



# Wedding planning checklist

8 to 12 months before

Activity	Completed
<b>Brainstorm ideas on colours or themes and what sort of venue you would like. Visit wedding fairs for inspiration and to make contacts.</b>	
<b>Set a budget.</b>	
<b>Create an initial list of everyone that you would like to invite to the ceremony and the reception.</b>	
<b>Research ceremony and reception venues. Contact Function Fixers to help you find your dream space.</b>	
<b>Ask your bridesmaids, groom, ushers etc to be a part of your big day.</b>	
<b>Visit a few ceremony and reception venues and book the favourites. Remember to consider capacity and budget.</b>	
<b>Discuss what is and is not included in the venue price. Consider catering, entertainment and décor.</b>	
<b>Find and book a wedding officiant and apply for the licence.</b>	





**5-8 months before**

<b>Send Save The Date invitations.</b>	
<b>Research wedding service suppliers such as catering, photographer, cake, florist, music and other services suitable for your day or theme.</b>	
<b>Arrange tasting sessions with catering suppliers and book.</b>	
<b>Start your wedding dress research and book an appointment.</b>	
<b>Book photographer/videographer.</b>	
<b>Book disco, live music and entertainers.</b>	
<b>Organise florist arrangements.</b>	
<b>Order cake.</b>	
<b>Order décor and accessories.</b>	
<b>Book wedding transportation.</b>	
<b>Purchase bridesmaid dresses.</b>	
<b>Groom's and ushers suit hire.</b>	
<b>Organise accommodation.</b>	
<b>Meet with wedding officiant.</b>	
<b>Start writing wedding vows and speeches if required.</b>	
<b>Make sure you give notice of marriage.</b>	





**At least a month before**

<b>Plan ceremony and reception music choices.</b>	
<b>Organise wedding favours.</b>	
<b>Arrange seating plan.</b>	
<b>Meet with vendors to finalise arrangements, provide wedding vow copies.</b>	
<b>Confirm all final payments.</b>	
<b>Arrange final wedding dress fitting.</b>	
<b>Collect marriage licence.</b>	
<b>Contact guest who have not yet sent their RSVP.</b>	
<b>Organise hen and stag nights.</b>	

**Week before**

<b>Collect wedding attire including dresses, bridesmaid dresses and accessories.</b>	
<b>Make sure men have their suit fitting organised and arrange collection date.</b>	
<b>Contact venues and catering for final guest numbers.</b>	
<b>Finalise arrangements for hen and stag nights.</b>	





**Day before**

<b>Attend rehearsal if required.</b>	
<b>Confirm roles and responsibilities with wedding party.</b>	
<b>Get any last minute beauty treatments such as manicure/pedicure.</b>	
<b>Get a good night sleep.</b>	

**On the day**

<b>Eat some breakfast, you will need it.</b>	
<b>Get hair and make-up ready, and put on your dress.</b>	
<b>Relax and enjoy your big day. Congratulations!</b>	

