

YOUR SIMPLY PERFECT START TO FINISH WEDDING PLANNER

Here it is...your comprehensive wedding checklist to keep your planning on track from your engagement through to your honeymoon! As you work your way down the list, tick the corresponding boxes – this way you can rest easy knowing that all the details are taken care of! And don't worry if you are already behind time-wise, just start at the top and work your way down...happy planning!

ONE YEAR TO SIX MONTHS AWAY...

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| <input type="checkbox"/> Announce your engagement! | <input type="checkbox"/> Hire a planner or 'day of' coordinator |
| <input type="checkbox"/> Pick a date | <input type="checkbox"/> Think about accommodation options for yourself and your guests |
| <input type="checkbox"/> Compile your guest list | <input type="checkbox"/> Research and book all essential vendors to ensure availability (musicians/dj, celebrant, caterer, florist, transportation, cake) |
| <input type="checkbox"/> Choose a location | <input type="checkbox"/> Hire a photographer and videographer |
| <input type="checkbox"/> Research and book ceremony sites and reception venues | <input type="checkbox"/> Create your wedding website |
| <input type="checkbox"/> Draw up your budget | <input type="checkbox"/> Register for gifts |
| <input type="checkbox"/> Start a wedding planning folder | <input type="checkbox"/> Select and purchase invitations |
| <input type="checkbox"/> Start looking for your dress | <input type="checkbox"/> Send out Save the Date cards |
| <input type="checkbox"/> Pick your attendants (bridesmaids and groomsmen) | <input type="checkbox"/> Pick a honeymoon destination and begin researching |
| <input type="checkbox"/> Choose your colour scheme | |

THREE TO SIX MONTHS AWAY...

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|---|--|
| <input type="checkbox"/> Send out wedding invitations | <input type="checkbox"/> Purchase any wedding décor you plan to use during ceremony or reception (guest book, champagne flutes, cake cutters, etc) |
| <input type="checkbox"/> Pick out wedding rings | <input type="checkbox"/> Confirm transportation for wedding party and all guests |
| <input type="checkbox"/> Choose outfits for wedding party | <input type="checkbox"/> Book honeymoon arrangements (airfare, accommodation, transportation, activities) |
| <input type="checkbox"/> Attend tastings and select menu with caterer | |
| <input type="checkbox"/> Select wedding cake style and flavor | |
| <input type="checkbox"/> Order favors | |

TWO MONTHS AWAY...

- | | |
|--|---|
| <input type="checkbox"/> Finalize menu with caterer | <input type="checkbox"/> Coordinate with reception musician (dj or band) to choose music and "do not plays" |
| <input type="checkbox"/> Confirm all floral with florist (ceremony, reception and wedding party) | <input type="checkbox"/> Order ceremony programs |
| <input type="checkbox"/> Discuss ceremony with celebrant | <input type="checkbox"/> Arrange marriage license |
| <input type="checkbox"/> Create a wedding day timeline | <input type="checkbox"/> Have wedding gown fitted |

ONE MONTH AWAY...

- Purchase any remaining bridal accessories (shoes, jewelry, hair accessories, etc)
- Make appointment with hairdressers for trial styles
- Book hair and makeup for you and bridal party
- Meet with photographer to discuss arrangements and "must have" photo list
- Send your event schedule to all vendors
- Choose friends or family to delegate certain tasks to (program placement, reception décor, end of evening packup).
- Review RSVP list and contact those who have not replied
- Create seating chart for the reception
- Confirm all honeymoon arrangements

TWO WEEKS AWAY...

- Confirm all bookings with vendors and get updated contracts
- Send out all final payments to vendors
- Break in your wedding day shoes
- Book hair appointment for groom
- Record gifts as they arrive and send out thank you notes

ONE WEEK AWAY...

- Confirm numbers with caterer, coordinator, reception venue and ceremony site
- Pack for your honeymoon
- Have a friend or your coordinator look over your plans to make sure you haven't missed anything

YOUR BIG DAY...

- Have someone designate to handle any issues that arise (coordinator or friend/family member)
- Give rings to maid of honor and best man
- Relax and enjoy your day!