

# 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.