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You’re Engaged | Wedding Checklist**

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| **Item** | **Responsible Person** | **Date Complete** |
| Update insurance with engagement ring |  |  |
| Select a date |  |  |
| Book ceremony venue |  |  |
| Book reception venue |  |  |
| Book Celebrant & sign Notice of Intended Marriage  (Between 18 Months – 1 Month Before Wedding) |  |  |
| Book stylist |  |  |
| Confirm guest list |  |  |
| Create save the dates |  |  |
| Collect addresses |  |  |
| Send save the dates |  |  |
| Book flights - Honeymoon |  |  |
| Book accommodation - Honeymoon |  |  |
| Book tours and itinerary - Honeymoon |  |  |
| Buy wedding dress  (Can take up to six months to be made) |  |  |
| Buy veil |  |  |
| Book photographer |  |  |
| Book videographer |  |  |
| Book hair |  |  |
| Book makeup artist |  |  |
| Order cake |  |  |
| Book florist - Bouquets, lapel pins, throwing flowers + mothers/fathers |  |  |
| Book band/DJ |  |  |
| Book music for ceremony |  |  |
| Book annual leave at work |  |  |
| Attend engagement shoot with photographer |  |  |

**3 Months Out | Wedding Checklist**

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| **Item** | **Responsible Person** | **Date Complete** |
| Create invitations |  |  |
| Send invitations |  |  |
| Buy wedding bands and get resized, if required |  |  |
| Update insurance with wedding bands |  |  |
| Buy shoes – Name 1 |  |  |
| Buy shoes – Name 2 |  |  |
| Buy accessories – Name 1  E.g. Jewellery, garter, purse and underwear |  |  |
| Buy suit – Name 2 |  |  |
| Buy accessories– Name 2  E.g. Pocket square, cuff links, belt and socks |  |  |
| Buy dresses – Bridal party 1 |  |  |
| Buy shoes – Bridal party 1 |  |  |
| Confirm jewellery – Bridal party 1 |  |  |
| Buy suits – Bridal party 2 |  |  |
| Buy shoes – Bridal party 2 |  |  |
| Decide on MC & advise |  |  |
| Hair and makeup trial |  |  |
| Buy bonbonnieres |  |  |
| Confirm person ‘Giving away’ |  |  |
| Transport – Book cars |  |  |
| Book hotel - wedding day and wedding night |  |  |
| Buy bridesmaid gifts |  |  |
| Confirm Usher(s) |  |  |
| Book/Attend dancing lessons |  |  |
| Initial planning meeting with reception venue |  |  |
| Confirm music for ceremony |  |  |
| Organise hens/bucks party |  |  |

**1-2 Months Out | Wedding Checklist**

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| **Item** | **Responsible Person** | **Date Complete** |
| Collect dress and suits, final fitting & alterations |  |  |
| Advise people doing speeches |  |  |
| Advise people doing readings |  |  |
| Advise MC of details of reception and their role |  |  |
| Prepare music for Ceremony and confirm who will be responsible on the day |  |  |
| Ensure NOIM is completed with Marriage Celebrant |  |  |
| Arrange date/time for wedding rehearsal in the week of wedding – Advise bridal party, Celebrant and location |  |  |
| Create programs / Order of service |  |  |
| Confirm numbers, menu, decorations, audio-visual requirements, beverage requests, room set-up, running schedule and dietary requirements with Reception venue |  |  |
| Confirm table arrangements |  |  |
| Send playlist to band/DJ |  |  |
| Meet with Celebrant to plan ceremony, including preferred readings, music and rituals |  |  |
| Make final payments - See other checklist |  |  |
| Follow-up RSVP’s |  |  |

**1-2 Weeks Out | Wedding Checklist**

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| **Item** | **Responsible Person** | **Date Complete** |
| Wedding rehearsal |  |  |
| Give music to person who is looking after it at Ceremony |  |  |
| Beauty – Tan, manicure, waxing |  |  |
| Buy snacks/lunch for getting ready |  |  |
| Confirm cake and advise of delivery information |  |  |
| Confirm hair & makeup and advise of parking facilities, timing etc. |  |  |
| Confirm florist and advise of delivery arrangements |  |  |
| Give rings to ring bearer |  |  |
| Confirm venue – Ceremony |  |  |
| Confirm venue – Reception |  |  |
| Confirm photographer and advise of parking facilities, timing etc. |  |  |
| Confirm videographer and advise of parking facilities, timing etc. |  |  |
| Confirm band/DJ and advise of contact details for Reception and ‘bump-in’ time |  |  |
| Final site meeting with Reception venue and/or Stylist and handover of room items |  |  |
| Pack for honeymoon |  |  |
| Buy foreign cash (If honeymoon is overseas) |  |  |
| Arrange someone to pick-up of items from venue after |  |  |
| Arrange for who will take marriage certificate home |  |  |
| Confirm cars/transport and timings |  |  |