



wedding planning
checklist

wedding planning checklist

Oh hello, gorgeous! We thought we'd share our 5-page Wedding Timeline & Checklist as a little thank you gift. These pages are directly from our epic wedding planner, and we hope they help make your wedding journey less stressful!

Obviously, no single planner or checklist is one-size-fits-all. This timeline is assuming you're working off of, roughly, a seven-month-or-so engagement, so you will need to tweak dates and timing a little depending on your own personal wedding timeline. And don't look at this list in despair - it's not a case of 'You MUST do everything' - we've just tried to cover as many bases and options as possible, so if you've made the choice not to do something, well, instant satisfaction is yours! Strike that baby off of the list.

Loving this? Click the link below and spoil yourself with our One True Wedding Planner.

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FIRST THING FIRST: RELEASE THE KRAKEN - AND BY THAT, WE MEAN THIS TIMELINE.

Sit down with your partner and figure out the general vision for your wedding. Indoors? Outdoors? Silly? Formal? Classy as all get-out? Of course, you'll find an obscene amount of inspiration on Pinterest and Instagram.

Decide on a budget and figure out who might be helping. Choose wisely, grasshopper! Remember that if family pays, family may want to control.

If you're considering a wedding with a lot of community contribution, start talking to friends and family now about who might want to help.

If you're hiring vendors, start doing your homework on what you'll need and on who can provide it.

Venue time! Most venues book out fast so pick your date and time, and then call and check availabilities. Most places will be happy to pencil you in.

ONCE YOU KNOW WHAT YOU'RE DOING...

Scout out the venues you got to pencil you and your partner in, as soon as you can. Found The One True Venue? Then book away!

Make a preliminary guest list and decide on your wedding's approximate size. (Make sure you get a max occupancy limit from your venue - it'll help.) Make sure you get lists from both sets of parents, too.

Start talking to caterers for quotes and menu options, if you're using one.

If you're having a wedding party, time to choose your peeps! You'll be like the world's tiniest, coolest gang.

Decided on that caterer? If yes, then time to determine price per head and the menu. Oh, all that delicious tasting to look forward to...

Time to get frocked - or at least, start having a look around. Whether it's a dress, suit, or even a scuba diving suit - as long as it makes you feel gorgeous and fancy!

Start investigating any ethnic customs or cultural traditions you might want to incorporate into your ceremony or reception. (And it doesn't have to be one from your background - if you dig druidic handfastings, go forth and get handfasted!)

If you and your love are planning on a honeymoon, consider booking now.

Now's also the time to get that crazy-fun engagement party out of the way, if you've decided to have one. Big, small, elegant, laid-back - whatever you want.

Arrange for transportation for you, your wedding party, and guests (if needed).

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6 MONTHS BEFORE THE WEDDING (OR MORE)

Finalise that guest list. This can be harder than expected, but if you flip to the guest section of this wonderful planner you'll find an epic flowchart. It may help!

Find a celebrant who suits your style, spirit and swankiness. Discuss legal requirements and ceremony structures with them once you have!

Consider music at the reception. Even if you Just Don't Dance, background tunes are nice to have.

Narrow down your outfit choices and make a final decision. If you're still not convinced, grab your most fashion-forward friend and get them to help!

If you're going for a gift registry, start registering!

Think about how you want to wear your hair, and about your makeup if you're planning to wear any.

Figure out who's making your dessert, whether it's cake, cupcakes, pie, or cake pops.

Lock down photography and videography plans. Even if it's a friend, get a solid commitment.

Figure out if your wedding party is going for coordinated outfits, or let them pick their own - either way, now is the time to sort it out!

Think about flowers. If you're hiring someone, send a deposit to reserve their services.

Make sure everyone helping with the wedding knows what you're expecting of them, and that you love them. Seriously - showing a little love is never a bad thing.

Send Save the Date cards out to your guests. Avoid the temptation to call them STD's. Give up on resisting, call them STD's, and have a good giggle.

If you and your partner are changing your names, research the name change process and cost, as well as any legal requirements.

5 MONTHS BEFORE THE WEDDING (OR EARLIER)

Confirm your cake (or non-cake) plans.

If you've got your own tiny wedding gang, confirm their threads.

Lock down your wedding outfit and your partner's attire, and rest in the knowledge that you both look reaaaaal good.

Book ceremony or reception musicians and pay the deposit.

Shout out to the awesome girls at Paper & Ink to start talking about designs, costs and wording for your beautiful wedding invitations.

Finalise menu and service details with your caterer, and make an appointment for your final tasting.

If you're going to have a wedding website because you have more information than you can poke a stick at, do it now!

3 MONTHS BEFORE... GETTING CLOSE!

If you haven't created your gift registry yet, be sure to do so before any upcoming pre-wedding shindigs.

Consider specific ceremony and reception decoration needs. Aisle runners, lanterns, paper flowers etc. And don't forget to consider skyhooks and other things to put them up with - your venue will let you know what you can and can't use.

Purchase or make your invitations, and once they're finished, start addressing them so they're ready to send around the 2-month mark.

Talk to the people you want to do any readings or performances at the ceremony.

Make sure your passport/visas/vaccinations are all in order for the honeymoon, nothing worse than getting to the airport without a valid passport!

Start sending out invites. And take a deep breath. You've got this.

