

Your Wedding Planner

to-do checklist

Planning a wedding can be a real test of your organisational skills. This is a general list covering all the major things you may need to do in the lead-up to your wedding. It will give you an overview of the planning decisions you'll need to make, and will also be a useful ongoing reference tool. Make sure you tick off tasks as you complete them – this will give you a sense of satisfaction and make you realise that you are making progress, even though it may not always feel like it!

- Organise your engagement party.
- Choose the date, day and time of your wedding.
- Discuss your budget with those who are putting money towards the event.
- Decide on your wedding theme/style.
- Decide on the ceremony and reception venues.
- Compile a guest list in consultation with both families.
- Discuss details of the ceremony with officiant (minister, priest or celebrant).
- Choose your attendants and ushers.
- Choose and book the photographer/videographer.
- Choose and book the caterers.
- Choose and book the musicians/DJ.
- Choose and book the flowers.
- Choose and order wedding invitations and stationery.
- Choose and book transport to and from the ceremony and reception.
- Choose and order wedding attire for yourselves and your attendants.
- Order your wedding bands.
- Choose and order the wedding cake.
- Apply for the marriage licence.
- Select and have fittings for the wedding gown and bridesmaids' attire and accessories.
- Select and have fittings for the groom and groomsmen's suits and accessories.
- Compile a gift list and organise a register, if applicable.
- Decide where you want to go on honeymoon and make reservations.
- Book a hotel room for the wedding night.
- Organise time off work for the wedding and honeymoon, plus a few planning days beforehand.
- Send invitations. Keep a spreadsheet of RSVPs as they return. See guest list checklist.
- Arrange the wedding rehearsal.
- Re-confirm the details of all your major services the week before the wedding.
- Buy gifts for the attendants and your future spouse.
- Arrange where the bridal party will dress on the day.
- Help out-of-town guests with accommodation.
- Notify anyone required to make a speech.
- Write your vows (if you've decided to do your own).
- Write out place cards.
- Arrange reception seating details.
- Give a list of invitees for your stag/hen's night to your maid of honour/bestman.
- Book appointments with your makeup artist and hairstylist for a trial run and the wedding day.
- Wear in your wedding shoes.
- Make sure all legal documents (marriage licence, pre-nuptial agreements, passports etc.) are in order.
- Organise table settings and other decorations.
- Check bestman has the rings and service sheets.
- Pack for your honeymoon.
- Schedule some quiet time for you and your fiancé to relax before the big day.