



Down The Aisle

WEDDING SPECIALISTS



TABLE OF CONTENTS - PART TWO

03

CHAPTER SEVEN - BUILDING A WEDDING DAY TIMELINE

Finalize the schedule of events and build your wedding day itinerary

09

CHAPTER EIGHT - EVENT STRUCTURE + LOGISTICS

Hone in on event logistics and troubleshoot any potential friction points

17

CHAPTER NINE - THE MONTH OUT CHECKLIST

Confirm guest count, finalize vendor plans and sort last minute details

23

CHAPTER TEN - THE REHEARSAL CEREMONY

Organize rehearsal ceremony with wedding party and officiant

A1

APPENDIX ONE - FINALIZING THE WEDDING DAY BINDER

Double check your wedding binder and hand it off to your coordinator

A2

APPENDIX TWO - AFTER THE WEDDING BELLS

Mail thank you cards, publish vendor reviews + coordinate keepsakes



THE MONTH OUT CHECKLIST

Your wedding day is getting closer by the minute. We are a month out and this section is essentially a checkpoint to make sure you have all your ducks in a row.

If you hit your planning stride early on, you may have already tackled a handful of these tasks and may just need to confirm final details. Don't panic if you still have a little work to do, but also do not procrastinate. This is our last big push, so grab yourself a coffee, tighten your ponytail and let's get to it.

CONFIRM YOUR OFFICIAL GUEST COUNT

- Review your guest list and contact anyone who has yet to rsvp
- Now confirm your final guest count
- Did you include yourselves and your wedding party in that number?
- Are there any children or infants that you need to account for?
- Now re-confirm your numbers according to the breakdown below

TOTAL NUMBER OF WEDDING GUESTS:

- ADULTS:
- CHILDREN UNDER TWELVE:
- INFANTS UNDER TWO:

TOTAL NUMBER OF VENDORS:

- PRE-EVENT:
- THROUGHOUT THE EVENT:
- REQUIRING A MEAL:



THE MONTH OUT CHECKLIST

TOUCH BASE WITH YOUR WEDDING VENDORS

- Contact vendors and confirm event date + time + service details
- Send vendors copy of event itinerary + contact info of event coordinator
- Provide caterer with final guest/vendor count + meal selections (plated meals)
- Confirm menu selections and wine pairings with food and beverage team
- Finalize any event rentals that are a function of guest count (linen, flatware etc)

CONFIRM MUSIC SELECTIONS FOR CEREMONY + RECEPTION

- Wedding Procession:
- Bride + Escort Down the Aisle:
- Pronouncement / Recessional:
- Grand Entrance:
- Couple's First Dance:
- Father Daughter Dance:
- Mother Son Dance:
- Cake Cutting:
- Bouquet Toss
- Garter Toss:
- Last Song / Grand Exit:

SPECIAL SONG REQUESTS

-
-
-
-



THE MONTH OUT CHECKLIST

CREATE WEDDING PHOTO LIST

- Create your wedding photo list and send to photographer
- Do you have a list for your family portraits + an order?
- Determine who your Photo Wranglers will be?

CHECK IN WITH WEDDING PARTY + FAMILY MEMBERS

- Provide everyone a copy of the event itinerary (rehearsal + wedding day)
- Confirm plans with anyone who has a special role / assignment
- Review event timeline with Emcee + Day of Coordinator
- Communicate event details with Day of Coordinator and begin hand off

VOWS + MARRIAGE LICENSE

- Ensure your vows are written and practice them
- Secure your marriage license

THIS AND THAT

- Finalize + print seating chart, table numbers, escort cards and programs
- Organize gifts/cards for wedding party, family members and fiance
- Write your thank you speech / toast ... and practice of course
- Prepare event day emergency kit - ie anything you want to have with you
- Have your engagement ring cleaned (few days out)
- Organize anything that you want to have photographed (invites, favors etc)
- Start drinking it all in, your wedding day is a month away!



CHECKLISTS + HOMEWORK

CHAPTER NINE CHECKPOINTS

And that's that. Another planning phase officially done and guess what - all we have left to prep for is the rehearsal ceremony. Let that sink in and take a moment to feel proud. Now double check that you have not missed a thing before we move on.

- Confirm Final Guest Count (Adults, Children, Infants and Vendors)
- Touch Base with Wedding Vendors
- Confirm your Music Selections for Ceremony + Reception
- Create Wedding Photo List for Photographer
- Check In with Wedding Party + Key Family Members
- Write Your Vows + Secure Marriage License
- Finalize Seating Chart + Organize Printing

HOMEWORK + NEXT STEPS

The home stretch. After months and months of planning and prep sessions, the big day is almost here, but first our rehearsal ceremony. One last opportunity to ensure everything and everyone is set up for success.

- Think through your wedding procession and who you want to include
- What order will you have the wedding party and where will they stand?
- Who have you delegated as the 'go to' person to coordinate your wedding day?



NOTES + TAKE AWAYS

-
-
-
-
-
-





Down The Aisle

WEDDING SPECIALISTS

Thank you

WE ARE GRATEFUL AND HONORED
TO BE A PART OF YOUR WEDDING PLANNING



LEARN MORE ABOUT US

Down the Aisle YYC

www.downtheaisleyyc.com

Follow us on Instagram @downtheaisleyyc



Down The Aisle

WEDDING SPECIALISTS