

## WEDDING PLANNING CHECKLIST

Your wedding day is a very special day. There are many things to consider, so start planning well in advance. To ease stress before and during your wedding day, use this checklist as a guide. All the items on this list are not mandatory; choose the wedding elements that fit your vision of your special day, and plan accordingly.

### 10 – 12 Months Before

- Choose a date.
- Create a planning notebook with a calendar.
- Decide and create your budget.
- Decide what type of wedding you want.
- Create a guest list.
- Visit and reserve a venue for the ceremony and reception.
- Choose and hire a Celebrant for the ceremony.
- Host an announcement party for family and friends.
- Create a wedding website.
- Consider hiring a wedding planner.
- Choose and hire the other necessary wedding vendors: caterer, florist, bakery, DJ/musician(s), photographer, videographer, designer/decorator, invitation and other paper goods designer. Discuss your plans and make sure the vendors can meet your needs; ask to see samples of their work and contact references. Be sure to get everything in writing, including signed contracts.

### 8 – 10 Months Before

- Choose a song list.
- Start planning your wedding day itinerary.
- Choose your wedding party.
- Plan your wedding attire.
- Book your honeymoon location.
- Start building your gift registry.
- Send out save-the-date cards to your guests.
- Order your wedding invitations and other paper goods — escort cards, thank you notes, menu cards.
- Prepare and print a map to include with the invitations.
- Reserve accommodations for out-of-town guests.

## **4 – 8 Months Before**

- Purchase your wedding rings.
- Finalize the wedding day itinerary.
- Finalize the menu with the caterer.
- Order your wedding cake.
- Finalize the venue, floral choices, the DJ and other entertainment, the baker, photographer, and other vendors.
- Schedule wedding attire fittings.
- Send out invitations.

## **2 – 4 Months Before**

- Confirm honeymoon travel plans.
- Book rehearsal time and rehearsal dinner.
- Collaborate with Celebrant to create personalized ceremony, including writing vows.

## **2 – 8 Weeks Before**

- Finalize ceremony text with Celebrant, including vows.
- Apply for marriage license.
- Arrange seating for the wedding reception.
- Confirm guest list and responses.
- Finalize guest count with vendors.
- Confirm delivery of cake, floral arrangements, DJ, etc.
- Review wedding day itinerary with photographer.

## **1 – 2 Weeks Before**

- Have final fitting for wedding attire.
- Finalize and confirm limousine or driver.
- Review wedding day itinerary.

## **1 Day Before**

- Make final payment to the DJ or musicians.
- Make final payment to the Celebrant.
- Attend the ceremony rehearsal and rehearsal dinner.
- Make last minute adjustments.

## **Wedding Day**

- Delegate any additional logistical or payment details (including final payments and tips for vendors) to family or friends.
- Relax and enjoy the day!

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