



THE ULTIMATE WEDDING CHECKLIST

This list will guide you through every important event and item, which you can use from up to twelve months before your wedding.

Initial Preparations After Your Engagement

- Make sure that you and your significant other see eye to eye on the majority of the wedding plans.
 - Prepare a rough estimate for your wedding.
 - Try to figure out an initial guest list. It doesn't need to be precise at first, just a rough idea like the budget.
 - Figure out some possible wedding dates. Picking the right date should be a top priority. You don't want it to clash with another event which could stop some of your favourite people from attending.
 - Research as much on a possible wedding venue and the place where you want the ceremony to take place. See our guide here for help and considerations when choosing your wedding venue.
 - Last but not least, celebrate with an engagement party, yay!
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12 Months Before the Wedding

- Focus on the big things first and book a date, venue and the location where you want the ceremony to take place keeping in mind to also book a celebrant if you need to.
- Start researching everybody who will serve and supply your wedding. The list includes for example; couturier or dress boutique, formal hire, jeweller, florist, decorator, cake decorator, venues or a caterer, accommodation, hairdresser & makeup artist, musicians, DJ, photographer, car hire, invitations.
- We don't want to make it dark, but there is always an option that something could go wrong, so consider some options for wedding insurance.
- Figure out what kind of entertainment you would like for your ceremony, something more upbeat, or something more classy and classic. Sort out drinks for your reception and if you would like a DJ or a musician for the evening entertainment and or dancing.
- Book a Photographer, see our helpful guide on choosing a photographer. A whole year before your wedding date, ideally you should have a good idea who will make your memories last a lifetime, so book the best photographer possible, one that fits your budget of course.

- If you want to record the wedding, consider researching a videographer as well.
 - Start researching your wedding dress, if you haven't spent your whole life thinking about it already!
 - Research and pick out some ideas/themes for decorating your ceremony & reception.
 - Decide if you want or need a wedding planner. Things can get complicated quite quickly so it's always great to have a helping hand.
 - Post out your Save The Date cards. Super important for those busy times of the year or if you plan on holding your wedding overseas.
 - Organise who you would like to be in your bridal party and ask them.
 - Every one needs a hand now and then so find out who in your family or friends list would like to help with some of the smaller jobs, like invitations, dresses, cake etc..
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Ten Months Before the Wedding

- The band or DJ should be booked for your reception.
 - If you need some transportation to get to your wedding, research and book this as well.
 - In the case that some of your guests are travelling, arrange or suggest accommodation for them.
 - Research and book some hire companies if you need help with decor for your ceremony or reception. Things like tables, chairs, table decoration, marquee etc.
 - Research, and book your honeymoon – Also book in any activities you would like to do while you are there.
 - The cake should be picked out and ordered.
 - If you are religious, book a pre-marriage course.
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Eight Months Before the Wedding

- Order your wedding dress. Some boutiques are charging additionally if your order your dress less than half a year before the wedding, so eight months before the wedding is the ideal time to order it.
- Research and book in the music for your ceremony.
- Check your passport expiration dates, and renew if necessary.
- Tell your best mates to start planning for your hen/stag party.

Six months Before the Wedding

- The dresses for the bridesmaids should be picked and ordered.
 - Your invitations should also be chosen by now so order these as well.
 - Meet up with your florist and decorators to go through possible options.
 - Pick out a suit for the groom.
 - Organise and rent suits for the groomsmen.
 - Meet with the person who will lead the legal and or religious ceremonies. Discuss the procedure, the prayers, words, and liturgical music. Three months' notice is great.
 - If you are travelling somewhere tropical, vaccinations should be considered.
 - If you haven't done so already, organise your wedding transport.
 - You should try out different makeup artists and hairdressers and book the one you like the most.
 - The guest list should be close to finalisation by now. Use a spreadsheet to keep track of RSVP's.
 - Setup a wedding website, your photographer might be able help with this.
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Three Months Before the Wedding

