

“ 12 MONTH WEDDING *Checklist* ”

9-12 MONTHS BEFORE

- Select a wedding date.
- Formally announce your engagement by introducing both families.
- Set a preliminary budget.
- Reserve Hyatt Regency Huntington Beach Resort and Spa for the ceremony and reception and send a deposit.
- Interview and select a Professional Wedding Coordinator.
- Take your engagement photo and submit it to the local newspaper.
- Decide whom you would like in your wedding party and ask each person to participate.
- Purchase bridal magazines and start a “Wedding File.” Collect tear sheets of dresses, flowers, etc.
- Purchase a notebook to store your wedding information.
- Research, if applicable, premarital counseling and sign up for the appropriate classes.
- Create a save-the-date guest list. Alphabetize your list and include each guest's street address, city, state and zip code. (Be sure to use the proper salutation: Ms., Miss, Mrs., Mr., Mr. & Mrs. or Dr.)

8 MONTHS BEFORE

- Schedule appointments at bridal salons and begin shopping for a dress. Don't forget to bring a pair of stockings, a strapless bra, shoes and a hair clip to each appointment.
- Set a preliminary guest list. Be sure to get your parents' guest list.
- Order save-the-date cards, if applicable. The information on the cards should include: Hyatt Regency's address and rate (with directions and phone numbers), your wedding date, time and location.
- Determine your wedding theme, style and color scheme.
- Interview and select a band and/or DJ.
- Interview and select a videographer.
- Interview and select a photographer.
- Begin registering for wedding gifts.
- Begin a health/fitness routine.

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7 MONTHS BEFORE

- Place your final order for your wedding gown, veil, shoes and other accessories.
 - Begin shopping for bridesmaids' dresses.
 - Interview and select a florist (see our Preferred Partners).
 - Meet with Hyatt's preferred cake designers, sample cake flavors and select your cake.
 - Interview and select an officiant (a priest, minister, pastor, rabbi or judge).
 - Submit your save-the-date announcements to a calligrapher for addressing.
 - Review ideas for your honeymoon. Go to Hyatt.com for information and reservations on great worldwide resort destinations.
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6 MONTHS BEFORE

- Begin shopping for invitations.
 - Review invitation options.
 - Create a “B” invitation guest list.
 - Mail your save-the-date cards to out-of-town guests.
 - Place your final order for bridesmaids' gowns and any accessories.
 - Have the groom's mother and your mother coordinate and select their dresses.
 - Talk to your Hyatt Catering Manager about specialty rental items you might want to use and get samples of each, including table linens, glassware and charger plates.
 - Finalize your gift registry.
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5 MONTHS BEFORE

- Finalize the overall budget.
 - Select floral arrangements for the ceremony, reception and bridal party.
 - Finalize your décor ideas and design schematic.
 - Mail any outstanding deposits to vendors.
 - Begin shopping for party favors for the wedding, if applicable.
 - Shop for your wedding rings.
 - Begin shopping for the groom's wedding attire.
 - Select the groom's attendants' attire. Send out tuxedo measurement forms to all groomsmen.
 - Finalize dates for showers and bachelor or bachelorette parties.
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4 MONTHS BEFORE

- Finalize all the information for the wedding invitations and order them.
- Notify any family or friends that you would like to participate in your wedding as an escort, card table attendant, gift attendant or photo liaison for the bride or groom’s family.
- Submit menu and beverage selections to your Hyatt Regency Catering Manager.
- Begin music selections for the ceremony. You will need a **processional song** for the groom, parents and attendants, a **bridal song** and a **recessional song**.
- Select a responsible person to handle the guest book and determine its location.
- Scout and reserve rehearsal dinner locations available at the Hyatt. (see Rehearsal section on the CD)
- Complete your registry. (You can request that the stores send gift cards and not the actual gifts until after the wedding.)
- Place your final order for party favors.
- Schedule tests for makeup and hair. Have you considered Pacific Waters Spa and Salon at the Hyatt?

3 1/2 MONTHS BEFORE

- Complete your wedding invitation list and submit it to a calligrapher.
- Meet with the stationer and select and order menus, table numbers, escort cards, personalized matches, hand towels, napkins and any other accessories.
- Finalize the date, time and place of the wedding rehearsal and rehearsal dinner.
- Make a guest list for the rehearsal dinner.
- Attend your first appointment with the wedding officiant to review details for the ceremony.
- Select the traditions you would like to include in your reception; for example, the bride and groom’s first dance, the formal cake cutting, the first toasts or the father-daughter or mother-son dance.
- Hire a dance instructor and schedule your first appointment, if needed.
- Purchase two pairs of control top, sandal-foot stockings, a properly fitted bra, undergarments and shoes. (We recommend shoes with square toes and a half size larger than your normal shoes. Extra pads are also a good idea.)
- Select special readings and begin writing personalized vows, if applicable.
- Make all your appointments for makeup, hair, nails, a massage at Pacific Waters Spa and Salon.

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3 MONTHS BEFORE

- Set up an appointment to see a sample of your flower centerpieces.
- If you have special music requests for the ceremony or reception, purchase sheet music.
- Begin writing thank-you notes as wedding gifts arrive.
- Purchase hostess gifts and cards for your showers. Have them gift wrapped and write thank-you notes.
- Purchase plenty of stamps and several pens that match your stationery for thank-you notes.
- Purchase a guest book, sign-in pen, cake knife and lifter, and champagne flutes.
- Purchase disposable cameras for the reception, if necessary.
- Finalize the date and time of the rehearsal, rehearsal dinner and postwedding brunch.
- Prepare your passports and get vaccinations for the honeymoon, if applicable.
- Check with county requirements for marriage licenses.
- Purchase your wedding weekend outfits, including something for the rehearsal dinner and post wedding brunch and other outfits for your honeymoon.
- Fifty-percent (50%) deposit due to Hyatt Regency.

