

Wedding Planning Guide

Countdown to Your Big Day!

Prepared by Salem Convention Center



OVERVIEW & PURPOSE

Though a wedding will vary from bride to bride, most lists will have the same basic specifics. Our wedding planners have provided a general checklist for you to use. Feel free to customize the list. Happy planning!

9-16 Months Before the Big Day

- ❑ **Do your research and set a realistic budget you will stick to**
- ❑ **Get organized with a wedding notebook** *Note: There are numerous online and digital resources out there, however we find that a good old*



fashioned wedding notebook is a great way to organize every aspect of your wedding.

- Confirm ceremony and reception venue and dates**
- Research local wedding vendors** *Note: We have an amazing vendor referral list here at the Salem Convention Center*
- Book your officiant**
- Begin to form your guest list** *Tip: We recommend making a spreadsheet that tracks your headcount, contact info, RSVPs, gifts, etc*
- Choose your wedding party**
- Announce your engagement in the local paper, social media, and/or wedding website**
- Order “Save the Dates”**

6-8 Months Before the Big Day

- Send out “Save the Date” notes**
- Meet with your event planner if you have one**
- Book the following wedding professionals:**
 - Photographer
 - Videographer
 - DJ or Band
 - Transportation
 - Florist
 - Baker
 - Caterer
 - Any other wedding vendors you will need



- Schedule a meeting with your caterer**
- Purchase a dress** *Note- it is recommended for brides to schedule at least three fittings. Veil shopping can be postponed for another two to three months.*
- Reserve a block of hotel rooms for out-of-town guests** *Note: The Grand Hotel in Salem is the preferred hotel*
- Register for wedding gifts**
- Order stationery and invitations**

4-6 Months Before the Big Day

- Book the rehearsal and rehearsal-dinner venues**
- Select and order the cake**
- Select wedding party attire**
- Purchase veil and wedding shoes**
- Schedule hair and makeup appointments**

2-3 Months Before the Big Day

- Meet with all wedding vendors to confirm details of their services**
- Order guest favors**
- Select wedding party gifts**
- Purchase the rings and arrange for engraving if necessary**
- Send out wedding invitations**
- Submit a newspaper wedding announcement**
- Order your guest book**



One Month to Go

- Obtain your marriage license
- Delegate as many small tasks that you can
- Send out as many final payments as you can
- Create and print wedding program if you have one

The Week of your Big Day

- Final dress fitting
- Plan and communicate all logistics
- Send the final headcount to the caterer and rehearsal dinner venue

On the Day Of

- Relax
- Enjoy this very special day
- Call on our team of professionals should you need any assistance