

A Simple Wedding Planning Guide for Brides To Be

Wedding Planning Checklist

Wedding planning can be the most stressful yet somehow the most amazing experience of your life. Good thing is, we are here to help you every step of the way. We have designed a step by step **wedding planning guide** to help you juggle everyday life with wedding planning activities month by month. This **Wedding Planning Tool** comes with a timeline which will help you to organize your wedding day from the time you get engaged. It is basically a to-do list which you can print out and use it as a **wedding guide** that keeps you right on track.



You need to start planning your wedding 16 to 12 months prior. That's why this **wedding checklist** starts at 16 months. If you have less than 12 months to plan your wedding, this checklist can still help you to prioritize your wedding tasks month by month and get organized. Just adjust the timelines accordingly to suit the months you have to go.

As you read this and try to figure everything out, make sure you have fun. Don't let the planning process overwhelm you. Try and enjoy every moment before your big day!

12 to 16 Months Before The Wedding

- ☐ Announce your engagement and throw an engagement party if you wish.
- ☐ Start a Wedding Folder. This is where you can list any ideas you come across and contacts of various people who are involved in the planning process. You can store this wedding planning checklist in this folder and tick every task that you accomplish.
- ☐ Select your wedding party (This includes the maid of honor, best man, bridesmaids, flower girls and ring bearers).
- ☐ Start compiling your preliminary guest list. Having an accurate guest count is important in wedding planning.
- ☐ Start looking around for **wedding ideas** on magazines, blogs and other sources.
- ☐ Discuss the budget and know who is contributing what. Also establish your main priorities like where you need to save and what you wouldn't mind spending on.

10 to 12 Months Before The Wedding



- ☐ Choose a Date.
- ☐ Choose a Venue and reserve your date (this has to be done early enough). Decide whether you will have a separate ceremony and reception venue and the time factor when travelling to the two places.
- ☐ Decide on the wedding theme or style.
- ☐ Start shopping for wedding vendors. Keep contact information of all prospect wedding vendors in your 'Wedding Folder'.
- ☐ Start shopping for wedding attire: You need to do this early so that you are not in a hurry to settle for low quality items since time is running out.
- ☐ Start researching on your wedding dress.
- ☐ Start working out your honeymoon plans.

- ☐ Start shopping for wedding rings.
- ☐ If all this seems too overwhelming, consider hiring a wedding planner.

8 to 10 Months Before The Wedding

- ☐ Start researching, interviewing and booking several wedding vendors and make sure everything you discuss or agree on is in writing. The vendors you need to have met by this time include:
 1. A Wedding florist
 2. Caterers and the baker
 3. Entertainment- DJ/Band and MC
 4. Wedding stationery vendor(to design the wedding cards)
 5. Photographer and videographer- Make sure you ask the photographer all the right **questions**.
 6. Wedding transport
- ☐ Create your wedding gift registry with a minimum of three retailers.
- ☐ Book your wedding night accommodation(where you will spend the night immediately after the ceremony)
- ☐ Plan accommodation for out-of-town wedding guests like your family and friends.
- ☐ Book all necessary transportation.
- ☐ Buy your wedding dress: You will need to schedule some dress fittings within this period. If you don't find the dress yet, you can shop around for another two to three months.

6 to 8 Months Before The Wedding

- ☐ Choose your wedding invitation cards and send them to your guests. Designing the cards can be a time consuming process so you have to make sure it is done fast, at least 6 months before the wedding.
- ☐ Finalize your honeymoon plans. If you will be travelling out of the country, make sure the passports are up to date and in case you need to schedule for any tests or vaccinations, make the necessary doctor's appointments.
- ☐ Choose your bridesmaids dresses. Shop around for different styles of bridesmaids dresses and make sure they are ready 6 months before the wedding day.
- ☐ Make sure you meet the person who will be officiating the wedding. Have all official documents ready by this time.
- ☐ Attend pre marital counseling
- ☐ Make any additional bookings. This includes sanitation services- portable toilets, lighting and electrical necessities as well as tents.
- ☐ Once you have chosen your wedding theme, meet with the florist and décor people to make final arrangements.
- ☐ Most importantly, compile a schedule/timeline of the events that will take place on the actual day of the wedding. Make sure you include every activity that will take place on the day of the wedding. This includes the cake cutting and first dance.

