

Engagement Checklist

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- ☐ 2 Months in Advance
 - ☐ Arrange for the parents to meet if they haven't already done so.
 - ☐ Call or write to your close friends and relatives to let them know of your engagement.
 - ☐ Pick a date.
 - ☐ Compile a guest list.
 - ☐ Determine your budget.
 - ☐ Find a venue to match your budget.
 - ☐ Consider photography and video.
 - ☐ Research vendors.
- ☐ 1 Month in Advance
 - ☐ Reserve the venue.
 - ☐ Decide on decorations.
 - ☐ Create a menu.
 - ☐ Send invitations.
 - ☐ Prepare a few games to play.
- ☐ The Week of the Party
 - ☐ Go shopping, if necessary.
 - ☐ Prepare a toast.
 - ☐ Keep track of gifts.
 - ☐ Follow up with the guests on your guest list.