

Decide on catering style and schedule tastings.

Try on and order your bridal gown.

Decide on styles for wedding party outfits.

Order wedding bands and reserve room blocks for guests.

Send out “Save the Dates” and set up your wedding website.



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6–8 Months Ahead

- Finalize your guest list.
- Reserve rentals (tables, chairs, tents).
- Book caterer, dessert baker, officiant, and live musicians.
- Order bridal party outfits.
- Groom selects and reserves his attire.

4–6 Months Ahead

- Mail invitations.
- Schedule and complete dress alterations.
- Plan your honeymoon and ensure passports are up to date.
- Arrange “day of” transportation.
- Celebrate with a bridal shower.

2–4 Months Ahead

- Plan and order gifts for parents, attendants, and your fiancé.
- Complete your hair and makeup trial.
- Make nail and haircut appointments.
- Hire a “day of” coordinator if not already done.

1–2 Months Ahead

- Obtain your marriage license.
- Attend final dress fitting and groom’s attire fitting.
- Finalize decor plans and RSVP list for vendors.
- Create your emergency kit and order thank-you cards.



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1–2 Months Ahead

- Obtain your marriage license.
- Attend final dress fitting and groom's attire fitting.
- Finalize decor plans and RSVP list for vendors.
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2–4 Weeks Ahead

- Finalize reception layout with a walkthrough.
- Send event timeline to vendors.
- Organize family photo groupings.
- Pack decor, details, gifts, payments, and emergency supplies.
- Confirm transportation and finalize song list with MC/DJ.
- Plan processional/recessional order.

The Final Week

- Take time off work to focus on wedding prep.
- Steam dresses and finalize all pickups (rental suits, items).
- Confirm vendor details and delegations.
- Write vows and get rings cleaned.
- Rehearse and enjoy your rehearsal dinner.
- Relax and Enjoy Your Big Day!



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Wedding Day Checklist

For The Bride

Essential Items

1. Brush/comb
2. Cell phone (be sure to turn it off before the ceremony!)
3. Dental floss (for all those photos)
4. Emery board
5. Extra panty hose
6. Hair spray
7. Handkerchief
8. Makeup
9. Mints
10. Mirror (small and portable)
11. Perfume, travel size
12. Legal documents needed

Appearance

1. Baby powder (for getting out spills on a white dress)
2. Bobby pins and hair elastics
3. Brush and comb
4. Clear nail polish (also helpful for stocking runs)
5. Corsages
6. Cotton balls/swabs



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Wedding Day Checklist

For The Bride (cont.)

7. THE DRESS!
8. Extra earring backs
9. Extra pair of flat shoes
10. Hair dryer
11. Iron
12. Lint brush
13. Makeup
14. Nail polish in the bride's shade
15. Undergarments
16. Sewing kit
17. Shoe polish that matches wedding party's shoes
18. Shoes
19. Spot remover (test it first!)
20. Static-cling spray
21. Straws (for drinking without lipstick)
22. "Throwaway" garter
23. White chalk (to cover any stains on the dress)
24. Wrinkle out spray (test it first!)



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Wedding Day Checklist

Health/Toiletries

1. Antacid
2. Aspirin/Ibuprofen
3. Band-aids (that best match your skin tone)
4. Contact lens solution/cases
5. Deodorant
6. Dental floss
7. Eye drops
8. Washcloth or hand towel
9. Lotion
10. Medications
11. Moist towelettes
12. Mouthwash
13. Smelling salts
14. Sunscreen
15. Tampons or pads
16. Toothbrush and toothpaste
17. Tissues



Wedding Day Checklist

Outdoors

1. Bug spray (be sure it leaves no spots and smells nice)
2. Extra flowers (in case of sun wilting)
3. Handkerchief for dabbing sweat
4. Sunglasses (pre- and post-ceremony)

Just in Case

1. Cash (\$20—you never know what you'll need it for)
2. Disposable camera
3. Driver's license or photo I.D. card
4. Duct tape (good for any handy repairs)
5. Extra copies of directions to your reception
6. Important phone numbers:
 - *Family, Wedding Party, Vendors, Taxi Company
7. Notebook and pens
8. Portable flashlight
9. Roll of quarters
10. Snacks/bottled water (granola bars, dried fruit, etc.)
11. Umbrella
12. Watch



Wedding Day Checklist

For The Groom

Appearance

1. Black socks (a few pairs)
2. Brush/comb
3. Cologne (travel size)
4. Corsage pins
5. Extra shirt buttons
6. Extra cufflinks (2-3 pairs)
7. Handkerchiefs
8. Lint brush
9. Shoe polish
10. Spot remover

Just in Case

1. Cash (\$20—you never know what you'll need it for)
2. Cell phone (remember to turn it off before the ceremony)
3. Disposable cameras
4. Driver's license or photo I.D. card
5. Extra copies of directions to the reception
6. Important phone numbers:
*Family, Wedding Party, Vendors, Taxi
7. Notebook and pens
8. Portable flashlight
9. Snacks/bottled water
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11. Watch



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Thank you for taking the time to explore our Free Wedding Planning Guide! We hope it helps you visualize and organize every detail of your special day, bringing your dream wedding closer to reality.

At Elicit Media Productions, we're passionate about capturing the magic of your big day through professional videography and photography, preserving memories that will last a lifetime.

We are now booking weddings for Spring and Summer 2025! To secure your date or learn more about how we can make your wedding unforgettable, please contact us at:

-Phone: 517-740-3523

-Email: elicitmediaproductions@gmail.com

-Website: elicitmediaproductions.com/portrait

We can't wait to help bring your vision to life and capture every perfect moment!

Warm regards,

Marc Fucile
Owner, Elicit Media Productions