



Wedding Planning Checklist

You're engaged and ready to set the date!

☐ **Collect design inspiration**

Scroll through Instagram and Pinterest, look through magazines, and browse your favourite lifestyle and fashion sites for inspiration. Go to Wedding Expos and Venue Open Days.

☐ **Work out your budget**

Determine how much money you have to spend on your ceremony and reception, based on your families' contributions and your own.

☐ **Choose your wedding party**

As soon as you're engaged, people will start wondering who's in. Have the people who mean the most to you to share this amazing experience with. It's totally ok to have uneven numbers.

☐ **Consider your guest list**

Make a head count spreadsheet to use throughout your planning process, with columns for contact info, addresses, RSVPs, gifts, and any other relevant info. Planning a wedding on a budget? It may be brutal, but the best way to cut costs is to reduce your guest list.

Put Possible Guests into one of three categories:

1. Can't imagine day without them;
2. Would be nice if they were there; or
3. Would not notice if they were there or not!

☐ **Book your venue and lock down your wedding date**

Decide whether to have the same or separate locations for the ceremony and the reception, factoring in travel time (and costs) between two venues.

☐ **Find your Celebrant**

The person who marries you is so important. Your Celebrant will create a ceremony for you that suits your personalities, your vibe and shares your love story in a personal, engaging and memorable way.

Internet and social media searches will show you lots of options – find someone who has a vibe that suits you both. Ask friends, family and work colleagues for recommendations. Meet a few. When you find someone you love, book them in ASAP!

If you want to get married in a place of worship, you may have no choice in who your Officiant is, as it may have to be the minister / pastor / church leader. However, some will allow you to have a Celebrant of your choice.

If you have a person in mind who is not an Authorised Marriage Celebrant, consider a 'tag-team' ceremony where your friend or family member presents the ceremony and the Celebrant steps in for the legal stuff.

○ **Hire a planner, if necessary**

A good planner will always have relationships with top-rated vendors.

○ **Hire a photographer, videographer, florist, caterer, band, stylist, cake maker, make up artist, hairdresser and other must-have wedding vendors**

Keep in mind that the best event vendors tend to book up over a year in advance so start early.

Attend gigs of potential acts or watch their performances online to see how they perform.

Follow your favourites on social media so you can get to know their style and decide if they suit your vision for your day.

Ask for quotes and choose what suits your budget.

Check their Terms and Conditions before booking.

9 months to go

○ **Discuss your dinner and drinks menu**

If your wedding venue doesn't offer catering, look for catering and drinks options and hire the services now.

○ **Purchase your wedding outfit**

You may need to schedule time for at least three fittings.

○ **Discuss the need for hotel rooms with out-of-town guests**

Give them options at different price points close to the reception venue.

○ **Gift Register or Wishing Well?**

Decide which you would prefer and if you want a Gift Registry, start shopping around for the best option for you.

○ **Create a wedding website or Facebook group**

Create a personal page where you'll share info including the date, travel information, accommodation and registry info.

○ **Wedding Night Hotel**

If you want to stay somewhere special on your Wedding Night, get it booked!

6 months to go

☐ **Select and purchase invitations**

Purchase or DIY? Printed or electronic? It's time to decide!

☐ **Schedule hair and makeup artist appointments**

You should have already booked them if possible – now is the time to book your hair and make up trials for a couple of months before your wedding.

☐ **Start planning your honeymoon**

Make sure that your passports are up to date.

☐ **Do you have bridesmaids?**

You may need to allow at least six months for the dresses to be ordered and sized.

☐ **Send out save-the-dates**

You may need to do this earlier if you have overseas guests.

☐ **Arrange transportation**

Consider limos, minibuses, trolleys, and town cars.

☐ **Compose a day-of timeline**

Draw up a schedule of the event and slot in each component (the cake-cutting, the first dance). If you have a planner, they will assist with this.

4 months to go

☐ **Are you having a rehearsal dinner?**

Set a guest list and book a venue. If you're planning to host a day-after brunch for guests, book that as well.

☐ **Taste and order the wedding cake**

Some in-demand bakers require a longer lead time.

☐ **Hen Party and/or Bucks Party?**

Discuss a date with your wedding party and make a plan!

☐ **Purchase wedding shoes and start outfit fittings**

Bring the shoes along to your first fitting so the tailor / dress maker can choose the appropriate length for your look.

