

CHECKLIST

JUST TICK

AND GO

**TAKE THE STRESS OUT OF YOUR PLANNING,
WITH OUR EASY TO USE CHECKLIST.**

10 TO 12 MONTHS OUT

- Announce your engagement
- Plan your engagement party
- Decide on your budget
- Set your wedding date
- Arrange wedding insurance before booking anything
- Start your guest list
- Find and book your wedding planner
- Select your wedding party
- Find and book your venue
- Ask your venue for list of recommended suppliers
- Find and book your photographer
- Find and book your caterer if applicable
- Book church or ceremony / blessing
- Meet with & book your officiant / celebrant
- Find and book your videographer
- Shop for your wedding dress, suit, or tux
- Send 'save the date' cards to all guests
- Source and book your band
- Find and book your DJ

7 TO 9 MONTHS OUT

- Book accommodation for wedding party
- Research songs / create your playlist
- Book Ceremony Musicians
- Update your vendor team
- Fine tune your guest list
- Source transport / wedding cars and drivers
- Choose a theme / colour scheme
- Find and book your florist
- Book honeymoon and check passports are in date
- Research & book the hen / stag
- Source other wedding entertainment
e.g. Photobooth
- Decor, lighting & styling plan

4 TO 6 MONTHS OUT

- Arrange rehearsal - ceremony & dinner
- Order your wedding invites & thank you cards
- Agree menu with venue and set tasting date
- Find and book your hair and makeup vendor
- Book cake maker, style of cake and arrange tasting
- Plan day after wedding gathering
- Book pre-marriage course
- Investigate legalities of getting married / what documents required
- Source wedding favours

2 TO 3 MONTHS OUT

- Find accessories for your wedding party
- Find & order outfits for your ring bearer / flower girl
- Address and send your wedding invitations
- Schedule your wedding dress, suit, or tux fitting appointments
- Purchase your wedding rings
- Purchase guest book
- Purchase gifts for your wedding party
- Order alcohol for your wedding / discuss requirements with venue
- Send rehearsal invitations
- Review budget

MONTH BEFORE

- Write your vows
- Plan your wedding ceremony
- Create wedding day timeline
- Obtain your marriage license
- Meet wedding planner / co-ordinator for final run through
- Attend menu tasting
- Call guests who have not RSVP'd
- Write a sweet note to your partner

2 WEEKS OUT

- Finalise seating plan & share with venue
- Pick up your wedding dress, suit, or tux
- Confirm final details with all of your vendors
- Assign duties to wedding party
- Prepare toasts
- Confirm all final deposits
- Pack for your honeymoon
- Pull together last-minute essentials
- Pack for the night of your wedding
- Decide on your social media policy for your wedding day

DAY BEFORE

- Drop off decor to reception venue
- Advise venue of any last minute changes
- Give rings to groomsmen
- Attend rehearsal
- Prepare outstanding balances for vendors

WEDDING DAY

- Congratulations you are married!
Relax and enjoy your day.

AFTER THE WEDDING

- Enjoy your honeymoon
- Review your vendor team
- Arrange dry cleaning / storage of wedding attire
- Send thank-you notes to your guests
- Ensure you properly file your wedding documents according to local rule
- Arrange your 1st wedding anniversary get-away!