

**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
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**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 jewelery 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