Celebration Entertainment
BROOKLYN'S PREMIER WEDDING ENTERTAINMENT

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celebrationentertainment.com
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💍 Wedding Planning *Checklist*

Your complete roadmap from engagement to "I Do" — organized by timeline

Pro tip: Popular NYC wedding vendors book 12–18 months in advance. Start with entertainment, venue, and photographer — those are the hardest to reschedule. Check items off as you complete them. ○ = open, mark with ✓ when done.

💍 Right After the Engagement — 18–24 Months Before

- ○ **Announce your engagement to family & close friends** — MUST
- ○ **Set your total wedding budget** — MUST
  Include all categories: venue, catering, attire, entertainment, décor, photography, honeymoon
- ○ **Discuss guest list size (rough estimate)** — MUST
  This determines venue size and overall budget allocation
- ○ **Decide on wedding style (formal, rustic, modern, cultural)** — SOON
- ○ **Create a wedding Pinterest board / inspiration folder** — FLEX
- ○ **Consider hiring a wedding planner or day-of coordinator** — SOON

🏛 Venue, Date & Core Vendors — 12–18 Months Before

- ○ **Tour & book wedding venue** — MUST
  Confirm capacity, parking, catering options, vendor restrictions
- ○ **Lock in wedding date** — MUST
  Weekdays and Sundays often less expensive
- ○ **Book wedding entertainment (DJ or live band)** — MUST
  Celebration Entertainment books quickly — call (718) 787-4477 early
- ○ **Book photographer & videographer** — MUST
  Review full wedding galleries, not just highlight reels
- ○ **Research & book officiant** — MUST
- ○ **Book ceremony & cocktail hour musicians if separate from DJ** — SOON
- ○ **Book stage rental if needed for outdoor venue** — SOON
  Outdoor weddings need stage, PA system, and weather backup plan
- ○ **Start researching caterers (if not included in venue)** — SOON

👗 Attire & Beauty — 9–12 Months

- ○ Shop for wedding dress — MUST
  Allow 6 months for alterations
- ○ Order bridesmaids dresses — SOON
- ○ Choose groom & groomsmen attire — SOON
- ○ Book hair & makeup artist — MUST
- ○ Plan wedding day beauty trial — SOON
- ○ Choose wedding rings — MUST
- ○ Shop for wedding shoes & accessories — FLEX

💐 Flowers & Décor — 9–12 Months

- ○ Book florist / décor vendor — MUST
- ○ Discuss bridal bouquet & boutonnieres — MUST
- ○ Plan ceremony arch / chuppah décor — SOON
- ○ Plan table centerpieces — SOON
- ○ Order balloon décor arrangements — FLEX
- ○ Plan lighting design & uplighting — SOON
- ○ Choose wedding color palette officially — MUST

💌 Invitations & Guest Management — 6–9 Months Before

- ○ Finalize guest list with addresses — MUST
- ○ Design & order invitations, envelopes, and enclosures — MUST
  Include ceremony card, reception card, RSVP card, directions
- ○ Send save-the-dates — MUST
  6–9 months before for out-of-town guests
- ○ Set up wedding website — SOON
  Include venue info, hotel blocks, dress code, registry
- ○ Mail formal invitations (8 weeks before) — MUST
- ○ Track RSVPs & dietary restrictions — MUST
- ○ Arrange hotel room blocks for out-of-town guests — SOON

🍽 Catering & Cake

6–9 Months

- [ ] Schedule catering tasting — MUST
- [ ] Finalize wedding menu — MUST
- [ ] Choose cocktail hour menu — SOON
- [ ] Select & taste wedding cake — MUST
- [ ] Plan late-night snack option — FLEX
- [ ] Confirm open bar vs. beer/wine only — MUST
- [ ] Confirm all dietary accommodations — MUST

⛪ Ceremony Planning

4–6 Months

- [ ] Plan ceremony structure & readings — MUST
- [ ] Write or choose vows — MUST
- [ ] Choose ceremony songs — MUST
  Processional, recessional, unity ceremony
- [ ] Choose wedding party processional order — SOON
- [ ] Plan unity ceremony (candle, sand, etc.) — FLEX
- [ ] Apply for marriage license — MUST
  Apply at least 3 days before — NYC requirement
- [ ] Plan rehearsal & rehearsal dinner — MUST

🎵 Entertainment & Music Details

2–4 Months Before

- [ ] Submit wedding song list to DJ/band — MUST
  First dance, parent dances, bridal party entrance, cake cutting, last dance
- [ ] Submit do-not-play list — MUST
- [ ] Plan reception timeline with entertainment coordinator — MUST
  Grand entrance, dinner, speeches, dances, bouquet toss, etc.
- [ ] Confirm sound check & setup time with DJ — MUST
- [ ] Plan photo booth or interactive entertainment — FLEX
- [ ] Create wedding monogram / logo for lighting — FLEX

📋 Final Month Prep

3–4 Weeks Before

- ○ Confirm final headcount with caterer — MUST
- ○ Submit seating chart to venue — MUST
- ○ Reconfirm ALL vendors in writing — MUST
- ○ Prepare vendor payment envelopes — MUST
- ○ Pick up wedding dress & do final fitting — MUST
- ○ Confirm honeymoon travel documents — SOON
- ○ Give day-of timeline to wedding party — MUST

💒 Wedding Day

Day Of ♡

- ○ Eat a good breakfast! — MUST
- ○ Delegate vendor questions to coordinator/MOH — MUST
- ○ Take a moment alone with your partner — MUST
- ○ Distribute vendor payments/tips — MUST
- ○ Preserve top tier of wedding cake — FLEX
- ○ Collect gifts & cards safely — SOON
- ○ Enjoy every moment — you planned perfectly! 💍 — MUST

📞 Wedding Vendor Contacts

♪ ENTERTAINMENT / DJ

Company: _____
Contact: _____
Phone: _____
Confirmed: _____

📷 PHOTOGRAPHER

Company: _____
Contact: _____
Phone: _____
Confirmed: _____

❀ FLORIST / DÉCOR

Company: _____
Contact: _____
Phone: _____
Confirmed: _____

🍽 CATERER

Company: _____
Contact: _____
Phone: _____
Confirmed: _____

🏠 VENUE

Name: _____
Contact: _____
Phone: _____
Confirmed: _____

✍ OFFICIANT

Name: _____
Contact: _____
Phone: _____
Confirmed: _____

💕 Notes & Ideas