4 to 6 Months Before The Wedding



- ☐ Book the dates and venues for rehearsals
- ☐ Make arrangements for the children who will attend the wedding. Who will keep an eye on the kids? Will there be a kids table?
- ☐ Concentrate on finalizing the following:
 1. Make sure all wedding invitations are sent.
 2. Ordering the cake.
 3. Purchasing wedding shoes, going to dress fittings to ensure your gown fits perfectly.
 4. Meeting your hair and makeup artists for appointments.
 5. Choosing your wedding music.

3 to 4 Months Before The Wedding

- ☐ Finalize the wedding menu. It's important to wait until 3 months to the wedding in order to finalize the menu because foods are affected by seasons.
- ☐ Order wedding favors.
- ☐ Talk to the people who will be giving toasts in advance. This can be your family and friends. They need to be prepared for it.
- ☐ Make sure you have agreed on the order of the ceremony and reception.
- ☐ Print the wedding programs.
- ☐ Buy your wedding rings. Make sure they are resized and engraved if necessary.
- ☐ Send each vendor your event schedule.

2 Months Before The Wedding

- ☐ Call all vendors to confirm your bookings and ask any questions you may have (like if they have any other booking on the same day).
- ☐ Review your wedding playlist with the DJ or band that is responsible.
- ☐ Take the photographer to the wedding venue or photography venue. Walk through the different areas so that he/she can note the spots that are appealing to you.
- ☐ Arrange your bachelorette party; the arrangement is usually done by your maid of honor so feel free to ask her about this.

1 Month Before The Wedding

- ☐ Go for the final dress fitting
- ☐ Arrange final fittings for the bridesmaids, groomsmen, ring bearer and flower girls.
- ☐ Send the final payments to the wedding vendors based on the prior agreements.
- ☐ Print directions for your wedding transport crew.
- ☐ Plan seating for the wedding guests.
- ☐ Write your vows if necessary
- ☐ Start your skin and beauty treatments
- ☐ Confirm all bookings with your wedding suppliers.
- ☐ Decide on who will be your witnesses.
- ☐ Choose your wedding perfume.

A Week to The Wedding



- ☐ Call all vendors to confirm arrival times
- ☐ Delegate small tasks to your friends and family members (like someone to be in charge of the gifts and another to check each vendor).
- ☐ Discuss with all members of the bridal party about the timelines
- ☐ Pick your dress
- ☐ Prepare all the checks or cash that you will hand out to the vendors at the event.
- ☐ Book a spa treatment and have appointments for manicure, facials, pedicure, massage and any other beauty regimen you will need before the wedding.
- ☐ Meet with the hair and beauty experts to decide on the products you will use and the preferred styles.
- ☐ Pack for your honeymoon (ensure wedding night and honeymoon accommodation details are set)
- ☐ Buy the guest book, unity candles and any other stuff you might need on the day.
- ☐ Contact any guests who haven't confirmed attendance yet to get the final guest list.

- ☐ Send this final guest list to the caterer and venue.
- ☐ Check the weather report and contact your venue to make contingency plans.

The day Before the Wedding

- ☐ Make sure all items are packed and ready (accessories, makeup, perfume, tickets, passports, the complete wedding outfit and especially the rings).
- ☐ Make sure your honeymoon luggage is packed.
- ☐ Attend the rehearsal dinner/ceremony rehearsal if it's a church wedding.
- ☐ Assign someone to handle the cash payments that need to be made on the next day.
- ☐ Speak to your wedding planner, if you have one, to make sure everything is ok.
- ☐ Get pampered- get a manicure, pedicure and a massage to help you relax.
- ☐ Have your beauty sleep.

