

# WEDDING CHECKLIST



## 18 MONTHS+

CONGRATULATIONS ON GETTING ENGAGED!

- DECIDE IF YOU WANT AN ENGAGEMENT PARTY
- TAKE SOME TIME TO CELEBRATE
- BEGIN COLLECTING INSPIRATION IMAGES
- DETERMINE THE BUDGET
- INSURE YOUR ENGAGEMENT RING
- ARRANGE TO VISIT OUR FAVOURITE VENUES

## 18 - 12 MONTHS

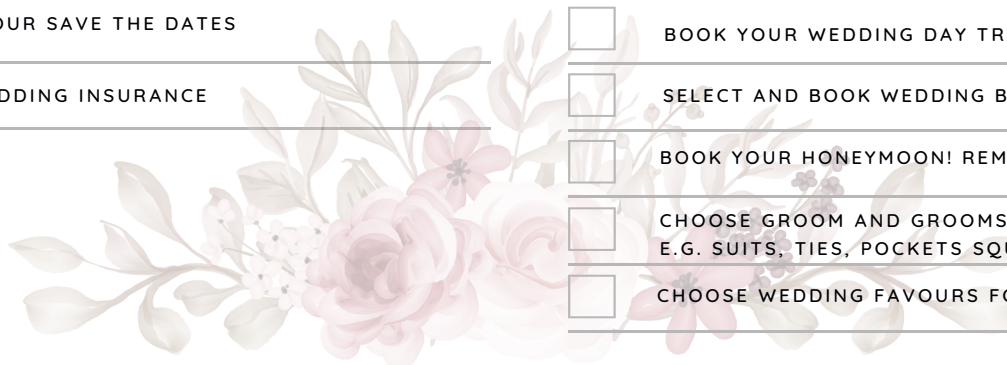
- CHOOSE A WEDDING DATE AND TIME
- BOOK YOUR CEREMONY LOCATION AND OFFICIANT
- BOOK YOUR RECEPTION VENUE
- CHOOSE YOUR WEDDING STYLE / THEME
- CHOOSE YOUR COLOUR PALETTE
- BEGIN ORGANISING NAMES AND ADDRESSES FOR YOUR GUEST LIST
- EXTEND INVITATIONS TO THE BRIDAL PARTY
- START RESEARCHING SUGGESTIONS FOR , FLORISTS, PHOTOGRAPHERS, ETC.
- BEGIN LOOKING FOR THE DRESS!
- REGISTER FOR YOUR MARRIAGE LICENCE
- CHOOSE AND ORDER YOUR SAVE THE DATES
- MAIL YOUR SAVE THE DATES
- BUY WEDDING INSURANCE

## 12 - 10 MONTHS

- FINALISE THE GUEST LIST
- BOOK YOUR CATERER
- BOOK YOUR PHOTOGRAPHER AND VIDEOGRAPHER
- BOOK YOUR FLORIST
- BOOK YOUR CEREMONY MUSICIANS
- BOOK YOUR RECEPTION ENTERTAINMENT
- BOOK YOUR PHOTOBOOTH
- CHOOSE AND ORDER THE DRESS!
- CHOOSE AND ORDER BRIDESMAID'S DRESSES
- RESERVE HOTEL BLOCKS FOR OUT-OF-TOWN GUESTS
- RESERVE A HOTEL FOR YOUR WEDDING NIGHT
- RESERVE RENTALS CHAIRS, TABLES, CHARGER PLATES, LINENS, DANCE FLOOR
- RESERVE DAY OF HAIRSTYLIST AND MAKEUP
- CREATE YOUR WEDDING WEBSITE IF NEEDED

## 10 - 8 MONTHS

- START PLANNING STAG / HEN PARTIES
- SELECT AND ORDER YOUR INVITATION SUITE
- RESERVE YOUR CALLIGRAPHER IF NEEDED
- RESERVE REHEARSAL DINNER VENUE
- BOOK YOUR WEDDING DAY TRANSPORTATION
- SELECT AND BOOK WEDDING BANDS
- BOOK YOUR HONEYMOON! REMEMBER PASSPORTS
- CHOOSE GROOM AND GROOMSMAN ATTIRE, E.G. SUITS, TIES, POCKETS SQUARES ETC.
- CHOOSE WEDDING FAVOURS FOR GUESTS



# WEDDING CHECKLIST



## 6 - 8 MONTHS CONT

- HAVE YOUR CAKE TASTING AND ORDER WEDDING
- SCHEDULE FIRST DRESS FITTING. BRING YOUR WEDDING SHOES!
- CREATE YOUR WEDDING REGISTRY IF HAVING ONE
- DESIGN ALL PRINTED MATERIALS WITH STATIONER
- ORDER INVITATIONS
- SEND INVITATION SUITE TO CALLIGRAPHER IF NEEDED
- START PREPARING ANY DIY PROJECTS
- DOUBLE CHECK YOU ARE ON BUDGET

