

WEDDING PLANNING CHECKLIST

A countdown to your big day...

12+ Months Before

- ☐ Announce your engagement to family & close friends and discuss related details with parents.
- ☐ Choose a wedding date, have three option dates so you can be flexible.
- ☐ Set a wedding budget. You may create your own wedding calculator for easy expense reference.
- ☐ Decide on your wedding theme, incorporate your style and preferences.
- ☐ Explore ceremony & reception venues and conduct a site inspection.
- ☐ Decide how many guests to invite and compile a guest list.
- ☐ Select your wedding party: Principal sponsors, Maid of honor & Bridesmaids, Best Man & Groomsmen, Ring Bearer & Flower Girl.
- ☐ Create your wedding mood board: Bridal gown, suit, theme, color motif, invitations, etc.
- ☐ Gather wedding suppliers list & information: Planner, photographer, videographer, stylist/florist, host, entertainers, etc. Assemble a team you are most comfortable to work with.
- ☐ Reserve your ceremony & reception venues.
- ☐ Prepare and send your Save the Date.
- ☐ Begin a skin care, fitness and beauty routine.

6-9 Months Before

- ☐ Choose your invitation design.
- ☐ Buy your wedding dress, suit, wedding accessories, wedding bands, veil, bridal party attire, groomsmen attire, etc.
- ☐ Start working on the church or civil registry requirements. Acquire the necessary wedding documents.
- ☐ Determine the date for the marriage registration.
- ☐ Finalize and book your preferred wedding suppliers.
- ☐ Start planning your wedding program.
- ☐ Discuss honeymoon plans and arrangements.
- ☐ Search wedding day hair and make-up styles that will suit you.

4-5 Months Before

- ☐ Contact the wedding venue and finalize the time of the ceremony and reception.
- ☐ Arrange a schedule for the dress fittings: Bridal gown, suit and wedding entourage outfit.
- ☐ Complete and finalize the wedding guest list. Organize with mailing addresses and contact numbers.
- ☐ Confirm and order your wedding invitations and thank you cards.
- ☐ Select and finalize the following: Cake design and flavor, floral arrangements for ceremony and reception, bridal bouquet & groom's boutonniere, entourage flowers and boutonniere.
- ☐ Book and finalize hotel accommodation and flights for the wedding day.
- ☐ Book and finalize hotel accommodation and flights for the honeymoon. Update passports if necessary or other travel documents and apply for marriage leave.
- ☐ Plan for a rehearsal dinner and book a venue.

Optional:

- ☐ *Plan welcome kit or baskets for your guests.*

3 Months Before

- ☐ Acquire marriage license and request for certified copies.
- ☐ Finalize the wedding reception menu and schedule a food tasting.
- ☐ Plan the seating arrangements for the ceremony and reception.
- ☐ Determine the readers and readings for the ceremony and speeches for the reception. Enlist the persons who will be present for the readings and speeches and inform them.
- ☐ Experiment on your hair and make-up look and schedule a test session with your hair & make up stylist.
- ☐ Reconfirm your honeymoon arrangements.
- ☐ Remind and inform your guests of the out of town accommodation and transportation arrangements.
- ☐ Plan and order your wedding favors.

Optional:

- ☐ *Organize and create gift registries.*

2 Months Before

- ☐ Deliver or mail the wedding invitations to your guests.
- ☐ Organize a system for your RSVPs.
- ☐ Schedule a pre-wedding meeting with related wedding suppliers or persons involved in the wedding planning.
- ☐ Create a wedding itinerary for your wedding suppliers and wedding party.
- ☐ Discuss and review the wedding ceremony details with your officiant.
- ☐ Begin writing your ceremony vows.
- ☐ Set and compose the content of your wedding program with your host/emcee.
- ☐ Set a final fitting schedule for your wedding party and parents.
- ☐ Discuss and finalize the playlist with your musician or DJ.

Optional:

- ☐ *Book spa and beauty treatments for you and your bridal party.*
- ☐ *List down ideas for your "Something Old, New, Borrowed, Blue."*

1 Month Before

- ☐ Finalize the total head count according to the RSVP list and call those who have not confirmed yet.
- ☐ Draw a table for the seating plans.
- ☐ Schedule a second pre-wedding meeting to finalize the wedding responsibilities and task list.
- ☐ Confirm the final arrangements for the tables, food and beverage and liquor.
- ☐ Call the wedding suppliers and confirm the date, time and location. Create a working procedure, vendors / crew contact form, wedding materials & props and list down all the people in charge of the wedding requirements and details.
- ☐ Final fitting for wedding dress, suit and wedding accessories.
- ☐ Print out your wedding programs.

2 Weeks Before

- ☐ Give the final guest count to your wedding venue / caterer.
- ☐ Finalize the table numbers and arrangements.
- ☐ Finalize the wedding seat arrangements and place cards.
- ☐ Finalize the wedding speeches and rehearse it.
- ☐ Check your bridal attire for any last minute repairs and ensure that all bridal entourage outfits are in order.
- ☐ Break in your wedding shoes at home.
- ☐ Purchase any miscellaneous items for the wedding day such as liquor, nuts and chips, candies or chocolates, etc...
- ☐ Delegate and assign on the day wedding responsibilities and duties.
- ☐ Get a haircut and hair color.

1 Week Before

- ☐ Final run down of the wedding program and details with your working crew / relatives.
- ☐ Begin to pack your luggage for the wedding day and honeymoon.
- ☐ Distribute the readings and script and give it to the person/s in charge for rehearsal.
- ☐ Prepare your final payments for your wedding venue and wedding vendors.
- ☐ Get a full body treatment: massage, facial, etc...

1 Day Before

- ☐ Make sure all the wedding requirements are prepared.
- ☐ Get a manicure / pedicure.
- ☐ Deliver / set up the welcome kits / baskets.
- ☐ Give gifts to the parents thanking them for their support.
- ☐ Attend the wedding rehearsal and enjoy the rehearsal dinner.
- ☐ Go to bed early to ensure you are fully prepared for the big day.

Wedding Day

- ☐ Final check to ensure that the people in charge has all the items needed for the wedding.
- ☐ Have a good breakfast.
- ☐ Take your time and get ready.
- ☐ Take a deep breath and soak in every moment.
- ☐ Relax, smile and enjoy yourselves!

After & Beyond the Wedding

- ☐ Settle the entire wedding bill.
- ☐ Send thank you cards to your guests with one of your best wedding photos.
- ☐ Process your marriage legal documents as needed.
- ☐ Send your wedding dress and suit for cleaning and preservation.
- ☐ Enjoy your honeymoon!