



WEDDING PLANNING *checklist*



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WEDDING PLANNING CHECKLIST

12+ MONTHS OUT

- Establish a budget
- Set 2-3 preferred dates for wedding
- Create your guest list
- Hire a wedding planner or consultant
- Begin vendor research
- Book your venue & catering
- Create a weather backup plan

11+ MONTHS OUT

- Determine wedding style & colors Propose to
- your wedding party Hire vendors Shop for
- wedding dresses, suits & accessories
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9+ MONTHS OUT

- Schedule your engagement shoot
- Send save-the-date cards
- Create a gift registry
- Plan pre-wedding parties
- Shop for pre-wedding event outfits
- Plan & book your honeymoon
- Renew or get passports if necessary

8+ MONTHS OUT

- Book your hair & makeup trial
- Reserve hotel room blocks
- Book transportations
- Finalize vendor hires
- Make childcare arrangements or book entertainment for your guests' kids

6+ MONTHS OUT

- Consider premarital counseling
- Purchase wedding rings
- Purchase gifts & misc items
- Schedule rehearsals & tastings

4+ MONTHS OUT

- Order wedding stationery & signs
- Order wedding favors
- Sign up for dance lessons
- Review wedding music list
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3+ MONTHS OUT

- Send out wedding invitations
- Write your vows
- Discuss ceremony details with the officiant
- Get a marriage license [check validity]
- Dress fitting
- Work on wedding toast and speeches
- Write your partner a day-of note & pack gift

4+ WEEKS OUT

- Finalize RSVP list
- Finalize menu selections
- Finalize details & payments vendors
- Finalize wedding day timeline
- Print day-of stationery
- Pick up marriage licence
- Final dress/suit fitting
- Break in your wedding shoes

1-2 WEEKS OUT

- Complete beauty routine
- Pack day-of essentials & emergency kits
- Pack necessary documents
- Pack for honeymoon
- Arrange snacks for getting-ready & for photo sessions
- Have attire steamed or pressed



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12 TO 16+ MONTHS OUT

- Establish a budget
- Set 2-3 preferred dates for the wedding
- Create your guest lists for the day and evening
 - Gather guest addresses & contact information
 - Determine your wedding party
- Hire a wedding planner or consultant
- Collect ideas via Pinterest, blogs, or shows
- Determine wedding style & colors
- Begin vendor research
- Schedule necessary time off from work
- Schedule venue tours
- Order save-the-dates
- Book key vendors
 - Secure your ceremony and reception venues
 - Secure wedding insurance (check expiry)
 - Book an officiant
 - Book a caterer
 - Order a wedding cake
 - Book a photographer and videographer
 - Book a musician for the ceremony
 - Book a live band and/or DJ for reception
 - Book an emcee
 - Book a florist and decorator
 - Book a day-of wedding coordinator (can be your planner)
- Create a weather backup plan



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8 TO 10+ MONTHS OUT

- Make your registry and wedding website
 - Shop for wedding dresses and suits, and schedule fittings
 - Shop formal wear for the wedding party and schedule fittings
 - Purchase wedding attire accessories: veil, undergarments, jewelry, shoes
 - Schedule your engagement shoot
 - Book your hair and makeup team
 - Schedule hair and makeup trial
 - Plan and book your honeymoon
 - Renew or get passports if necessary
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- Book hotel room blocks for you and your guests
 - Book transportation for you and for guests
 - Arrange brunch for the day after the wedding
 - Create a gift registry
 - Purchase wedding rings. Order engravings if desired.
 - Order dresses for bridesmaids
 - Select groomsmen suits
 - Book rentals such as specialty chairs, linens, tables, chairs, AV, dance floors, draping, tents, etc.
 - Book entertainment such as photo booth, live painting, flower cart, dessert cart, interactive food stations
 - Make childcare arrangements and/or book entertainment for your guests' kids.
 - Finalize vendor hires



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3 TO 6+ MONTHS OUT

- Consider premarital counseling
- Order favors
- Purchase gifts for your partner, family and wedding party
- Purchase misc items:
 - cake topper
 - guest book, pens, card box
 - ring bearer pillow, flower girl baskets
 - hanger for your dress and a garter, flip flops, sunglasses
 - reserved seating charts, etc.
- Schedule pre-wedding parties
- Shop for pre-wedding outfits
- Schedule rehearsals & tastings
- Order wedding stationery and signs
- Hire a calligrapher, if desired
- Sign up for dance lessons
- First dress fitting
- Write your vows
- Discuss ceremony details with the officiant
- Write your partner a day-of note and pack a gift
- Work on wedding toast and speeches
- Send out wedding invitations
 - with RSVPs due 1 month before the wedding
- Send out rehearsal dinner invitations
- Get a marriage licence [check validity]
 - Complete name-change documents, if applicable



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1 TO 2+ MONTHS OUT

- Provide a (play/do-not play) list for musicians
- Provide a priority shot list to your photographer and videographer
- Finalize RSVP list
 - Finalize menu selections
- Finalize details with all vendors
- Finalize wedding program
- Print day-of stationery:
 - Welcome sign
 - hashtags
 - programs
 - menus
 - table numbers
 - place cards & seating chart
- Finalize the timeline and checklists for your wedding day
- Delegate wedding day duties
- Assign someone you fully trust to empty the money/gift card box
- Assemble favors, gift bags and/or welcome bags
- Pick up the marriage licence
- Final dress and suit fitting
 - Bring shoes and accessories for the full impact
- Confirm with your wedding party that they have their wedding attire ready
- Pay vendors in full



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1 TO 3 WEEKS OUT

- Practice your vows out loud
- Pick up your wedding attires or have them delivered
- Break in wedding shoes
- Give your caterer/venue the final guest count, include vendors that are staying for more than 4 hours
- Check in with vendors and re-confirm everything
- Send wedding day timeline and contact list to vendors and wedding party
- Prepare any day-of payment and tip envelopes for vendors
- Pack for your honeymoon
- Complete beauty routine:
 - mani & pedi
 - haircut
 - hair color
 - eye brows
 - wax
 - spray tans
- Clean your rings
- Pack all wedding day essentials, necessary documents and emergency kits
- Check the weather forecast to prepare for any surprises
- Have attire steamed or pressed
- Arrange for snacks/lunch in your suites while getting ready
- Arrange refreshments for wedding party during photo session
- Print final wedding day timeline and checklists



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1 DAY OUT TO THE WEDDING DAY

- Attend rehearsal dinner and bring your gifts
- Give gifts to your family and wedding party
- Deliver welcome bags to hotel
- Eat healthy meal & drink water
- Get a good night sleep
- Eat and stay dehydrated
- Exchange notes with your partner
- Give maid of honour and best man the wedding bands to hold before the ceremony
- Get married!



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AFTER THE WEDDING

- Return any rentals
- Have attire cleaned and preserved
- Write and send thank-you cards
- Leave vendor reviews
- Change names!



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