## 4 - 6 MONTHS

- SEND INVITATIONS
- PURCHASE OR RENT ALL GROOMSMAN ATTIRE
- SCHEDULE HAIR AND MAKEUP TRIAL
- PLAN THE DAY OF GETTING READY ARRANGEMENTS FOR THE BRIDAL PARTY
- DRAFT FLOOR PLANS
- FINALISE GUEST NUMBERS FOR CATERING
- FINALISE CATERING MENU

## 2 - 4 MONTHS

- COLLECT ALL RSVPS
- CREATE YOUR SEATING PLAN
- SCHEDULE HAIR AND MAKEUP SERVICES FOR THE BRIDAL PARTY
- SCHEDULE DRESS FITTINGS
- FINALISE FLORAL SELECTIONS
- HAVE AN ENGAGEMENT SHOOT

## 2 - 4 MONTHS CONT

- HAVE MENU TASTING WITH THE CATERER
- DRAFT DAY OF TIMELINE
- PURCHASE GIFTS FOR YOUR BRIDAL PARTY
- PURCHASE GIFTS FOR YOUR PARENTS
- CREATE AN ORDER OF CEREMONY FOR THE OFFICIAN
- CHOOSE CEREMONY SONGS AND SUBMIT TO MUSICIAN'S, PROCESSIONAL, SPECIAL SONGS, SIGNING THE REGISTER, RECESSIONAL, ETC.
- CHOOSE SPECIAL RECEPTION SONGS AND SUBMIT THEM TO THE DJ/BAND INTRODUCTIONS, FIRST DANCE, PARENT DANCES, ETC.
- PURCHASE DETAILS FOR THE CEREMONY AND RECEPTION RING PILLOW, CONFETTI BASKET, GUEST BOOK AND PENS, ETC. PROGRAMS,

## 6 WEEKS

- PRINT AND COMPLETE ALL DAY OF PRINTED
- SUBMIT FINAL GUEST COUNT TO SUPPLIERS
- MODIFY AND CONFIRM RENTAL QUANTITIES
- CONFIRM HONEYMOON TRAVEL ARRANGEMENTS

## 1 MONTH

- UPDATE THE DAY-OF TIMELINE
- SEND FINAL PAYMENTS TO SUPPLIERS
- CREATE A SHOT LIST COMPLETE WITH NAMES OF FAMILY AND FRIENDS YOU WANT IN EACH IMAGE FOR YOUR PHOTOGRAPHER
- SEND FINAL GUEST LIST WITH SEATING ARRANGEMENTS TO THE CATERER
- GIVE A FINAL GUARANTEE TO THE CATERER
- WRITE ANY WEDDING TOASTS, SPEECHES AND VOWS



# WEDDING CHECKLIST



## 2 WEEKS

- GET YOUR FINAL HAIR CUT AND COLOUR
- FINALISE THE DAY OF THE TIMELINE AND SEND IT TO ALL SUPPLIERS
- SEND DAY OF SCHEDULES TO YOUR BRIDAL PARTY
- CONFIRM ALL SUPPLIERS
- CHECK ALL INVOICES HAVE BEEN PAID
- HAVE YOUR FINAL VENUE WALKTHROUGH
- FINALISE THE SEATING PLAN
- GIVE SCRIPTS FOR ANY CEREMONY READINGS
- FINNISH ALL DIY PROJECTS
- PICK UP YOUR DRESS

## 1 WEEK

- CONFIRM WEDDING DAY TRANSPORT SCHEDULES
- DESIGNATE SOMEONE TO TAKE HOME THE WEDDING DECOR
- DESIGNATE SOMEONE TO RETURN ANY RENTALS AFTER THE WEDDING NIGHT
- DESIGNATE SOMEONE TO TAKE HOME THE WEDDING GIFTS
- OVERSEE MARQUEE SETUP IF NEEDED
- PREPARE A WEATHER PLAN B FOR ANY OUT-DOOR EVENTS
- CONFIRM HONEYMOON ARRANGEMENTS AND PACK

## 1 DAY

- DROP OFF WELCOME BAGS AT THE HOTEL
- DROP OFF MATERIALS TO RECEPTION VENUE
- GIVE YOUR PLANNER/CHOSEN PERSON ANY CASH PAYMENTS FOR THEM TO DISTRIBUTE
- GIVE RINGS TO THE BEST MAN

## ON THE DAY

- ENJOY THE DAY!
- REMEMBER TO EAT

## AFTER

- ENJOY YOUR HONEYMOON!
- SEND THANK-YOU NOTES TO SUPPLIERS
- SEND THANK-YOU NOTES FOR WEDDING GIFTS
- HAVE YOUR WEDDING DRESS CLEANED AND PRESERVED
- ORDER WEDDING PHOTO PRINTS
- LET PEOPLE KNOW ABOUT ANY NAME CHANGES
- EMPLOYER
- BANK
- LANDLORD / MORTGAGE
- CREDIT CARDS
- UTILITIES, GAS, WATER, ELECTRICITY
- LOCAL AUTHORITY
- PASSPORT OFFICE - APPLY FOR A NEW PASSPORT
- DRIVING LICENCE
- PHONE / INTERNET
- DOCTOR / DENTIST
- VETS
- SCHOOL / COLLEGE / UNIVERSITY
- ENJOY YOUR HAPPILY EVER AFTER

