



The  
Wedding  
Checklist

### Start Planning

Congratulations! You are engaged!

Announce your engagement to family and friends.  
Consider making a formal announcement in the newspapers.



11 Months

- Arrange for both families to meet and celebrate if possible
- Purchase a wedding organiser and some magazines for some inspiration
- Plan the engagement party for no more than 3 months from your announcement. Set a date, chose a location and decide on a guest list. Create invitations and send to guests.
- Record cards and gifts received and send personalised thank you notes
- Decide on a wedding budget
- Start guest list
- Determine time frame for your wedding date. Choose a few dates that don't conflict with other events taking into consideration that some guests may need to travel long distances.
- Choose a colour scheme. Collect ideas and create an inspiration board including colours, themes and styles
- Shortlist your venues for the ceremony
- Shortlist your venues for the reception
- Book ceremony venue and record payment in your budget planner
- Book venue and record payment in your budget planner



10 Months

- Begin looking for a dress
- Begin looking for a celebrant that suits your style, theme and personality
- Book celebrant and record payment in budget planner
- Choose your bridal party and formally ask them to be in your bridal party



## 9 Months

- Shortlist photographers
- Shortlist videographer
- Shortlist Florist
- Shortlist Band/DJ

## 8 Months

- Investigate bridal registries
- Book Photographer
- Book Florist
- Book Videographer

## 7 Months

- Research accommodation options for out of town guests
- Send out "save the date cards"
- Select dress and pay deposit, recording the payment in your budget planner
- Shortlist Cake suppliers

## 6 Months

- Research invitation or stationary supplier. Decide on a theme that covers all aspects of the stationary. Invitations, RSVP cards, name cards and thank you cards
- Meet with ceremony musicians and discuss music choices for ceremony

## 5 Months

- Book hair and makeup artist and any pre wedding beauty therapies that are needed (waxing, spray tanning, manicures etc)
- Gather bridesmaids for dress shopping or fittings
- Gather the Groom and Groomsmen for suit fittings. Record any deposits paid
- Book accommodation for your wedding night (make sure it's the honeymoon suite!)
- Prepare detailed accommodation options for out of town guests catering to as many tastes and budgets as possible
- Plan and Book your honeymoon. Remembering to check the weather and make sure you book the honeymoon suite!

## 4 Months

- Purchase accessories for the day including jewelry, veil, shoes, underwear and handbags
- Finalise hair and makeup with artist



### 3 Months

- Confirm bouquets, button holes and ceremony flowers with florist ensuring your flowers will be either "in season" or available on the day
- Finalise bridal party accessories including shoes, handbags and jewelry for bridesmaids and ties, Cufflinks and socks for groomsmen
- Find jeweler to make wedding bands
- Finalise bridal registry and obtain cards to include with invitations
- Design and create bomboniere
- Book wedding cars/transportation

### 2 Months

- Finalise guest list
- Finalise invitation wording, font and style
- Finalise menu
- Bride maids to organise hens night (provide a list of names and addresses)
- Obtain travel visas for international honeymoon. Check passport validity
- Decide on readings for ceremony and ask readers to be a part of the day (the longer they have to rehearse the better)
- Schedule dress fittings with dressmaker for the last 3 fittings
- Supply full guest list to Maid of honour and best man for bridal shower/kitchen tea and rehearsal events
- Send out invitations

## 1 Months

- Confirm travel arrangements have been made for out of town guests
- Finalise ceremony programs and have them printed
- Obtain legal requirements and ensure all paperwork is completed before the deadline
- Purchase guest book
- Bridal party gifts (don't forget you ushers, readers, close family, flower girls, ring bearers and the celebrant)
- Write your vows and send to celebrant to review

## 4 Weeks

- Arrange rehearsal with entire bridal party and celebrant
- Finalise play list for DJ (if you don't want to provide a full play list, supply "genres")
- Finalise play and "do not play" songs with live music band including : introduction, first dance, cake cutting, father/daughter dance and last dance.
- Finalise ceremony music selections and send the list to your ceremony musicians.
- Final accessories including hairpiece and jewelry
- Collect wedding rings make sure you try them on!
- Create a wedding day schedule covering off all elements including bridal party and suppliers.
- Final dress fitting
- Finalise readings and any other special touches to the day
- Finalise numbers for the reception
- Provide reception venue with running sheet on suppliers and when to expect them
- Create a seating chart and provide details to reception venue including any signage that may be required
- Confirm pick up details with florist
- Prepare toasts and speeches
- Send addresses to transport/car suppliers
- Confirm times and locations with photographer/videographer
- Provide photographer with a list of must have pictures (include parents, special guests etc)
- Shop and pack for your honeymoon (make sure you check the weather!)
- Put together an emergency kit (aspirin, makeup, hairspray, safety pins, mints, band aids)
- Deliver place cards, guest book, pens, cake knife, toasting flutes, and all other reception items at the reception venue.



After the  
big day

- Ensure all invoices are paid in full
- Record gifts and send thank you notes, no later than 8 weeks after your wedding
- Arrange name change details