Your Wedding Planning Checklist

A practical guide to getting organised, keeping on track and enjoying the build-up to your wedding. Use the timings as a guide and adapt them to suit your plans.

Wedding date: _____ Venue: _____

12+ MONTHS BEFORE

Set the foundations

- ☐ Agree your budget and include a contingency fund
- ☐ Choose a provisional wedding date and guest numbers
- ☐ Decide on the style and atmosphere of your wedding
- ☐ Research, visit and book your venue
- ☐ Check ceremony arrangements and legal requirements
- ☐ Consider wedding insurance before paying deposits
- ☐ Book your photographer and videographer
- ☐ Book your magician, wedding host, DJ or live band
- ☐ Start a supplier contact list and payment tracker

9–12 MONTHS BEFORE

Build your wedding team

- ☐ Choose your wedding party
- ☐ Book catering and discuss menu options
- ☐ Book florist, venue stylist and cake maker
- ☐ Start shopping for wedding outfits
- ☐ Arrange accommodation and transport options
- ☐ Send save-the-date cards
- ☐ Check supplier contracts, deposits and cancellation terms
- ☐ Discuss accessibility and additional needs with your venue

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6–9 MONTHS BEFORE

Bring your ideas together

- ☐ Choose wedding outfits and accessories
- ☐ Arrange hair and make-up trials or bookings
- ☐ Plan ceremony readings, music and personal touches
- ☐ Choose invitations and wedding stationery
- ☐ Plan your honeymoon and check passport requirements
- ☐ Discuss photography preferences and must-have photos
- ☐ Plan entertainment for the reception and quieter periods
- ☐ Arrange any childcare or children’s entertainment

3–6 MONTHS BEFORE

Make the details count

- ☐ Send invitations with an RSVP deadline
- ☐ Arrange wedding rings
- ☐ Confirm menus, drinks and cake design
- ☐ Check marriage notice or banns requirements for your ceremony
- ☐ Plan speeches and agree who will speak
- ☐ Arrange gifts and thank-you cards
- ☐ Draft a realistic wedding day timeline
- ☐ Discuss wet-weather alternatives with your venue

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1–3 MONTHS BEFORE

Pull everything together

- ☐ Chase outstanding RSVPs and confirm guest numbers
- ☐ Collect dietary and accessibility requirements
- ☐ Create your seating plan and table names
- ☐ Confirm final outfit fittings
- ☐ Meet or speak with suppliers to confirm arrangements
- ☐ Agree timings for photos, speeches and entertainment
- ☐ Check microphones, power, access and supplier meals
- ☐ Confirm transport, accommodation and evening guest arrivals
- ☐ Check outstanding balances and payment deadlines

FINAL WEEK

Ready for the big day

- ☐ Share the final timeline and contact list with suppliers
- ☐ Confirm final numbers with venue and caterer
- ☐ Prepare place cards, seating plan and signage
- ☐ Pack rings, outfits, accessories and ceremony documents
- ☐ Prepare speeches and practise them out loud
- ☐ Label gifts and arrange someone to collect cards and presents
- ☐ Pack an emergency kit and any essential medication
- ☐ Delegate last-minute jobs to someone you trust

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WEDDING DAY & AFTERWARDS

Enjoy every moment

- ☐ Eat breakfast, drink water and allow time to get ready
- ☐ Give rings and any necessary documents to the right person
- ☐ Let your wedding team handle timings and supplier questions
- ☐ Take a few moments together away from the crowds
- ☐ Enjoy your guests, your entertainment and your celebration
- ☐ Arrange collection of belongings and hired items
- ☐ Settle any remaining agreed supplier payments
- ☐ Send thank-you messages and follow up on photos and video

Your notes & last-minute jobs

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My advice? Don’t get so caught up in organising the perfect wedding that you forget to enjoy being at your own wedding!