○ Set your music playlist

Your ceremony music is super important – your entrance, music for signing certificates, a song for your exit. Think about the reception too - what should be playing when the wedding party is announced? During dinner? To kick off the dancing? Keep a running list of what you do and don't want played.

Who is playing your music at the ceremony? Discuss this with your Celebrant as you may be using their PA system.

Review the playlist with the band or DJ. Though you probably won't be able to dictate every single song played, you should come prepared with a wish list.

3 months to go

○ Finalise the menu and flowers

You'll want to wait until now to see what will be available, since food and flowers may be affected by season.

○ Order favours, if that's your thing

Some crowd-pleasing ideas: monogrammed cookies or a treat that represents your city or region. Don't feel pressured to have them. Guests don't mind one way or the other!

○ Make a list of the people giving toasts or speeches

Which loved ones would you like to have speak at the reception? Ask them now.

○ Check in with your Celebrant

Do they need any info from you to create your Ceremony Script? Discuss the order of ceremony and details of the words and people you want to include.

○ Purchase your undergarments

And schedule your second outfit fitting.

○ Print menus and place cards if needed

No need to go to a professional printer, if that's not in your budget: You can easily create these at home. Check if the venue creates them for you.

○ Purchase the rings

This will give you time for resizing and engraving.

○ Send your event schedule to every vendor

Giving them a first draft now allows ample time for tweaks and feedback.

○ Hair and makeup trials

Take lots of photos of everyone who has a trial in case you need to refresh your stylist's memory on the day!

2 months to go

☐ Touch base again with all the vendors

Make sure any questions you or they had have been answered.

☐ Styling

Are you doing any of your own styling for the ceremony or reception? You should have everything you need ASAP. If you have a professional stylist, finalise the arrangements.

☐ Meet with the photographer

Discuss specific shots, and locations to note spots that appeal to you. Check if there are any limitations at your photo shoot spots like events that may prevent access or privacy.

☐ Send out the invitations

The rule of thumb: Send invitations a minimum of six to eight weeks before the ceremony, setting the RSVP cut off at four weeks before your wedding day.

1 month to go

☐ Enter RSVPs into your guest-list spreadsheet

Contact people who have not yet responded.

☐ Have you lodged your Notice of Intended Marriage with your Celebrant?

This MUST be done at least one month before your wedding day.

☐ Visit the tailor / dressmaker for your last outfit fitting

For peace of mind, you may want to schedule a fitting the week of your wedding. You can always cancel the appointment if you try on the dress then and it fits perfectly.

☐ Confirm guest numbers with your venue / caterers for drinks and food

☐ Make final payments to vendors

☐ Confirm times for hair and makeup

☐ Assign seating

Draw out table shapes on a layout of the room to help plan place settings.

☐ Purchase thank you gifts for family and the wedding party

Totally optional! Don't blow your budget – they know you love and appreciate them already!

○ **Personal Vows**

If you are saying personal vows, write them now and send them to your Celebrant. They can help you get them perfect.

○ **Get your hair cut and coloured**

○ **Book beauty treatments for the wedding week**

Make appointments for a manicure, pedicures, spray tans, waxing etc. (Consider a stress-relieving massage, too.)

○ **Book your Wedding Rehearsal**

Optional but highly recommended. Find a date that suits your venue, Celebrant and Wedding Party.

Week of the Wedding

○ **Have your wedding rehearsal**

You need to sign the *Declaration of no legal impediment to marriage* with your Celebrant close to your wedding day – your rehearsal is a great time to do it.

○ **Reconfirm arrival times with vendors**

○ **Delegate small wedding day tasks**

Choose someone to carry your personal things on the day, someone to be in charge of cards and gifts, and someone to be the point person for each vendor. Discuss with your Celebrant who they should give your certificate to when they leave your ceremony – it is irreplaceable!

○ **Send a timeline to the wedding party**

Include every member's contact information, along with the point people you've asked to deal with the vendors, if problems arise.

○ **Pick up your dress or suit**

○ **Have beauty treatments**

Manicure, pedicure, spray tan, waxing, massage etc.

○ **Break in your shoes**

○ **Pack for your honeymoon**

*Are you ready for one of the
most amazing days of your life?!*

This image shows a full page of a handwriting practice worksheet. It consists of approximately 20 horizontal rows. Each row is defined by two parallel dotted lines, creating a series of uniform gaps for letter height. The entire page is otherwise blank, with no margins, text, or other markings.

[illegible]