



Wedding Planning Checklist

Wedding planning should be fun!

Make use of this handy checklist to assist you with the process.

12 – 10 months to go:

- Decide on the number of guests
- Book your venue
- Set your wedding date
- Consult with a wedding planner
- Book accommodation for wedding night and the night before
- Draft a budget
- Book your photographer and videographer
- Start collecting ideas (e.g. theme, colours, etc)

10 months to go:

- Compile a guest list
- Book a minister / officiant
- Try on different style wedding dresses
- Book your caterer

8 months to go:

- Book florist, décor, lighting
- Decide on the look and feel
- Provisionally book furniture and items that need to be hired in
- Finalise bridal party
- Decide on attire for bridal party
- Book hair and make-up artist
- Book DJ / musician for pre-drinks and reception
- Plan the menu, wines and beverages

6 months to go:

- Choose your wedding dress / designer
- Get names of partners of your guests

- Groom to start planning honeymoon
- Do wedding cake tastings
- Design wedding details and stationery

5 – 4 months to go:

- Appoint Master of Ceremony
- Decide on the wedding favours and make / purchase them
- Choose wedding bands and other accessories
- Finalise transport for bride and guests
- Kitchen tea / bridal shower to be organized by Maid of Honour
- Bachelor's party to be organized by Best Man
- Book a pre-wedding couple shoot to get to know your photographer

3 – 2 months to go:

- Set up your guest registry
- Send the wedding invitations
- Check passport expiry and visas for honeymoon
- Purchase wedding rings
- Draw up an antenuptial contract
- Pre-order wine, champagne and other drinks
- Arrange a décor mock-up
- Finalise your dress and buy your veil, garter and shoes
- Finalise the groom's attire and accessories

1 month to go:

- Send order of the day to vendors and wedding party
- Select the ceremony / reception music
- Have a dress fitting
- Bridal party dress and outfit fittings
- Wear in your wedding shoes
- Finalise the seating plan and give to stationer
- Shop for honeymoon
- Shop for wedding lingerie
- Bride and groom to start planning their speeches
- Do your hair and make-up trial
- Book beauty treatments – nails, wax, facial, massage
- Decide on other speeches and notify those responsible

2 – 1 weeks to go:

- Confirm the final guest count with the caterer and inform of special dietary requirements
- Finalise any outstanding payments
- Arrange pick-ups and transport to and from the venue
- Pick up the wedding dress and suit
- Brief the Master of Ceremonies of his / her duties and the order of the day
- Practice your first dance
- Take some time out to relax

2 days to go:

- Maid of Honour to pack a wedding emergency kit with on-the-day essentials
- Rehearsal ceremony at venue
- Pack your honeymoon bag
- Pack one bag with accessories and getting-ready outfit
- Give the rings to the Best Man

1 day to go:

- Give your Maid of Honour a to-do-list
- Enjoy a mani and pedi
- Write your groom a love note
- Drink 8 glasses of water and get enough rest

On the day:

Relax, soak in every moment, and enjoy one of the most special days of your life with your partner!