

## You're Engaged | Wedding Checklist

| 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<br>(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<br>(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 +<br>mothers/fathers                        |                    |               |
| Book band/DJ                                                                                      |                    |               |
| Book music for ceremony                                                                           |                    |               |
| Book annual leave at work                                                                         |                    |               |
| Attend engagement shoot with photographer                                                         |                    |               |

### 3 Months Out | Wedding Checklist

| 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<br>E.g. Jewellery, garter, purse and underwear   |                    |               |
| Buy suit – Name 2                                                         |                    |               |
| Buy accessories– Name 2<br>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 bonbonnières                                                          |                    |               |
| 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

| 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

| 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                                                |                    |               |