

Wedding

Planning and Preparation Checklist



Planning and preparing a wedding presents a huge challenge to many couples. Decisions like size, location, flowers, music or the dessert have to be made well in advance, so it's better to start as soon as possible, ideally 9 to 12 months before the wedding. So as not to forget a single detail, use our checklist to keep track of every important step.

9 - 12 Months before the wedding

- Determine wedding type: city hall, religious, or secular/nondenominational?
- Research music and entertainment options (e.g. DJ, wedding band, fireworks).
- Make a reservation for the civil ceremony at a chosen locale.
- Research wedding photographers and videographers.
- Religious ceremony? Meet with your church leader and make reservation for your wedding date.
- Create a folder for ideas and plans.
- Determine the setting, style, and size of the wedding.
- Book a honeymoon and apply for necessary travel documents; get necessary vaccines.
- Draft a guest list.
- Request and/or confirm time off or holidays with your employer for your honeymoon (it may be necessary to apply for a special leave of absence).
- Confirm the budget and break down individual costs.
- Send out "save the date" cards to guests.
- Find a location for the wedding reception.

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6 - 9 Months before the wedding

- Finalise the wedding date.
- Design and post the wedding invitations.
- Select and confirm the wedding party, particularly best man and maid-of-honour.
- Plan the dinner menu, whether buffet, catering, or multiple-course meal; make sure to observe guest allergies and food preferences (e.g. vegetarianism).
- Discuss the wedding bouquet, as well as table and room décor, with your florist.
- Book a photographer/videographer.
- Select your gown, shoes, and accessories.
- Gather information on potential accommodations for out-of-town guests and possibly make reservations.
- Book music and entertainment.

3 - 6 Months before the wedding

- Confirm hair and styling appointments: this means pre-wedding hair and cosmetic appointments as well as for the wedding itself.
- Choose your wedding cake and place an order.
- Choose and fit the wedding rings; have them engraved, if wished.
- Plan, and purchase or order your wedding décor.
- Order gifts for your guests, if applicable.
- Choose a suit for the groom.
- Begin practising wedding dance. Optional: take dance lessons.
- Organise transportation for the wedding day (e.g. limousine, shuttle for guests).
- Book hotel rooms for guests.
- Select flower girls/ring-bearers (consult with parents first) and their wardrobe.
- Set up the gift registry.

1 - 3 Months before the wedding

- Submit documents for the civil ceremony to the registry office.
- Discuss the ceremony procedure with your priest or pastor.
- Count RSVPs and finalise the guest list.
- Finalise the food and try the test menu.
- Select music (e.g. for ceremony, reception, first dance, etc.).
- Arrange the tables and seating plan for the reception and dinner.
- Order your printables: table and menu cards, programmes, etc.
- Final dress fitting.
- Plan the wedding shower and bachelor/-ette parties.
- Apply for the visa for your honeymoon.

2 - 3 Weeks
before the wedding

- Plan the procedure for the wedding day: arrival times, transportation, etc.
- Discuss procedure and concept with the photographer.
- Prepare your wedding vows.
- Organise the guestbook.
- Confirm all appointments and reservations.
- Confirm the validity and completion of all papers.
- Arrange small gifts for the flower girl and/or ring-bearer.
- Get necessary accessories for the flower girl/ ring-bearer (e.g. flower baskets, cushions).

- Break in the wedding shoes.
- Confirm the groom's hair appointment.

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1 Week
before the wedding

- Decorate and arrange the wedding facilities.
- Pick up the wedding rings.
- Pack an emergency bag for the big day:
 - tissues
 - duct tape
 - safety pins
 - deodorant
 - breath mints
 - comb
 - hair pins
 - hair spray
 - blister and normal plasters
 - concealer
 - small sewing kit
 - transparent nail polish
 - hand cream

- Make all final arrangements for the caterer, location, florist, photographer, band/DJ, and stylist.
- Ready all documents and papers.
- Set aside tips.
- Check arrival details for all guests and inform them of potential travel impediments (e.g. construction).

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The Big Day

- Breakfast well and drink enough water to keep up your energy levels.
- Pick up the flowers.
- At the stylist's: wear a button-up shirt to allow you to change easily without messing up your hair.
- Don't forget the rings!
- Breath deep, relax, and enjoy the day.

After the Wedding

- Settle any open accounts.
- Return all rented equipment.
- Have your wedding wardrobe cleaned.
- Write and send thank you notes.
- Optional: Change your name legally, and with banks, insurers, employers, as well as making document changes (identification, passport, driver's license, registration certificates).
- Change the name on the post-box and doorbell.
- Check insurance and cancel redundant contracts (often married couples are jointly insured).
- Enjoy the honeymoon.

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My new signature: