

75 things to remember Wedding Planner Checklist



Wedding Planner Checklist

12 months before

- Set wedding option dates
- Set budget & divide cost
- Hire a event planner (if needed)
- Create system to keep track of wedding details
- Create a preliminary guest list
- Research & visit venues
- Pick the venue & wedding date
- Find officiant
- Find the theme of the wedding
- Choose bridal party members & inform them of their roles
- Look at bridal dresses
- Look at bridesmaids dresses
- Look at invitations sample
- Visit rental agencies to look at supplies
- Book rental agency
- Decide on groom & groomsman attire
- Choose and book florist
- Choose and book caterer
- Choose and book baker
- Choose and book photographer

NOTES

Wedding Planner Checklist

12 months before

- Choose and book videographer
- Choose and book reception entertainment
- Choose and book transportation
- Schedule time off from work for the wedding & honeymoon

9 months before

- Inform family and friends of the wedding date
- Purchase bridal dress
- Purchase bridesmaid dresses
- Pre-nuptial classes with officiant
- Meet with the caterer to pick menu & setup requirements
- Meet with the florist to design bouquets & floral decor
- Choose and book honeymoon
- Finalize the guest list
- Order wedding invitations
- Order wedding programs, place cards and menu cards
- Order wedding rings
- Reserve equipment at rental agency

NOTES

Wedding Planner Checklist

6 months before

- Choose and reserve rooms at nearby hotel for OOT guests
- Find and book MUA & Hairstylist
- Order preprinted supplies
- Order wedding favors
- Select ceremony music
- Select ceremony reading
- Buy attire for kids' bridal party
- Register for wedding gifts
- Finalize prenuptial agreement

3 months before

- Bride's dress fitting
- Bridesmaid's dress fitting
- Purchase groom and groomsman attire
- Choose shoes & accessories
- Consult with planner for any updates, if applicable
- Consult with vendors for any updates
- Complete vows

1 month before

- Get marriage license
- Coordinate with the event planner a schedule for wedding

NOTES

Wedding Planner Checklist

1 month before

- Final gown fitting before wedding
- Plan a wedding party brunch or dinner
- Create sitting charts for reception
- Assemble wedding favors
- Confirm decoration details

1 week before

- Go over the final headcount
- Confirm details with the cake baker
- Confirm details with the photographer & videographer
- Confirm details with DJ
- Confirm details with reception entertainment
- Confirm details with the officiant
- Confirm details with the ceremony site manager
- Confirm details with the reception site manager
- Finalize the schedule from rehearsal
- Pick-up wedding gown
- Pack for the honeymoon

NOTES

Wedding Planner Checklist

1 week before

- Set aside cheques for vendors
- Distribute wedding timeline
- Attend the rehearsal dinner
- Spa day

Day of wedding

- Get pretty and enjoy your day
- Get married!

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