

Engagement Announcement Planner

Date to announce: _____

Photographer: _____

Setting / location: _____

Announcement caption / wording: _____

WHO TO TELL FIRST (in person / call before social)

- | | |
|---|--|
| <input type="checkbox"/> Parents (both sides) | <input type="checkbox"/> Closest friends |
| <input type="checkbox"/> Siblings | <input type="checkbox"/> Boss / employer (if relevant) |
| <input type="checkbox"/> Grandparents | <input type="checkbox"/> Maid of honor / best man |

AFTER PRIVATE ANNOUNCEMENTS

- | | |
|--|---|
| <input type="checkbox"/> Take engagement photos | <input type="checkbox"/> Submit to local paper (optional) |
| <input type="checkbox"/> Choose social media platforms | <input type="checkbox"/> Update LinkedIn (optional) |
| <input type="checkbox"/> Draft Instagram caption | <input type="checkbox"/> Print announcements (optional) |
| <input type="checkbox"/> Draft Facebook post | |