

THE WEDDING CHECKLIST

Planning a wedding can feel overwhelming but breaking it down month by month makes the process so much smoother and even fun! This comprehensive 12-month wedding checklist will help you stay organised, on schedule and stress-free.

From choosing your venue to saying "I do", this guide walks you through each essential step leading up to your big day.

12 - 18 MONTHS

- ❖ Set a realistic wedding budget and decide how your funds will be allocated.
- ❖ Choose at least three potential wedding dates to allow for venue and supplier availability.
- ❖ Decide on your wedding style, colour palette and overall theme.
- ❖ Create your guest list and choose your wedding party.
- ❖ Plan your engagement photoshoot if you would like one.
- ❖ Start researching and visiting potential venues, churches and/or registry offices.
- ❖ Research and shortlist key wedding suppliers, including photographers, videographers, caterers, florists, bands, and DJs.
- ❖ Consider purchasing wedding insurance for added peace of mind.
- ❖ Design and order your Save the Date cards and wedding invitations.
- ❖ Begin exploring wedding dress and suit styles to find inspiration.
- ❖ Create Pinterest mood boards to gather ideas and refine your wedding vision.
- ❖ Decide whether you would benefit from hiring a wedding planner or on-the-day coordinator.

10 - 11 MONTHS

- ❖ Secure your ceremony and reception venues by confirming your bookings.
- ❖ Book your key wedding suppliers, including your photographer, videographer, caterer, florist, DJ, and officiant or celebrant.
- ❖ Purchase your wedding dress, allowing plenty of time for fittings and any necessary alterations.
- ❖ Choose and order outfits for your bridal party.
- ❖ Review and finalise your guest list.
- ❖ Send out your wedding invitations and begin tracking RSVPs.
- ❖ Finalise your wedding décor with your stylist/supplier or start sourcing and creating your own decorative items if you are planning a DIY wedding.

8 - 9 MONTHS

- ❖ Plan and book your honeymoon including flights and accommodation.
- ❖ Design and order your wedding stationery, including invitations, menu cards and thank you cards.
- ❖ Reserve hotel accommodation for your guests, if you are arranging it.
- ❖ Create your wedding gift list or registry.
- ❖ Start collecting hair and makeup inspiration and create a Pinterest board to share with your chosen suppliers.
- ❖ Book your hair stylist and makeup artist.

6 - 7 MONTHS

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- ❖ Book your appointment to give notice of your marriage at your local register office.
 - ❖ Arrange any additional hire items not provided by your venue, such as lighting, tables, chairs and décor.
 - ❖ Schedule a wedding cake or dessert tasting with your chosen supplier.
 - ❖ Finalise your wedding breakfast and evening food menus.
 - ❖ Confirm your wedding entertainment, including your band, DJ or other musicians.
 - ❖ Book transportation for the wedding day, including travel to and from your venue if required.
 - ❖ Choose and purchase your wedding rings and arrange to have your engagement ring cleaned and polished.

4-5 MONTHS

- ❖ Finalise your floral arrangements and table styling.
- ❖ Attend your wedding dress fitting and arrange any required alterations.
- ❖ Confirm and order your wedding cake or desserts.
- ❖ Book your accommodation for your wedding night.

- ❖ Choose and confirm your key wedding songs, including your ceremony entrance, signing of the register, ceremony exit, grand entrance to your wedding breakfast and first dance.
- ❖ Finalise your guest list and begin planning your seating arrangements and table plan.

3 MONTHS

- ❖ Finalise honeymoon plans and check your passport!
- ❖ Finalise table plans and any reserved seating for the ceremony
- ❖ Invite additional evening reception guests
- ❖ Finalise all drinks and food menus
- ❖ Purchase a guest book and any other décor items required
- ❖ Order Menu Cards and wedding favours if having
- ❖ Purchase gifts for the bridal party and parents

2 MONTHS

- ❖ Check your RSVP list and follow up with any guests who haven't yet responded.
- ❖ Write your wedding vows (if applicable) and begin planning your speeches.
- ❖ Finalise your wedding day timeline and running order (see the example at the end of this checklist).
- ❖ Attend your final dress and suit fittings, ensuring any alterations are complete.
- ❖ Confirm arrival times and final arrangements with all of your wedding suppliers.
- ❖ Gather your "Something Old, Something New, Something Borrowed and Something Blue."
- ❖ Book your wedding transport, if required.
- ❖ Collect your wedding rings.
- ❖ Purchase and break in your wedding shoes, along with any underwear or accessories you will be wearing on the day.
- ❖ Pack your wedding day emergency kit, including essentials such as tissues, lipstick, a mirror, plasters, safety pins, pain relief and any other personal items you may need.

