

Wedding Checklist

A practical step-by-step guide to help keep wedding planning organized from engagement through the wedding celebration.

12+ Months Before

- ☐ Set the wedding date
- ☐ Set the wedding budget
- ☐ Create the initial guest list
- ☐ Choose the wedding style/theme
- ☐ Choose and book the ceremony venue
- ☐ Choose and book the reception venue
- ☐ Hire a wedding planner or coordinator, if needed
- ☐ Choose the bridal party
- ☐ Begin researching major vendors
- ☐ Choose the wedding attire(s)

9–12 Months Before

- ☐ Book photographer
- ☐ Book videographer
- ☐ Book caterer
- ☐ Book DJ or band
- ☐ Choose florist
- ☐ Send save-the-dates
- ☐ Begin honeymoon planning
- ☐ Research and order wedding invitations
- ☐ Contact the officiating minister
- ☐ Contact the MC for the reception
- ☐ Confirm ceremony and reception sound-system needs

6–8 Months Before

- ☐ Order wedding invitations
- ☐ Choose wedding rings
- ☐ Book transportation
- ☐ Order wedding cake
- ☐ Choose the Wedding Order of Ceremony
- ☐ Choose ceremony music
- ☐ Plan decorations
- ☐ Schedule bridal party meeting
- ☐ Schedule bridal party fittings
- ☐ Schedule parents' attire fittings
- ☐ Schedule wedding attire fittings

- ☐ Begin creating the seating plan
- ☐ Review cultural and family traditions that need to be included

3-5 Months Before

- ☐ Send wedding invitations
- ☐ Finalize the menu
- ☐ Finalize flowers and decorations
- ☐ Finalize floral request, including ring bearer pillow and flower girl basket, if needed
- ☐ Confirm ceremony details
- ☐ Confirm reception details
- ☐ Confirm all major vendors
- ☐ Continue tracking RSVPs
- ☐ Choose a contact person for wedding questions and RSVP inquiries
- ☐ Choose a designated wedding-day coordinator/problem-solver
- ☐ Give the designated person a complete vendor contact list
- ☐ Explain that this person will receive and check deliveries and handle outstanding issues on the wedding day
- ☐ Prepare a list of vendors, delivery times, and important contacts for the designated person
- ☐ Plan the wedding-day timeline
- ☐ Confirm honeymoon arrangements
- ☐ Review cultural traditions and miscellaneous items needed

1-2 Months Before

- ☐ Finalize the guest list
- ☐ Finalize the seating chart
- ☐ Confirm the final guest count
- ☐ Confirm meal selections
- ☐ Confirm vendor arrival times
- ☐ Confirm transportation for the bridal party and parents
- ☐ Complete final wedding attire fittings
- ☐ Confirm parents' attire and fittings
- ☐ Confirm bridal party attire and fittings
- ☐ Prepare wedding-day emergency kit
- ☐ Prepare final vendor contact list
- ☐ Give the final wedding-day timeline to the bridal party
- ☐ Confirm officiating minister
- ☐ Confirm reception MC

1-2 Weeks Before

- ☐ Confirm all vendors
- ☐ Confirm all deliveries and delivery locations with the designated wedding-day contact person
- ☐ Confirm final guest count with caterer
- ☐ Confirm wedding cake delivery
- ☐ Confirm flowers and floral delivery

- ☐ Confirm transportation for the bridal party and parents
- ☐ Give the designated wedding-day contact person the final vendor list
- ☐ Review responsibilities with the designated wedding-day contact person
- ☐ Confirm who will receive gifts, cards, and important personal items
- ☐ Prepare the Wedding Order of Ceremony
- ☐ Confirm the Wedding Order of Ceremony with the officiating minister and MC

3 Days Before the Wedding

- ☐ Pick up wedding attire(s), if not already collected
- ☐ Pick up or confirm wedding rings
- ☐ Prepare vendor payments/tips
- ☐ Prepare marriage license and other required documents
- ☐ Prepare the final vendor contact list for the designated wedding-day contact person
- ☐ Pack honeymoon bags
- ☐ Confirm important personal items are ready for transport
- ☐ Confirm any remaining rentals or items that need to be collected

2 Days Before the Wedding

- ☐ Confirm sound-system arrangements for ceremony and reception venues
- ☐ Confirm utensils needed for cake cutting
- ☐ Confirm glasses or utensils needed for wine sharing
- ☐ Confirm any other special equipment needed for cultural or ceremonial activities
- ☐ Confirm flowers and floral arrangements
- ☐ Confirm wedding cake delivery
- ☐ Confirm transportation arrangements for the bridal party and parents
- ☐ Review the delivery schedule with the designated wedding-day contact person
- ☐ Confirm the designated person has the vendor list and knows where each delivery belongs

Day Before the Wedding

- ☐ Attend rehearsal
- ☐ Attend rehearsal dinner
- ☐ Complete bride's hair appointment
- ☐ Complete bride's nail appointment
- ☐ Complete other scheduled bridal party grooming appointments
- ☐ Prepare candles and candle holders, if needed
- ☐ Prepare broom and other cultural or traditional items, including "Something Old, Something New, Something Borrowed, Something Blue," if included
- ☐ Place important personal items with the person responsible for them
- ☐ Give the designated wedding-day contact person any final information needed to handle deliveries and vendor issues
- ☐ Get plenty of rest

Wedding Day

- ☐ Bride's makeup appointment with makeup stylist
- ☐ The designated wedding-day contact person receives and checks deliveries
- ☐ The designated person confirms vendors have arrived as scheduled
- ☐ The designated person uses the vendor list to address questions or problems
- ☐ The designated person handles outstanding issues so the couple and bridal party can focus on the celebration
- ☐ Take time to enjoy the day!

After the Wedding

- ☐ Return rentals
- ☐ Complete remaining vendor payments
- ☐ Preserve wedding attire
- ☐ Organize wedding photographs
- ☐ Send thank-you cards
- ☐ Review and save important wedding documents
- ☐ Confirm all gifts and cards have been collected
- ☐ Enjoy the honeymoon and married life!

Important Contacts

Wedding Questions / RSVP Contact:

Name: ____

Phone: ____

Email: _____

Designated Wedding-Day Contact:

Name: ____

Phone: ____

Email: _____

Officiating Minister:

Name: ____

Phone: ____

Reception MC:

Name: ____

Phone: ____

Email: _____

Notes
