

Wedding planning checklist

Wedding date: _____ Guests: _____ Budget: _____

12 months or more before

THE BIG THREE

- ☐ Celebrate
- ☐ Talk about the wedding you both want: big party or small dinner, city or countryside, religious or civil
- ☐ Agree on a budget and who contributes what
- ☐ Write a first guest list with everyone you might invite
- ☐ Choose a season and two or three possible dates
- ☐ Visit venues and book one
- ☐ Decide whether you want a planner or a day-of coordinator, and book them early
- ☐ Consider wedding insurance once you pay the first big deposits

10 to 11 months before

THE VENDORS WHO BOOK UP FIRST

- ☐ Book your photographer
- ☐ Book your caterer if the venue does not include one
- ☐ Book your band or DJ
- ☐ Book your officiant, or ask a friend and check how they can become legally able to marry you where you live
- ☐ Start a shared planning spreadsheet or app with your guest list, budget and vendor contacts
- ☐ Create a wedding website with the date, location and travel information

8 to 9 months before

THE LOOK AND THE GUESTS

- ☐ Choose your wedding party
- ☐ Shop for the wedding dress or suit
- ☐ Book a videographer and florist
- ☐ Reserve hotel room blocks for out-of-town guests
- ☐ Send save the dates, six to eight months ahead, or eight to twelve months for destination weddings

6 to 7 months before

DETAILS

- ☐ Choose and order your invitations
- ☐ Book hair and makeup artists
- ☐ Plan and book the honeymoon
- ☐ Order bridesmaid dresses and book suit fittings
- ☐ Book rentals: tables, chairs, linens, a tent, lighting
- ☐ Book transport for the day if you need it
- ☐ Start your gift registry

4 to 5 months before

THE RECEPTION

- ☐ Order the cake and schedule a tasting
- ☐ Plan the menu with your caterer
- ☐ Choose the ceremony music and readings
- ☐ Buy your wedding rings, allowing time for sizing and engraving
- ☐ Plan the rehearsal dinner
- ☐ Collect mailing addresses for every invited household

2 to 3 months before

INVITATIONS OUT

- ☐ Mail invitations six to eight weeks before the wedding, and eight to twelve weeks for destination weddings
- ☐ Set your RSVP deadline three to four weeks before the day
- ☐ Write your vows if you are writing your own
- ☐ Confirm the timing of the day with your photographer and venue
- ☐ Book first dress fittings
- ☐ Buy accessories, shoes and gifts for the wedding party
- ☐ Check what you need for the marriage licence and when you have to apply

1 month before

HEADCOUNT AND SEATING

- ☐ Chase missing RSVPs a few days after the deadline
- ☐ Start your seating chart as soon as most replies are in
- ☐ Order escort cards, place cards, table numbers, menus and the welcome sign, or print them yourself
- ☐ Apply for your marriage licence
- ☐ Final dress fitting
- ☐ Confirm every vendor: arrival time, address, contact person on the day

1 to 2 weeks before

FINAL DETAILS

- ☐ Give the final headcount to the caterer and venue, usually 7 to 14 days before
- ☐ Finish the seating chart and send the table plan to the venue and caterer, with meal choices per table
- ☐ Print or collect all stationery
- ☐ Send the day's timeline to your vendors, wedding party and the person who will run things on the day
- ☐ Prepare envelopes with final payments and tips
- ☐ Break in your shoes

The week of the wedding

- ☐ Pack for the honeymoon
- ☐ Put together an emergency kit: safety pins, painkillers, plasters, stain remover, phone chargers, snacks
- ☐ Hand everything for the reception to one trusted person or your coordinator: stationery, favours, guest book, card box
- ☐ Rehearsal and rehearsal dinner
- ☐ Sleep

After the wedding

- ☐ Return rentals and suits
- ☐ Send thank-you notes within three months
- ☐ Change your name on documents, if you are changing it
- ☐ Leave reviews for the vendors you loved

Notes