



# wedding planning checklist

It can be stressful not having certainty you have everything organised, so the longer you have to plan all the details and the earlier you start, the less stressed you'll feel. We've created this checklist as a guide to all the tasks you'll need to plan your wedding day. Start by making the big decisions and book your key vendors, especially if there are specific suppliers you absolutely want book these as early as possible, as many will be in demand during peak wedding season.

Some of these tasks may not be applicable to you, so prioritise in order of what's important to you. You can also create your own free custom checklist at: <https://www.theknot.com>

## 10-12 months prior

- o Announce & celebrate your engagement
- o Set the wedding date
- o Create your budget
- o Create your guest list & estimate numbers
- o Contact a wedding planner and/or stylist
  - or research hire companies & products
- o Choose your wedding party
- o Decide on wedding party colours & style
- o Book appointments with bridal stores

## Research & book the following:

- o Venue or ceremony & reception locations
- o Celebrant or minister
- o Caterer
- o Photographer/videographer
- o All hire furniture & decor
- o Florals (through florist or your stylist)
- o Entertainment: Band or DJ
- o Send out of town guests 'save the date' and information about accommodation

## 6-10 months prior

- o Book hairdresser & arrange a trial
- o Book makeup artist & arrange a trial
- o Choose bridesmaids dresses, accessories
- o Choose groom and groomsmen attire
- o Choose flowergirl & pageboy attire
- o Colour co-ordinate parents attire
- o Confirm the ceremony start time
- o Create a wedding website,
  - or research invitation styles & printers
- o Set up a gift registry
- o Meet stylist for concept, decor & florals
- o Have engagement ring appraised, insured
- o Book all beauty appointments: nails, facials, tanning, lashes, grooms shave

#### **4-6 months prior**

- o Order wedding rings
- o Research & book honeymoon
- o Book pre-wedding accommodation
- o Book wedding night accommodation
- o Finalise guest list
- o Book all furniture/decor if hiring
- o Arrange tasting & book wedding cake
- o Book wedding vehicles
- o Select music for ceremony & first dance
- o Book dance lessons for first dance
- o Book ceremony musicians
- o Book chiller trailer & finalise beverages
- o If BYO, start buying or place order
- o Decide if having favours and order or source products, & arrange to make

#### **2-4 months prior**

- o Select menu, organise a tasting (if offered by caterer)
- o Decide on other dessert options, such as dessert station, lollies, ice-cream cart
- o Arrange rehearsal, book dinner & invite family, wedding party & guests
- o Create invite list for hens, stag functions (maid of honour & best man to organise)
- o Buy gifts for attendants, parents, fiance
- o Start breaking in your wedding shoes
- o Select who will do readings, speeches, ushers
- o Choose your MC
- o Confirm date & details with all suppliers
- o Start writing your ceremony with officiant
- o Arrange guest book, photo/selfie station, ringbox/pillow, favours & something old, something borrowed, something blue
- o Buy all bridal accessories
- o Buy any shape-wear and lingerie
- o Finalise florals
- o Order printed invitations, & address envelopes

#### **6-8 weeks prior**

- o Send invitations
- o Organise your marriage licence
- o Get advice from your lawyer about updating your Will
- o Look into requirements for advising of name change, ie: bank, drivers licence, passport,

#### **o Book final dress fittings**

- o Collect wedding rings & have engraved
- o Start writing wedding vows
- o Create playlists if not using live musicians.
- o Create the time-line for your day

#### **4-6 weeks prior**

- o Organise seating plan
- o Discuss song choices with the band
- o Create a list of all items you're supplying, arrange a delivery day/time with the venue
  - all hire items, decorations and florals
  - games, guest book, stationery, favours
- o If not working with a stylist, ensure you discuss the access, setup & pack-down times with your venue, and arrange helpers.
- o Create a list of tasks prior to, and on the day of the wedding, and who will help, ie:
  - take flowers/cake topper to cake maker
  - collect bridal flowers on the day & deliver
  - manage ceremony music playlist
  - ensure guest book is signed by all guests
  - ask a family friend to assist with family photos
  - collect presents, remaining cake, florals, all hire & supplied items, after wedding

#### **1 week prior**

- o Confirm final guest numbers to caterer, including vendor meals for suppliers
- o Give photographer list of images/guests
- o Write a personal thank you to parents
- o Create wedding day kit, ie: (aspirin, mints, needle/thread, safety pins, deodorant, lip gloss)
- o Begin packing for honeymoon
- o Advise ushers of seating requirements
- o Give marriage licence to celebrant
- o Give attendants gifts at rehearsal dinner

#### **1-2 days ahead**

- o Greet all out of town guests
- o Pack everything for ceremony/venue
- o Arrange a date night and exchange gifts or you might do this on your wedding day