1 MONTH

- ❖ Settle any outstanding balances with your wedding suppliers.
- ❖ Reconfirm all honeymoon bookings, including flights, accommodation and transfers.
- ❖ Pack for your honeymoon and purchase any last-minute essentials.
- ❖ Finalise your wedding playlists and ensure all music is ready for the day.
- ❖ Confirm all final details, timings and arrangements with your wedding venue.
- ❖ Your wedding day coordinator should have been in touch if you are having one. If not drop them a message and arrange a meeting.

2 WEEKS

- ❖ Attend your final wedding dress fitting and arrange collection.
- ❖ Complete your hair and makeup trials, if you haven't already.
- ❖ Provide your caterer with the final guest numbers (this is usually the last opportunity to make changes).
- ❖ Prepare your wedding day emergency kit and bathroom baskets for your guests.
- ❖ Wear your wedding shoes around the house to ensure they are comfortable for the big day.
- ❖ Send your final playlists and special song requests to your DJ or band.
- ❖ Settle any remaining outstanding payments with your suppliers.
- ❖ Meet with your photographer to discuss your timeline, must-have photographs and any special requests.
- ❖ Delegate key wedding day responsibilities to your wedding party so everyone knows their role.

1 WEEK

- ❖ Attend your final hair appointment, including any cut or colour and book any remaining beauty treatments such as tanning, nails or other pre-wedding appointments.
- ❖ Gather and prepare all wedding attire, shoes, jewellery and accessories, ensuring everything is ready for the big day.
- ❖ Confirm with your venue when you can deliver décor, stationery and any personal items before the wedding.
- ❖ Arrange collection or delivery of your wedding cake with your cake designer, confirming the time and location with your venue.

THE NIGHT BEFORE

- ❖ Treat yourself to a manicure and ensure your nails are wedding-day ready.
- ❖ Clean your engagement ring using warm water, a small amount of washing-up liquid and a soft toothbrush (unless it's being professionally cleaned).
- ❖ Get an early night and aim for a good night's sleep before your wedding.
- ❖ On the morning of your wedding, enjoy a nourishing breakfast and stay well hydrated throughout the day.

AFTER THE WEDDING

- ❖ Return any hired items to your suppliers, if required.
- ❖ Have your wedding dress professionally cleaned and preserved for safekeeping.
- ❖ Send thank you cards to your guests and anyone who helped make your day so special.
- ❖ Collect your wedding photographs and video from your photographer and videographer.
- ❖ Leave reviews for your wedding suppliers to thank them for their hard work and help future couples.

TRADITIONAL SCHEDULE WEDDING EXAMPLE DAY

12:00 PM	GUESTS TO ARRIVE
1:00 PM	CEREMONY
1:30 PM	PHOTOS & RECEPTION DRINKS
3:00 PM	WEDDING BREAKFAST
5:30 PM	CAKE & SPEECHES
7:00 PM	EVENING RECEPTION
8:30 PM	EVENING SNACKS
10:00 PM	FIREWORKS & FUN!
12:00 AM	CARRIAGE

Congratulations, you have made it to the end of your wedding planning checklist!

If reading through this list has made you realise just how many moving parts there are on a wedding day, you're not alone. An On-the-Day Wedding Coordinator can take care of the timeline, suppliers, décor, and all those behind-the-scenes details, allowing you, your partner and your loved ones to simply relax and enjoy every moment.

After spending months (or even years) planning your perfect day, you deserve to be fully present for it, not worrying about who is setting up the centrepieces, directing suppliers or keeping everything running to schedule.