

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...

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

THREE TO SIX MONTHS AWAY...

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

TWO MONTHS AWAY...

- Finalize menu with caterer
- Confirm all floral with florist (ceremony, reception and wedding party)
- Discuss ceremony with celebrant
- Create a wedding day timeline
- Coordinate with reception musician (dj or band) to choose music and “do not plays”
- Order ceremony programs
- Arrange marriage license
- 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 pickup).
- 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!