

## YOUR WEDDING CHECKLIST



Organising a wedding can be overwhelming as there are so many elements to consider such as finalising the guest list, managing a budget, finding an appropriate venue and, of course, selecting that perfect wedding dress! This checklist will help you to manage the whole process so that you can relax and enjoy stress-free preparations for your special occasion.

### **10-12 MONTHS TO GO**

- Decide on a timeframe for your wedding, considering dates which may be suitable for people who may need to travel long distances
- Decide on a budget that will suit both families and yourselves
- Decide who will be in your wedding party
- Choose a MC if required
- Shortlist your ceremony and reception venues and organise a meeting with the wedding event coordinator to discuss possible dates and wedding packages
- Decide on a date and book the ceremony and reception venue
- Purchase some wedding magazines for some inspiration and start a scrapbook of all things you love (dresses, floral arrangements, cake designs, wedding cars, colour themes)

## 8-10 MONTHS TO GO

- Finalise a guest list and send out 'save the date' cards
- Begin the search for your perfect dress and bridesmaid dresses
- Start researching for ideal honeymoon destinations
- Select a florist and book an appointment to talk about floral arrangements and pricing
- Select a cake supplier and book an appointment to view (and hopefully taste) their samples
- Select a wedding photographer and videographer and book an appointment to view their portfolio and talk about pricing options
- Select a celebrant who suits your style, theme and personality
- Shortlist entertainment (i.e. musicians / DJ) if required

## 6-8 MONTHS TO GO

- Select music for ceremony and reception and book entertainment (i.e. musicians / DJ)
- Place an order for your wedding dress and veil
- Finalise and place an order for your bridesmaid dresses
- Finalise and place an order for your floral arrangements
- Finalise and place an order for your wedding cake
- Book the wedding photographer and videographer
- Finalise arrangements for preferred décor with the reception venue / wedding planner
- Book the ideal honeymoon destination
- Research accommodation for guests who may be travelling long distances
- Investigate gift registries, if you decide to have one
- Book wedding cars and arrange for transportation after the reception

## 4-6 MONTHS TO GO

- Research stationery supplier. Decide on a theme that covers all aspects of the stationery ... invitations, RSVP cards, table place cards and thank you cards
- Remind the groom to finalise his and groomsmen's suits
- Purchase wedding accessories for you and the bridesmaids (i.e. jewellery, shoes, underwear)
- Book a hair and makeup trial and any pre wedding beauty therapies that are needed (i.e. waxing, spray tanning, manicures)
- Research hotel packages for your wedding night
- Organise pre-marriage counselling recommended to you by your minister / celebrant
- Organise passports, birth certificates and any other documents needed for marriage licenses
- Organise taste testing for the reception menu
- Order your wedding rings and engraving
- Confirm dates for your hens night and provide specific instructions as to what you would like for the night out

## 2-4 MONTHS TO GO

- Book hair and makeup with artist for you, your bridesmaids and your mum
- Book a hotel room for your wedding night
- Book accommodation options for those guests who may be travelling long distances catering to as many tastes and budgets as possible
- Order wedding stationery
- Confirm floral arrangements (i.e. bouquets, button holes, ceremony flowers) with florist ensuring your flowers will be either 'in season' or available on the day
- Check passport validity and obtain travel visas for international honeymoon
- Finalise bridal registry and obtain cards to include with invitations
- Design and create wedding bomboniere

## **1-2 MONTHS TO GO**

- Finalise guest list
- Send out wedding invitations
- Finalise the menu with the reception caterers
- Finalise the gift registry ensuring that you have covered off all price ranges for your guests
- Meet with your minister / celebrant to complete all legal paperwork before the deadline
- Finalise readings for ceremony and ask guests to participate (this will allow them time to practise)
- Schedule dress fittings for you and your bridesmaids
- Supply full guest list to maid of honour and best man for bridal shower/kitchen tea and rehearsal events

## **1 MONTH TO GO**

- Confirm arrangements have been made for those who may be travelling long distances
- Begin writing your vows and wedding speeches
- Buy gifts for the groom and the wedding party
- Finalise ceremony programs and have them printed
- Purchase guest book if required

## **3-4 WEEKS TO GO**

- Confirm honeymoon arrangements
- Finalise photography shoot and locations with photographer
- Finalise writing your vows and send to minister / celebrant to review
- Organise rehearsal with bridal party
- Finalise ceremony music selections and send list to minister / celebrant

- Finalise song list for entertainment (i.e. musician / DJ) including introduction, first dance, cake cutting, father/daughter dance and last dance
- Follow up with any guests who may not have responded to wedding invitation
- Finalise accessories for you and your bridesmaids
- Collect wedding rings and make sure you try them on
- Write up a wedding day schedule (including important contact numbers) and send to all parties involved in the day (i.e. MC, minister/celebrant, photographer, musicians, DJ, wedding event coordinator, drivers)

### **1-2 WEEKS TO GO**

- Final dress fittings – make sure you wear jewelry, shoes and correct underwear
- Send final guest list and seating chart to reception venue and confirm any dietary requirements for guests
- Confirm collection details with florist
- Confirm address and time with car suppliers / transportation
- Confirm times and locations with photographer / videographer
- Collect the groom's suit and groomsmen's suits
- Start packing for your honeymoon
- Book a hair appointment to have a trim and colour/treatment

### **3 DAYS TO GO**

- Deliver bomboniere, place cards, guest book, pens, and all other items to the reception venue
- Have a spray tan
- Prepare a list of payments to be made on the day, separate into individual envelopes and leave with someone who will be responsible for handing out to the appropriate people on the day

## 1 DAY TO GO

- Have a manicure and pedicure
- Arrange for a relaxing massage
- Have a wedding rehearsal (if required) with the bridal party and church / celebrant
- Finalise packing for your honeymoon

## AFTER THE BIG DAY

- Record gifts and send thank you notes, no later than 8 weeks after your wedding
- Make sure that all invoices are paid in full
- Arrange name change details for:
  - driver's licence
  - car registration
  - bank accounts
  - Medicare
  - health care fund
  - mortgage
  - taxation department
  - Centrelink
  - passport
  - electoral office
  - superannuation fund
  - credit cards