

LEAH THE WEDDING PLANNER

THE WEDDING CHECKLIST

Planning a wedding can feel overwhelming, but breaking it down month by month makes the process so much smoother—and even fun! This comprehensive 12-month wedding checklist will help you stay organised, on schedule, and stress-free. From choosing your venue to saying "I do," this guide walks you through each essential step leading up to your big day.

12 – 18 MONTHS

- ☐ Plan your budget and make it realistic
- ☐ Pick at least 3 flexible dates
- ☐ Create your Pinterest mood boards
- ☐ Choose a wedding style & theme
- ☐ Determine your wedding party & guest list
- ☐ Plan your engagement photos, if you are having them
- ☐ Look for venues: church, venues, registry office
- ☐ Research wedding suppliers, photographers, videographers, caterer, florists, and DJs
- ☐ Consider getting a wedding insurance
- ☐ Look for wedding dresses and suits styles
- ☐ Prepare and order your Save The Date and invitations

10 – 11 MONTHS

- ☐ Choose outfits for your Bridal Party
- ☐ Reserve ceremony and reception venues
- ☐ Book your wedding suppliers, photographers, videographers, caterer, florists, DJs and officiant
- ☐ Buy dresses/suits for you and your Bridal Party
- ☐ Finalise your guest list
- ☐ Send your invites and RSVP's
- ☐ Decide on your wedding decorations with your supplier or gather items to create your own

8 – 9 MONTHS

- ☐ Plan your honeymoon (book flights & hotel rooms)
- ☐ Prepare wedding invitations & cards (menu cards, thank you notes)
- ☐ Book hotel rooms for guests if you are booking them, otherwise ask guests to book their own
- ☐ Create gift list
- ☐ Look for your makeup & hairstyle inspirations and create a board on Pinterest
- ☐ Book your hair & make up

6 – 7 MONTHS

- ☐ Book in to give notice at your local council
- ☐ Reserve whatever item that's not included at the venue: lights, chairs, tables, etc.
- ☐ Schedule a wedding cake/dessert tasting
- ☐ Decide on the food menu
- ☐ Finalize your wedding music
- ☐ Book transportations to venues
- ☐ Purchase wedding bands
- ☐ Purchase Thank You cards

4 – 5 MONTHS

- ☐ Choose your florals and table design
- ☐ Schedule Dress Fitting
- ☐ Order Your Cake
- ☐ Book a room for your wedding night
- ☐ Finalise songs: Ceremony music - 1 for entrance, 1 for signing the register and 1 for exit. Another song for your entrance as Mr & Mrs and First Dance
- ☐ Finalise guest list and start arranging table plans

3 MONTHS

- ☐ Finalise and ready honeymoon plans and needed things
- ☐ Finalise table plans and any reserved seats for the ceremony
- ☐ Invite additional Evening Reception guests
- ☐ Finalise all drinks and food menus
- ☐ Purchase or make a guest book and any decor or fun bits
- ☐ Order Menu Cards and Wedding Favours or create your own
- ☐ Purchase gifts for the Bridal Party and parents

2 MONTHS

- ☐ Check and update RSVP list
- ☐ Write your wedding vows if needed and plan speeches
- ☐ Finalise the wedding running order of the day, see example at the end of the checklist
- ☐ Finalise fittings for suits and dresses
- ☐ Confirm all timings and arrivals of the wedding suppliers
- ☐ Get “Something Old, New, Borrowed, Blue”
- ☐ Book a bridal car if needed
- ☐ Pick up wedding rings
- ☐ Buy shoes and undergarments
- ☐ Make a list of things for your wedding bag, tissues, lipstick, mirror, plasters etc

1 MONTH

- ☐ Settle all payments
- ☐ Confirm honeymoon reservations
- ☐ Pack for honeymoon, purchase anything you need
- ☐ Make playlist for all songs to be played
- ☐ Confirm all details with wedding venue

2 WEEKS

- ☐ Final fitting for the wedding dress and arrange collection
- ☐ Makeup and hair trials if not had them yet
- ☐ Give the caterer the final count - no more changes
- ☐ Prepare wedding day emergency kit and bathroom baskets
- ☐ Break-in wedding shoes
- ☐ Send playlists to DJ/band
- ☐ Settle other necessary payments
- ☐ Meet with the photographer to discuss requests
- ☐ Delegate wedding duties to the Wedding Party

1 WEEK

- ☐ Get a haircut and colour, book tanning and any beauty appointments
- ☐ Prepare all wedding clothes and accessories
- ☐ Arrange with the venue when you can drop things off
- ☐ Arrange with the cake provider if/when you can collect or they can drop off to the venue










1 DAY BEFORE

- ☐ Make sure nails are done
- ☐ Clean engagement ring with washing up liquid and soft toothbrush if not polished
- ☐ Get a good night's sleep
- ☐ Eat a good breakfast the next morning and drink lots of water

AFTER THE WEDDING

- ☐ Return all items if needed to be returned
- ☐ Get wedding dress cleaned and boxed for safe keeping
- ☐ Send out Thank You cards to guests
- ☐ Get photos and video from your suppliers
- ☐ Leave reviews for suppliers

TRADITIONAL WEDDING DAY SCHEDULE EXAMPLE

12:00 PM		GUESTS TO ARRIVE
1:00 PM		CEREMONY
1:30 PM		PHOTOS & RECEPTION DRINKS
3:00 PM		WEDDING BREAKFAST
5:30 PM		CAKE & SPEECHES
7:00 PM		EVENING RECEPTION
8:30 PM		EVENING SNACKS
10:00 PM		FIREWORKS & FUN!
12:00 AM		CARRIAGES