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2 MONTHS BEFORE THE WEDDING - NEARLY THERE!

Work on your vows, particularly if you're writing your own.

Research local marriage license, civil union or domestic partnership requirements and legalities.

Make sure the wedding party have their outfits and accessories.

Take a few minutes to tell every member of your wedding party that you love and appreciate them. These people are important!

Confirm the wedding day transportation.

Snag the wedding bands. Ogle them for a while. Then make sure they're somewhere super-safe (that you won't forget).

If you're doing favours or bombonniere, buy them now or start crafting!

1 MONTH BEFORE THE WEDDING.

If you're receiving gifts already, be sure to update your registry list and record what you've got and from who.

Confirm any reservations made for out-of-town guests.

Arrange for parking for the reception.

If drinks aren't included in your catering contract, now is the time to order any beers, spirits, wines or champagnes you may need.

Make sure you've got all your accessories, like your veil - if you're wearing one, and shoes.

If you're having an Order of Service or ceremony program, now is the time to start writing it and organising to get it printed. The Paper & Ink girls can certainly help with that!

Do you want a guestbook for the wedding? If so, time to organise it. If you don't want to make it yourself, contact the Paper & Ink girls to find out about our guest book range (or, if you're feeling particularly fancy, we can make a custom guest book for you!)

Do you need a table seating plan, place cards, table numbers and menus? If so, it's another thing the Paper & Ink team (or your stationery supplier) can help with.

Set aside time to write thank-you notes for gifts received at any showers or pre-wedding parties.

Finalise the vows, and try not to bang your head against the table when your love tries to hide a terrible joke in theirs. Remember, you love them - and their silly humour, right?

Make sure your super-fantastic wedding outfits fit you both comfortably.

Do trial runs of various vanity routines (hair, makeup, traditional 80's punk rock mohawks - whatever you want) and schedule wedding-day appointments.

Finish or pick up your beautiful ceremony programs, guest books and any other reception stationery, if you're having them.

DIY'ing your reception music? Then work on your playlist. Having a DJ? Sort out those 'must play' and 'whoa do NOT play' lists and make sure they've got a copy. Back up your music (and the rest of your hard drive, while you're at it!)

Having ceremony music? Make sure you've discussed choices and locked in details with the musicians/band/DJ/friend-who's-monitoring-the-sound-system.

Confirm wedding night and honeymoon reservations.

Make sure all official and legal documents are complete - i.e. name changes, licenses etc.

Work out timing and details for the Big Day - where the wedding party will be gussying up, who's collecting the happy couple and their crews - and draw up a schedule.

Any final pre-wedding haircuts are a good idea right about now.

Call or email and confirm schedules with your wedding party and nearest and dearest. Tell them again how much you love them while you're at it.

Finalise any readings, preferences or details with your celebrant.

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2 WEEKS BEFORE- SO CLOSE NOW!

Harass guests who haven't RSVP'd by now.

Give final head count to your caterer/venue manager and confirm set-up and menu items.

Call your venue manager and make sure all your vendors have access to the site when they need it.

Confirm head-count, delivery time, and location with the purveyor of your sweet, sweet, tasty baked goods.

Make sure that everyone who's helping you with the wedding gets another special, heartfelt thank-you (or a little somethin' somethin'.)

Make lists or info sheets for your dashing wedding party as needed.

Confirm all final payment amounts with your vendors, and due dates.

Confirm location, date and time with your photographer and videographer, along with your must-have shots.

Confirm delivery locations, times and final arrangement count with your florist.

Make sure you and your partner have your wedding attire all fitted and ready to go. You're going to look amazing.

Send transportation providers a schedule and addresses for pick-ups on the wedding day.

Prepare your toasts or speeches.

Distribute wedding-day directions, schedule and contact lists to all parents, attendants and vendors.

Designate your vendor-meet-and-greeters for the wedding day.

THE WEEK BEFORE (REMEMBER, BREATHE! YOU GOT THIS!)

Put together your overnight bag for the wedding night (toothbrush, comfy pjs) and designate someone to deliver it to the hotel for you.

Need a bit of a pamper? Organise a mani-pedi and massage, and relax.

Designate someone to collect any gifts or 'donations' brought to the party.

Confirm date, location, time and playlist with the band/DJ/your iPod or ceremony musicians.

Leave a copy of your honeymoon itinerary with someone in case of an emergency.

Put final payments and cash tips in marked envelopes and give to a designated family member or friend to distribute to vendors on the wedding day.

Prepare a wedding day freakout "Oh Sh#!!" kit - aspirin, makeup, safety pins, mints, a Cherry Ripe or tiny vodka bottle... whatever you and your crew may need.

THE DAY BEFORE (DUM DUM DUUUUUUM)...

If you haven't yet, do a quick ceremony rehearsal with your wedding party and the celebrant so you know what to expect.

Confirm all specific honeymoon travel plans.

Assemble your outfits - both you and your partner.

Set alarms and arrange for back-up - even if back-up is a gentle morning crash-tackle from your beloved wedding party.

Make sure you get a good night's rest :)

...And if you suddenly remember that one thing didn't get done, don't stress. You'll be absolutely fine.





★★★★★

"The most amazing wedding planner. Being Australian made it all that more special. It has all the key features and information that you need to help plan your wedding. Would 100% recommend. I LOVE mine."

- STEPHANIE D





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