

## Wedding Planner Checklist

Here is a month by month guide to planning your Big Day, assuming you're starting 12 months beforehand, but if you have less time, then it's still a useful checklist of what has to be done.

### 12 Months to go:

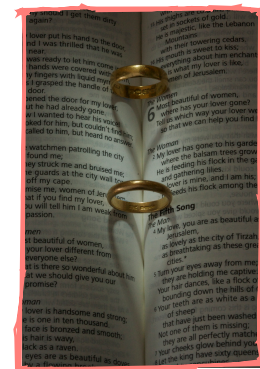
- ☐ Book the Ceremony and Reception Venues.
- ☐ Book the Photographer
- ☐ Book the Band or DJ
- ☐ Book the Florist
- ☐ Book transport for the Bride, and for all guests to and from the Ceremony venue
- ☐ Choose the Best Man, Bridesmaids or Matron of Honour, Ushers, Flowergirls and Pageboys.
- ☐ Book the Honeymoon and check any required vaccinations for overseas.
- ☐ Check Passports are valid and if any visas are required for the Honeymoon destination.

### 6 Months to go:

- ☐ Order Wedding stationery
- ☐ Order Cake
- ☐ Confirm menus and drinks for Reception
- ☐ Book appointment with dress designer if you're using one
- ☐ Start your Health & Beauty regime

### 4 months to go:

- ☐ Select readings and music for the Ceremony
- ☐ Confirm Service arrangements, booking the choir and bell ringers.
- ☐ Discuss permission for Ceremony Photography with Vicar or Registrar
- ☐ Arrange Pre-Wedding Photo Shoot
- ☐ If a Church Ceremony, arrange reading of the banns
- ☐ Order your dress if buying from a shop
- ☐ Order wedding rings
- ☐ Buy your going away outfits



### 10 weeks to go:

- ☐ Send out Invitations and draw up Guest list
- ☐ Use a folder for RSVPs and to store Contracts and information
- ☐ Buy wedding shoes and accessories
- ☐ Buy wedding lingerie
- ☐ Confirm flowers with florist
- ☐ Organise first night hotel accommodation if required
- ☐ Buy or hire suits for Groom and his party

### 6 weeks to go:

- ☐ Start gifts received list for later Thank You cards
- ☐ Book practice hair appointment
- ☐ Have Honeymoon vaccinations if required

### 4 weeks to go:

- ☐ Give Guest list numbers, and any dietary requirements to the caterer
- ☐ Pay outstanding balances for Photographer, Florist, Cake, Car Hire
- ☐ Make seating plan
- ☐ Final meeting with Photographer
- ☐ Check travel arrangements for wedding party
- ☐ Arrange final fittings for wedding outfits
- ☐ Buy presents for attendants
- ☐ Announce wedding in paper if required

1 week to go:

- ☐ Arrange for delivery of wedding outfits
- ☐ Confirm final numbers with caterer
- ☐ Hold Hen and Stag celebrations
- ☐ Hold dress rehearsal at Church
- ☐ Check Honeymoon documentation
- ☐ Give seating plan copy to ushers
- ☐ Make final calls to photographers, entertainers, florist, cake decorator and car hire company

1 day to go:

- ☐ Check decoration arrangements
- ☐ Check wedding cake delivery
- ☐ Pack for Honeymoon
- ☐ Have a relaxing evening with family and friends!