



MY WEDDING PLANNING CHECKLIST

Date of the Wedding: ____/____/____

6 to 12 months Before the Wedding			
Y/N	Description	Content	P.S.
	Decide on the date and time of the wedding	Date/time:	
	Arrange Inter Family Meeting	Date/time:	
	Book Ceremony Minister/Celebrant	Name:	
	Book Ceremony Venue	Venue:	
	Book Reception Venue & Choose Meal	Venue: Style of Meal: 3 Set Meal/ Buffet / Pre-Drinks included?	
	Choose Bridesmaids & Groomsmen	Names:	
	Wedding Dress, Shoe	Number of Gowns:	
	Bridesmaids Dress	Number of Dresses:	
	Groom's Suit, Best Man Suit, Ties & Handkerchiefs	Number of Suits:	
	Engagement Ring	Supplier:	
	Book Photographer & videographer		
	Finalise budget		
	Arrange Engagement Party	Date: Venue: Guest List:	
	Start on guest list		
	Post out Save the Date Card		
	Book Bridal Dance Course		
4 months Before the Wedding			
	Finish your guests lists	Full Name & Mailing Addresses	
	Order Wedding Ring		
	Finalise Wedding Arrangement – Ceremony, music, order of service		
	Order Invitations and Organise all printing	Invitation cards / RSVP/ Ceremony Program / Place Cards / Table Chart / Sitting Plan / Table Number Cards	
	Book Honeymoon	Destination: Duration:	
	Book DJ / Band/ Musician		



3 months Before the Wedding

Gift Register		
Book Grooms & Groomsman's Suits		
Post Out Invitations		
Book trial with Hairdresser & make-up Artist		
Buy Lingerie and garter		
Order Flowers		
Order Ceremony & Reception Decoration		
Order Wedding Cake		
Order Favours & any accessories		
Order Wedding Cars/Limousines		

2 months Before the Wedding

Pick Up Wedding Rings		
Confirm final shots lists with photographer		
Publish your notice of intention to marry		
Bridal Shower, Bridesmaid's party		
Finalise Wedding day timetable and send out to DJ/Musician & MC		
Check all RSVP's		
Obtain Marriage Licence		

1 month Before the Wedding

Pick up and Confirm honeymoon tickets		
Work out reception seating plans		
Time all journey times		
Notify bank of change names		
Arrange Hens Night & Bucks Party		
Check Final Guest Numbers		
Organise Guest Signing Book		
Reconfirm all reception details with vendors		
Reconfirm all details with church or celebrant		
Select going away clothes		
Prepare all speeches		

1 Week before Wedding

Wedding Rehearsal		
Pack for honeymoon including Visa's passports and all tickets		
Afternoon tea for bridesmaids		
Rehearsal with MC		
Check final details for the reception and final numbers		



	Arrange a person to bring home wedding dress, cake and hired items		
	Confirm all honeymoon travel plans		
	Confirm Wedding schedule with photographers, MC, DJ, Catering		
	Meet with Bride & Groom to review all wedding plans and licences		
	Groomsmen to pick up suits, shoes, ties etc		
	Obtain final bank cheques for all vendors and deliver them		
	Wedding Rings – who is to keep them for the day		
	What will be taken to the reception – guest book, gifts, cake knife etc		
	What will be taken to the wedding – licenses, candles..etc		
	Arrange timetable meeting with all the wedding party (at rehearsals)		