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Wedding Plan Checklist

Planning a Wedding is really about being organised. To help you do that, here is a 12-month planning checklist.

12 Months or More Before the Wedding

Announce your engagement

Choose your engagement ring

Determine the style and theme of your wedding whether this be (formal, semi-formal, informal)

Make a list of what is important to you for a wedding this will help determine your budget

Discuss the wedding budget and who will pay for what

Decide on a wedding date and start searching wedding venues

Find a wedding officiant (the person who will marry you) and apply for the necessary licence's

9 To 11 Months Before the Wedding

Begin your search for these vendors:

- Bridal Gown
- Formal Suit Hire
- Photographer
- Videographer
- Live Music, Disco, Entertainers or bands (if needed)
- Caterer (if needed)
- Florist
- Wedding Transport
- Hair and Beauty Stylist
- Bridesmaid Dresses
- Wedding Cake
- Shoes and Accessories
- Wedding Lingerie
- Venue Decoration/Chair Covers
- Toastmaster

If you the vendor is available on your chosen date book them IMMEDIATELY!

Compile a preliminary guest list

Have an initial meeting with your Toastmaster

Visit wedding fayres/look through bridal magazines, search the internet to gain ideas and inspiration for your big day

Finalise your wedding colours, theme and style

Choose your bridesmaids, groomsmen, ushers, flower girl and ring bearer and ensure they are aware of what their duties are

Choose and purchase your wedding rings

Begin looking at honeymoon options and discuss where you both would like to go

6 To 8 Months Before the wedding

Start planning ceremony and reception music choices
Start looking at invitation designs
If you haven't already, purchase your wedding gown, veil and accessories
Finalise and order/purchase attire for your attendants
Sign up for your gift registry/honeymoon donation

4 To 5 Months Before the Wedding

Contact your florist and finalise your arrangements
Order Wedding stationery (invitations, envelopes, order of service etc)
Book your wedding transport
Arrange accommodation for out of town guests (book blocks of hotel rooms)
Choose your wedding cake
Decide on your wedding decorations including favours

3 Months Before The Wedding

Order your wedding cake
Finalise your guest list
Meet with your wedding officiant to discuss details of the ceremony
Meet with your Toastmaster
Choose gifts for your attendants and parents
Groom and male members of the wedding party to arrange for a suit fitting
Reconfirm honeymoon arrangements
Start writing your wedding vows, if you are doing them yourself

2 Months Before The Wedding

Send out your invitations
Meet with vendors to finalise arrangements
Schedule a hair and makeup trial with a consultant
Start making/buying wedding favours
Finalise music selections for the ceremony and reception
If changing your name, complete the proper documents
Meet with officiant to finalise ceremony details
Reserve room for wedding night if not already done so

1 Month Before the Wedding

Meet with your photographer and provide a list of required shots
Start working on your seating plan
Decide and confirm your wedding vows and ensure your officiant has been sent copies
Confirm all final payment amounts with your vendors as well as dates, times etc
Meet with your Toastmaster if needed
Collect marriage licence
Confirm Honeymoon reservations
Arrange for a final wedding dress fitting

2 Weeks Before the Wedding

Finalise Seating chart
Confirm delivery time and locations with florist
Contact any guests you have not received an acceptance from

1 Week Before the Wedding

Collect wedding gown, bridesmaid, flower girl dresses and accessories

Give final guest numbers to venue/receptions/caterer

Make sure the men have their final suit fitting

Reconfirm everything with vendors one last time

1 Day Before

Attend rehearsal (if you are having one)

Have a manicure/pedicure

Confirm wedding day transportation

Reconfirm hair and make appointments for the wedding day

Confirm all duties required with the wedding party

Try to get an early night and relax!

Your Wedding Day

Try to eat breakfast, even if you think you aren't hungry

Have your hair and makeup done

Begin dressing two hours before ceremony is scheduled to begin

Take a deep breath, relax and most importantly enjoy your big day!

Make an emergency kit

Include such things as make-up, spare pair of tights, hair pins, safety pins/slides, clear nail polish, comb, brush, hair spray, hanky or tissues, needle & thread (white), aspirins, plasters, toothpaste & brush, mints.

Post Wedding Day

If you are due to leave for honeymoon straight after the wedding day you need to ensure the following:

- Any formal attire such as suits that have been hired for the day are returned the next working day in good order to the vendor. (Perhaps delegate this task to the best man or a member of the wedding party).
- Ensure the venue is aware of any table decorations or chair covers that have been hired for the wedding from florists or venue decoration companies are stored safely for collection to ensure any refundable deposits are returned.
- Ensure thank you notes for any gifts or donations are sent out no later than 3 months after your wedding date.

The above information is not exhaustive, but it should help. I can supply, free of charge, a more comprehensive Check List if you make a booking with me.

Congratulations on your forthcoming wedding, and have a wonderful day!

Mike Wabe - Toastmaster

Member of the Executive Guild of Toastmasters and Town Criers