



# Wedding Checklist



A handy 12 month step-by-step timeline for planning your wedding

Every wedding is different - we've met brides who have organised their whole wedding in just 12 weeks and others who have planned for years.

We hope this handy checklist can help make planning your special day that little bit easier.

## 12 months before your wedding

- Visit and book your reception venue and ceremony location
- Research potential wedding services and suppliers - photographer, florist, invitations, cake, decor, music, hair and makeup
- Consider and review wedding insurance options
- Decide what type of entertainment you want for ceremony, drinks reception and dancing
- Book photographer/ videographer
- Start your wedding dress research
- Send Save the Date cards



## 8-10 months before your wedding

- Book band and/or DJ for reception
- Contact decor hire companies if you need to rent anything for ceremony/reception, such as chairs covers
- Book honeymoon - flights and accommodation
- Order wedding cake

## 6-8 months before your wedding

- Order your wedding dress
- Book ceremony musicians
- Ensure passports are in date for honeymoon - order new ones if necessary



## 4-6 months before your wedding

- Choose bridesmaids' dresses
- Choose and order wedding invitations & stationery
- Meet with your florist to discuss options
- Shop for a groom's suit and rent the men's formalwear
- Organise the legalities – give at least 3 months' notice to your registrar or priest/religious celebrant
- Organise wedding transport
- Start gathering addresses for guest list or set up a wedding website - create spreadsheet for RSVPs
- Organise a hair trial and book hairdresser
- Organise a makeup trial and book a makeup artist



## 2-3 months before your wedding

- Send invitations to guests
- Attend dress fittings
- Choose and order wedding rings
- Organise gifts for parents, bridesmaids, groomsmen and each other
- Buy shoes, accessories, hair-pieces, bow ties etc - allow for longer if you're ordering online
- Organise outfits for flower girls or page boys
- Have a menu tasting with your venue
- Review final RSVP list and call any guests who have not yet responded



## 6 weeks before your wedding

- Have final wedding dress fitting
- Make any last-minute adjustments with suppliers
- Complete any wedding DIY or craft projects
- Confirm final numbers to your venue
- Arrange final payment to venue

## 2 weeks before your wedding

- Deliver must-have shot lists to photographer and videographer - include who should be in formal portraits and determine when portraits will be taken
- Create your table plan
- Supply your wedding coordinator with a list of supplier requests such as a table for DJ or setup space needed by florist and times for setup.



## 1 week before your wedding

- Print place cards
- Pack for the honeymoon
- Pack an overnight bag for the reception



## 2-3 days before your wedding

- Make last minute changes to table plan if necessary
- Grooms: Go for final fitting and pick up your formalwear.
- Confirm pick-up times with wedding car company
- Print off a sheet with the running order for the day, and the main suppliers' contact details, give copies to your best man and maid of honour



## The day before your wedding

- Drop off place cards, table cards, menus, favours, table plan to your wedding coordinator
- Get a good night's rest!
- Ensure the cake is on track to be delivered to the venue