

Wedding Plan Checklist

12 months +

- ✓ Choose a wedding date (be prepared check and double check against conflicts like the grand final).
- ✓ Set your budget and determine who's contributing (be realistic, build in a contingency and check out our budget planner <http://adelaidecelebrants.com.au>).
- ✓ Discover the wedding theme that best reflects you as a couple. (check out our wedding theme blog <http://adelaidecelebrants.com.au>).
- ✓ Start your wedding planning diary.
- ✓ Select your wedding party.
- ✓ Start looking at venues that will accommodate your needs.
- ✓ Find the wedding dress style that suits you and your theme.
- ✓ Start selecting your team (celebrant, planner, photographer, videographer, caterer, florist and musicians and check online reviews and ask to meet them before you book them).
- ✓ Begin your guest list.
- ✓ Create a wedding website or facebook wedding group page.
- ✓ Join a wedding planning and ideas group on facebook.

10-12 months

- ✓ Reserve ceremony and reception venues (before you book, make an appointment with the event coordinator at the venue and check that they can accommodate all your needs and will support your theme and secure any required permits).
- ✓ Choose and book your celebrant and submit your legal paperwork (you will need to have ID eg birth certificates, passports, drivers licences and evidence of divorce etc).
- ✓ Coordinate your bridal party attire and accessories with your wedding theme.
- ✓ Delegate tasks to your bridal team (it's important that they understand their responsibilities).
- ✓ Hire your planner, photographer, videographer, caterer, florist and musicians (pay deposits).
- ✓ Mail your Save the Dates.
- ✓ Check out menu options at your top venue preferences and arrange tastings.

8 - 10 months

- ✓ Negotiate with a selection of accommodation options for your out of town guests (secure a reduced rate or some extras).
- ✓ Choose gift registry preferences.
- ✓ Begin planning honeymoon.
- ✓ Refine guest list.
- ✓ Select invitation designs and stationery (menus, placecards, programs, thank you cards etc) in line with your theme.

6 -8 months

- ✓ *Start planning your ceremony with your celebrant. (this might take several drafts til you get it exactly right).*
- ✓ *Choose your hair and make-up stylists (organise your trials).*
- ✓ *Purchase wedding bands.*
- ✓ *Book transportation (pay deposit).*
- ✓ *Choose your pâtissier and cake style and schedule tastings.*
- ✓ *Reserve rentals (chairs, linens, lighting, décor, etc and pay deposits).*

4 - 6 months

- ✓ *Select and order flowers (wedding party, parents, attendants, venues, cake, etc and pay deposit).*
- ✓ *Schedule dress fittings.*
- ✓ *Book honeymoon flights and hotels.*
- ✓ *Book room for wedding night (pay deposit).*
- ✓ *Order wedding cake (pay deposit).*
- ✓ *Prepare 'play/do not play' lists for musicians.*
- ✓ *Finalise wedding guest list.*
- ✓ *Assemble rehearsal dinner guest list (parents, members of the wedding party and their spouses or dates, parents of flower girls or ring bearers).*
- ✓ *Book rehearsal dinner venue (pay deposit).*
- ✓ *Order rehearsal dinner invitations and menus.*
- ✓ *Plan welcome and thank you gifts.*
- ✓ *Select ceremony music, readers and readings.*

3 months

- ✓ *Finalise honeymoon plans and ensure all documents are in order (passports, visas, itineraries, etc).*
- ✓ *Plan ceremony and reception seating.*
- ✓ *Experiment with hair and veil with stylist.*
- ✓ *Purchase toasting flutes, serving pieces, guestbook, flower basket and ring bearer pillow.*
- ✓ *Finalise reception menu.*
- ✓ *Order menu cards.*
- ✓ *Order favours, bombonieres.*

2 months

- ✓ *Mail out wedding invitations.*
- ✓ *Develop system for organising RSVPs (a spreadsheet works well, or you might use an online system such as Eventbrite).*
- ✓ *Begin writing vows.*
- ✓ *Finalise ceremony with celebrant.*
- ✓ *Lay out the content/running order for the wedding program.*
- ✓ *Finalise seating plan.*
- ✓ *Finalise fittings for wedding party and parents.*
- ✓ *Purchase gifts for attendants.*
- ✓ *Send wedding day timeline and order of service to your vendors, suppliers, celebrant and wedding party.*
- ✓ *Write out honeymoon itinerary for family at home (organise mail, bills, pet care, plants etc).*
- ✓ *Decide “Something Old, New, Borrowed, Blue” and other cultural or interdenominational aspects of the ceremony.*
- ✓ *Book spa and beauty treatments for you and your bridal party.*
- ✓

Before you get to this point lodge a Notice of Intended Marriage with your celebrant!

1 month

- ✓ *Call all suppliers and vendors to confirm date, times, locations and contacts.*
- ✓ *Confirm honeymoon reservations.*
- ✓ *Pack for honeymoon.*
- ✓ *Pick up wedding rings.*
- ✓ *Final dress fitting (with shoes and undergarments).*
- ✓ *Write thank you notes as gifts are received.*
- ✓ *Ensure wedding party understand responsibilities and running order.*

2 weeks

- ✓ *Follow up with guests who have not RSVP'd..*
- ✓ *Give final guest count to caterer.*
- ✓ *Update registries.*
- ✓ *Final check on arrangements for the caring of pets and plants while on honeymoon.*
- ✓ *Get haircut and colour.*
- ✓ *Ensure all wedding day duties are delegated.*
- ✓ *Ensure all after wedding day duties are delegated (rental returns, tend to wedding dress, etc) .*
- ✓ *Send directions to wedding day limo/transportation drivers and synchronise with the person responsible in your wedding party.*

1 week

- ✓ *Prepare final payments to suppliers and vendors.*
- ✓ *Give readers their scripts.*
- ✓ *Give photographer and videographer your image style preferences and video requests.*
- ✓ *Lay out wedding clothes, shoes (wear around the house and break them in so you are comfortable on the day) and accessories.*
- ✓ *Prepare wedding day emergency kit (needle and thread, tissues, touch up makeup, feminine products, deodorant, brush, hairspray, extra bobby pins, change, clear nail polish, phone charger, mints, paracetamol, antihistamines, bandaids).*
- ✓ *Get spa treatments, waxing and tanning.*
- ✓ *Rehearsal ceremony and dinner.*

The day before

- ✓ *Deliver thank you gifts to your team.*
- ✓ *Get manicure, pedicure, massage.*
- ✓ *Make a final check on critical deliveries (stylists, transport, cake and flowers, bombonieres, etc).*
- ✓ *Enjoy a relaxing soaking bath and a herbal tea.*
- ✓ *Get to bed at a decent hour.*

Wedding day

- ✓ *Eat a good breakfast.*
- ✓ *Allow plenty of time to get ready.*
- ✓ *Give wedding rings to best man.*
- ✓ *Relax, smile, and enjoy yourself (remember if you have pre-wedding drinks, not to overdo it).*

After the wedding

- ✓ *Ensure all rentals are returned.*
- ✓ *Get wedding dress preserved.*
- ✓ *Send thank you cards.*
- ✓ *Make announcements.*
- ✓ *Register a change of name with sa.gov.au*
- ✓ *Select your favourite images and have them framed.*
- ✓ *Enjoy your honeymoon.*

Congratulations!

Adelaide Celebrants wish you every happiness on your wedding day and you celebrate with heart and soul.