2 1/2 MONTHS BEFORE

- Purchase gifts for each other and thank-you gifts for your wedding party attendants and your parents.
- Order rehearsal dinner invitations.
- Finalize your selection of wedding music. You'll need a **processional, bridal song** and **recessional**.
- Finalize any ceremony readings or songs to be performed by guest(s).

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2 MONTHS BEFORE

- Mail wedding invitations to all your guests.
 - Schedule your first fitting for your wedding gown and your groom's tuxedo or suit.
 - Remember to bring your stockings, shoes, bra, hair accessories, jewelry, camera and best friend.
 - Prepare an out-of-town guest information letter.
 - Begin composing the wedding weekend schedule information.
 - Finalize your selections for cocktail hour and reception songs. Review them with your band or DJ.
 - Get a doctor's physical exam.
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1 1/2 MONTHS BEFORE

- Submit the wedding program information to a stationer.
 - Finalize all details with your Hyatt Catering Manager, florist and musicians.
 - Finalize all transportation, including any special plans for your family and bridal party.
 - Finalize out-of-town transportation, if applicable.
 - Finalize pertinent information for inclusion in a Wedding Weekend Newsletter for out-of-town guests and bridal party members. Include restaurant recommendations, a photo schedule for your family and bridal party, detailed driving directions, the weather forecast, etc.
 - Finalize your schedule for the wedding day with your wedding venue contact, band emcee and wedding coordinator, if applicable.
 - Finalize the wedding ceremony processional and recessional information with your wedding coordinator or wedding venue contact.
 - Prepare a photo and a video shot list, naming important family and guests. Include each person's relationship to you. Assign a member from both the bride and groom's families to act as liaison with the photographer and videographer.
 - Pick up the wedding rings, making sure they are sized and engraved.
 - Finalize your jewelry selection, including something old, something new, something borrowed and something blue.
 - Schedule a final test makeup and hair session with your stylists. Bring your veil.
 - Begin whitening your teeth for your wedding day.
 - Make arrangements for bridesmaids' luncheon.
 - Attend to business and legal details. Get the necessary forms to change names on your social security card, driver's license, insurance and medical plans, and bank accounts.
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1 MONTH BEFORE

- Schedule your second bridal gown fitting.
- Mail your rehearsal dinner invitations.
- Schedule a final meeting with your officiant to discuss the ceremony.
- Confirm your final appointment with your makeup artist and hair stylist.
- Give all musicians the lists of music for the ceremony and reception.
- Practice your “First Dance” with your “First Dance” music -- wearing your bridal shoes.
- Appoint a friend or family member to gather the gifts at the end of the reception for delivery to the proper location.

3 WEEKS BEFORE

- Send final confirmation for all your honeymoon reservations.
- Finalize the wedding day timeline with your Wedding Coordinator.
- Mail your wedding day schedules. Make sure each wedding day participant is aware of the day’s activities and their role.
- Mail your Wedding Weekend Newsletter to out-of-town guests.
- Finalize your seating arrangements (making sure you involve both parents).
- Submit an alphabetized guest list with table assignments to a calligrapher, if applicable.
- Purchase and print rehearsal dinner seating cards if needed and have them calligraphed.
- Place your final order for hotel gift baskets with Surf City Grocers.
- Prepare and pack for your honeymoon and wedding weekend.

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2 WEEKS BEFORE

- Send final payment to all vendors.
 - Submit your final numbers to your florist and your Hyatt Catering Manager.
 - Send the final guest count to your caterer or wedding venue coordinator.
 - Prepare a toast for your wedding reception.
 - Finalize the vows you have written for the ceremony.
 - Reconfirm the accommodations for out-of-town guests.
 - Provide Surf City Grocers with a list of guests and their hotel and arrival dates for gift basket delivery.
 - Pack all of your items for your wedding weekend, including outfits for the rehearsal dinner, wedding day and post-wedding brunch.
 - Get your hair colored and trimmed. (Don't wait until two days before the wedding!)
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1 WEEK BEFORE

- Make sure to have at least one person assist you with your errands the last week prior to your wedding.
- Confirm the whereabouts of your guest book and pen, cake knife and lifter, champagne flutes, etc. and put them together in one box or bag marked “cake table.”
- Confirm the whereabouts of your marriage license and wedding rings and put them in a box or a bag marked “ceremony.” For a Jewish wedding, add the ketubah, the kiddush cups, the kosher wine, the tallis and yarmulkes. Add a unity candle and Bible for a
- Christian/Catholic wedding.
- Pick up your bridal gown and veil and make sure all of your accessories are together. Also make sure the wedding dress is covered with a protective bag and stuffed with tissue to preserve its shape.
- Pick up the bridal party outfits and bring them to the bridal dressing room on the day before the wedding, if possible.
- Pick up the groom's outfit and make sure all of his accessories are together.
- Groom to get a haircut.
- Confirm all appointment times for hair, makeup, nails, massages, eyebrows, waxing, etc.
- Get a facial. (Don't wait until two days before the wedding!)
- Write any final thank-you notes to bridal party members or parents.
- Attend the bachelor and bachelorette parties.
- Pack your wedding night and day-after clothes.

