

Wedding Planner Checklist

Planning a Wedding is simply getting organised. Our 12 month printable Wedding plan checklist which will help turn your dream into a reality!

12 Months or More Before the Wedding

- Announce your engagement
- Choose your engagement ring
- Determine the style and theme of your wedding whether this be (formal, semi-formal,informal)
- Make a list of what is important to you for a wedding this will help determine your budget
- Discuss the wedding budget and who will pay for what
- Decide on a wedding date and start searching wedding venues
- Find a wedding officiant (the person who will marry you) and apply for the necessary licence's

9 To 11 Months Before the Wedding Begin your search for vendors:

- Bridal Gown
- Formal Suit Hire
- Photographer
- Videographer
- Live Music, Disco, Entertainers or bands (if needed)
- Caterer (if needed)
- Florist
- Wedding Transport
- Hair and Beauty Stylist
- Bridesmaid Dresses
- Wedding Cake
- Shoes and Accessories
- Wedding Lingerie
- Venue Decoration/Chair Covers

If you the vendor is available on your chosen date book them IMMEDIATELY!

- Compile a preliminary guest list
- Visit weding fayres andlook through bridal magazines, search the internet to gain ideas and inspiration for your big day
- Finalise your wedding colours, theme and style
- Choose your bridesmaids, groomsmen, ushers, flower girl and ring bearer and ensure they are aware of what their duties are
- Choose and purchase your wedding rings
- Begin looking at honeymoon options and discuss where you both would like to go

6 To 8 Months Before the wedding

- Start planning ceremony and reception music choices

- Start looking at invitation designs
- If you haven't already, purchase your wedding gown, veil and accessories
- Finalise and order/purchase attire for your attendants
- Sign up for your gift registry/honeymoon donation

4 To 5 Months before the Wedding

- Contact your florist and finalise your arrangements
- Order Wedding stationery (invitations, envelopes, order of service etc)
- Book your wedding transport
- Arrange accommodation for out of town guests (book blocks of hotel rooms)
- Choose your wedding cake
- Decide on your wedding decorations including favours

3 Months before The Wedding

- Order your wedding cake
- Finalise your guest list
- Meet with your wedding officiant to discuss details of the ceremony
- Choose gifts for your attendants and parents
- Groom and male members of the wedding party to arrange for a suit fitting
- Reconfirm honeymoon arrangements
- Start writing your wedding vows, if you are doing them yourself

2 Months before the Wedding

- Send out your invitations
- Meet with vendors to finalise arrangements
- Schedule a hair and makeup trial with a consultant
- Start making/buying wedding favours
- Finalise music selections for the ceremony and reception
- If changing your name, complete the proper documents
- Meet with officiant to finalise ceremony details
- Reserve room for wedding night if not already done so

1 Month before the Wedding

- Meet with your photographer and provide a list of required shots
- Start working on your seating plan
- Decide and confirm your wedding vows and ensure your officiant has been sent copies
- Confirm all final payment amounts with your vendors as well as dates, times etc
- Collect marriage licence
- Confirm Honeymoon reservations
- Arrange for a final wedding dress fitting

2 Weeks before the Wedding

- Finalise Seating chart

- Confirm delivery time and locations with florist
- Contact any guests you have not received an acceptance from

1 Week Before the Wedding

- Collect wedding gown, bridesmaid, flower girl dresses and accessories
- Give final guest numbers to venue/receptions/caterer
- Make sure the men have their final suit fitting
- Reconfirm everything with vendors one last time

1 Day Before

- Attend rehearsal (if you are having one)
- Have a manicure/pedicure
- Confirm wedding day transportation
- Reconfirm hair and make appointments for the wedding day
- Confirm all duties required with the wedding party
- Try to get an early night and relax!

Your Wedding Day

- Try to eat breakfast, even if you think you aren't hungry
- Have your hair and makeup done
- Begin dressing two hours before ceremony is scheduled to begin
- Take a deep breath, relax and most importantly enjoy your big day!

Post Wedding Day

If you are due to leave for honeymoon straight after the wedding day you need to ensure the following:

- Any formal attire such as suits that have been hired for the day are returned the next working day in good order to the vendor. (Perhaps delegate this task to the best man or a member of the wedding party)
- Ensure the venue is aware of any table decorations or chair covers that have been hired for the wedding from florists or venue decoration companies are stored safely for collection to ensure any refundable deposits are returned.
- Ensure thank you notes for any gifts or donations are sent out no later than 3 months after your wedding date