

Wedding Planner Timeline

This is a basic timeline that we find useful and can be customised for each couple

Two Years to Twelve Months

- ☐ Set a date for your wedding
- ☐ Draft a budget with anticipated costs (*Use a wedding budget)
- ☐ Discuss and include all people involved in paying for the wedding
- ☐ Confirm who is paying for what element and expected costs
- ☐ Attend wedding expos to research suppliers, venues, magazines, books and ideas
- ☐ Visit wedding ceremony locations
- ☐ Visit reception locations to get ideas and prices / choices
- ☐ Once decided on venue / ceremony place deposits on final choice
- ☐ Determine the need for a wedding planning professional and seek assistance / advice (such as booking Cherished Events)

Twelve Months to Nine Months

- ☐ Select wedding attendants
- ☐ Select wedding officiate
- ☐ Determine wedding colors and themes
- ☐ Choose wedding dress and accessories
- ☐ Choose bridal party dresses and accessories
- ☐ Determine guest list
- ☐ Select suppliers :
 - Celebrant
 - Photographer and/or videographer
 - Caterer
 - Florist
 - Music choices for ceremony and reception
 - Theming / decorations
 - Car / Transport
 - Jewellery
 - Additional extras – Photobooth / lolly buffet

Six to Nine Months

- ☐ Select flowers for wedding bouquets, centrepieces, altar displays, corsages and other areas for floral arrangements
- ☐ Reserve wedding day transportation
- ☐ Make honeymoon travel accommodations
- ☐ Confirm themeing arrangements and ideas with suppliers
- ☐ Reserve accommodations for out of town wedding guests
- ☐ Source jewellers and order wedding rings
- ☐ Register for wedding gifts

Four to Six Months

- ☐ Select tuxedos for groom, groomsmen, ushers and fathers of the bride and groom
- ☐ Select wedding cake
- ☐ Purchase wedding rings
- ☐ Choose and order invitations
- ☐ Purchase and begin any do-it-yourself projects, such as making gifts / bonbonieres
- ☐ Advise places of employment of impending nuptials and schedule holidays / time off

Two to Four Months

- ☐ Select ceremony and reception accessories such as ring bearer pillow, unity candle, toasting flutes, garter, guest book, sand ceremony
- ☐ Write out and mail invitations two months in advance (allow one month for RSVP)
- ☐ Purchase wedding attendant gifts
- ☐ Write wedding vows or meet with officiate to go over ceremony
- ☐ Confirm bar or beverage arrangements for reception
- ☐ Confirm menu tasting for reception
- ☐ Obtain all legal documents for celebrant to apply for marriage license
- ☐ Begin beauty / fitness regime

One Month

- ☐ Schedule final fittings for all wedding attire
- ☐ Confirm all vendor reservations
- ☐ Make appointments for massage, hair, makeup, and manicure
- ☐ Confirm Celebrant and vows
- ☐ Confirm music choices / selections
- ☐ Confirm final suit hire / alterations (if required)
- ☐ Confirm dresses / alterations (if required)
- ☐ Chase RSVP's and sort guest list out
- ☐ Confirm wedding rings with jeweller / fitting
- ☐ Arrange hair trial / makeup for wedding

One Week

- ☐ Confirm final numbers for venue / ceremony
- ☐ Organize any items that need to be transported for ceremony or reception
- ☐ Confirm final setting up arrangements with venue and ceremony
- ☐ Finalise floorplan and guest list
- ☐ Collect rings from jewellers
- ☐ Begin packing for wedding day and honeymoon
- ☐ Confirm honeymoon arrangements
- ☐ Confirm hair and makeup arrangements / times
- ☐ Confirm arrangements for bridal party (getting ready, flights, cars etc)
- ☐ Confirm suit hire / dresses collection arranged

Night Before the Wedding

- ☐ Attend the rehearsal / (dinner if applicable)
- ☐ Give out wedding attendant gifts
- ☐ Lay out wedding attire in preparation for the next day
- ☐ Early to bed setting the alarm clock so you don't wake up late
- ☐ Have all suits / accessories / shoes laid out ready for the next day
- ☐ Have all dresses / accessories laid out ready for the next day

Wedding Day

- ☐ Be sure to have a substantial breakfast
- ☐ Relax and enjoy your day