- The invitations should be sent to all of your guests.
 - Have your dress fittings and sort out any alterations or issues.
 - Weddings rings should be selected and ordered.
 - Purchase or organise presents for family, bridal party or anyone else who helped.
 - Purchase your accessories like shoes, shirt ties, cuff links, hair pieces. Don't forget to leave enough time if ordering online, every piece of clothing or accessories which you will wear at your wedding should be purchased by now.
 - If you have page boys or flower girls, this is the time to organise their outfits as well.
 - Get in touch with your reception or caterer, taste test menus and book the right food for the day. Don't forget those guests who are vegetarian or who have allergies or intolerance's. This is where another spreadsheet could come in handy.
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One Month Before the Wedding

- This is the time for your final dress fitting. Don't leave this too late!
- If you have ideas for last minute changes or adjustments, its time you let your suppliers know.
- Review the guest's list and call or visit those who still haven't stated that they will or will not attend your wedding.
- Complete the information and order your ceremony booklets.
- Finish up any hand made items or DIY projects that you have been working on.

Just Two Weeks Before the Wedding

- Go through the types of photos you want your photographer to create. Make a list of shots you would like taken as well as a list for family shots for the day. In all the rush it's easy to forget someone. Go through the times and locations and discuss backup plans as well with your photographer.
 - Deliver the final guest count to the venue or caterer.
 - Work out your table plan. It could be a daunting task, but you can do it!
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One Week Prior to the Wedding

- Contact your wedding coordinator and give them your list of any supplier requests, like chairs for the ceremony musicians or a bench for your DJ.
 - Decide the seating order and print seating cards and chart for the reception.
 - Get in touch with everyone involved in the wedding and confirm their services for the day. Setup a timetable to distribute so that everyone knows who is doing what, and when.
 - Get all of your personal, aesthetic preparations out of the way like waxing, nails, facials etc.
 - Do the final, full dress rehearsal.
 - Sort out an overnight bag for the night of your reception
 - Pack your bags ready for the honeymoon.
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Three Days Before the Wedding

- Make any necessary small adjustments to the table plans for your reception.
- Groom should pickup his suit and make sure his clothes and the formal wear of his and his groomsmen are set and ready.
- Confirm all times are correct and locked in with your wedding transport company.
- Double check your running order for the day and print and distribute to your best man, maid of honour, event coordinator and master of ceremonies.
- Once again check with all vendors to confirm everything is in place and ready to go.

One Day Before the Wedding

- Deliver you place cards, menus, table plan, table cards to your reception.
 - Distribute your emergency contact number to all suppliers to call on the day if needed. Make sure the person you choose for this is responsible and monitors any calls messages.
 - Prepare the money out of the budget for the reception for the end of the night.
 - Check that the cake will be ready on time and delivered to the right place. Have someone else keep track of this one.
 - Do a full-fledged test ceremony with everyone involved and iron out any issues that might arise.
 - Get to bed early and get enough sleep! No one likes a grumpy bride :)
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Your Wedding Day!

- Have the gifts for parents, friends and helpers delivered to your best man or maid of honour ready for presenting at the reception.
 - Ensure flowers are delivered on time to where you are getting ready. Also organise someone to take the buttonholes to where the guys are getting ready. Another job for someone else.
 - Give the best man the wedding rings to keep safe and ready for the ceremony.
 - Also give the best man the fee for the celebrant or officiant to be paid after your ceremony.
 - Let your wedding coordinator get in touch with your planner, in case something goes wrong. Alternatively your best man or master of ceremonies can handle this as well.
 - Assign someone in the bridal party to be the contact on the day for the photographer. This really helps for on the fly changes to locations or times.
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The Day After the Wedding

- Arrange for someone to return all that was rented, as well as take the suit and dress to the cleaners.
- Collect your marriage certificate
- Write thank you cards to all guests and to all who gave gifts, also wedding suppliers that went above and beyond on the day and helped shape your big day into something memorable and magical.
- Relax knowing that all went well even if there were a few small hiccups.