

WEDDING PLANNING CHECKLIST BUNDLE

CHECKLISTS AND TIMELINES TO KEEP YOUR
WEDDING PLANNING ON TRACK



WEDDING PLANNING

TIMELINE/CHECKLIST

12 + MONTHS BEFORE

- ☐ SET YOUR WEDDING DATE
- ☐ DETERMINE YOUR BUDGET
- ☐ CHOOSE YOUR WEDDING STYLE/THEME
- ☐ FIND AND BOOK YOUR VENUE
- ☐ PICK YOUR WEDDING PARTY
- ☐ COMPILE GUEST LIST
- ☐ RESEARCH WEDDING DRESSES + BOOK APPTS
- ☐ SCHEDULE ENGAGEMENT PHOTOS

6-9 MONTHS BEFORE

- ☐ CHOOSE GROOM AND BRIDAL PARTY ATTIRE
- ☐ ORDER WEDDING CAKE
- ☐ REGISTER FOR GIFTS
- ☐ RESERVE HOTEL ROOM BLOCK
- ☐ RESERVE WEDDING NIGHT ACCOMMODATION
- ☐ BOOK WEDDING TRANSPORTATION
- ☐ BOOK HONEYMOON
- ☐ CREATE YOUR WEDDING WEBSITE
- ☐ FINALIZE GUEST LIST
- ☐ SEND SAVE THE DATES
- ☐ PLAN BACHELORETTE/BACHELOR PARTIES
- ☐ ORDER INVITATIONS

2-3 MONTHS BEFORE

- ☐ ATTEND YOUR SHOWER
- ☐ ATTEND BACHELORETTE
- ☐ PURCHASE GIFTS FOR PARENTS, WEDDING PARTY AND EACH OTHER
- ☐ SEND SHOT LIST TO PHOTOGRAPHER
- ☐ FINALIZE TIMELINE FOR CEREMONY + RECEPTION
- ☐ REVIEW CEREMONY WITH OFFICIANT
- ☐ FINALIZE SEATING ARRANGEMENT
- ☐ PURCHASE DAY OF STATIONERY
- ☐ ORDER WELCOME BAGS
- ☐ APPLY FOR MARRIAGE LICENSE
- ☐ ORDER + SEND REHEARSAL DINNER INVITATIONS

1-2 WEEKS BEFORE

- ☐ CONFIRM FINAL HEADCOUNT W/ VENUE + CATERER
- ☐ CONFIRM VENDOR DETAILS WITH VENUE
- ☐ CONFIRM TRANSPORTATION
- ☐ BRIEF BRIDAL PARTY
- ☐ FINALIZE PLAYLIST WITH ENTERTAINMENT/DJ
- ☐ GET HAIR CUT/COLOR
- ☐ HAVE FINAL PAYMENTS + CASH TIPS ON HAND FOR ALL VENDORS
- ☐ PROVIDE ANY READERS SCRIPTS FOR READINGS
- ☐ DELIVER WELCOME BAGS TO HOTEL
- ☐ PACK HONEYMOON BAG
- ☐ 3-5 DAYS: GIVE ALL DECOR + STATIONERY TO VENUE
- ☐ 3-5: GO TO NAILS, SPRAY TAN, WAX APPTS

9-12 MONTHS BEFORE

- ☐ BOOK PHOTOGRAPHER/VIDEOGRAPHER
- ☐ BOOK CATERERS
- ☐ BOOK OFFICIANT
- ☐ BOOK FLORIST
- ☐ BOOK ENTERTAINMENT/DJ
- ☐ BOOK ADDITIONAL DESIRED VENDORS
- ☐ PURCHASE WEDDING DRESS + ACCESSORIES
- ☐ CREATE AND ORDER SAVE THE DATES

3-6 MONTHS BEFORE

- ☐ 5 MONTHS: SEND INVITATIONS
- ☐ 6 MONTHS: START HAIR AND MAKEUP TRIALS
- ☐ 5 MONTHS: BOOK HAIR AND MAKEUP
- ☐ ORDER WEDDING BANDS
- ☐ RENEW OR GET PASSPORTS
- ☐ BOOK REHEARSAL DINNER
- ☐ PURCHASE WEDDING FAVORS
- ☐ PURCHASE WEDDING DECOR + ACCESSORIES
- ☐ ATTEND FOOD TASTINGS + FINALIZE MENU
- ☐ SCHEDULE DRESS FITTING + ALTERATIONS
- ☐ PLAN PLAYLIST

1 MONTH BEFORE

- ☐ WRITE WEDDING VOWS
- ☐ FINAL DRESS FITTING
- ☐ BREAK SHOES IN
- ☐ PICK UP RINGS
- ☐ CHECK WITH BRIDAL PARTY ABOUT ATTIRE
- ☐ CONFIRM DETAILS WITH VENDORS
- ☐ PICK UP MARRIAGE LICENSE
- ☐ ORDER THANK YOU CARDS
- ☐ CONFIRM HONEYMOON RESERVATIONS
- ☐ CHECK IN WITH GUESTS WHO HAVEN'T RSVP'D
- ☐ BOOK NAIL, SPRAY TAN, WAXING APPTS

DAY BEFORE

- ☐ MAKE SURE EVERYTHING IS LAID OUT/PACKED FOR YOUR BIG DAY
- ☐ PACK HOTEL BAG
- ☐ CHECK IN AT HOTEL
- ☐ ATTEND REHEARSAL DINNER
- ☐ PRESENT PARENTS, BRIDAL PARTY + EACH OTHER WITH GIFTS
- ☐ GET YOUR BEAUTY SLEEP!

WEDDING DAY

- ☐ EAT A HEALTHY, HEARTY BREAKFAST
- ☐ GIVE WEDDING BANDS TO BEST MAN
- ☐ TAKE A DEEP BREATH, RELAX AND ENJOY EVERY SECOND!

WEDDING STATIONERY

TIMELINE

When to order and mail everything from Save the Dates to Thank You cards.

Engaged

ASAP

TAKE ENGAGEMENT PHOTOS

12 MONTHS

ORDER SAVE THE DATES

6 TO 11 MONTHS

MAIL OUT SAVE THE DATES

6 - 8 MONTHS

ORDER INVITATIONS, RSVPS, ENVELOPE
PRINTING, STAMPS AND ANY ENCLOSURES

*RSVP's should be requested 3 weeks
before the wedding

ORDER REHEARSAL DINNER AND DAY-
AFTER BRUNCH INVITATION

2 MONTHS

ORDER CEREMONY + RECEPTION
STATIONERY - MENUS, PROGRAMS, TABLE
NUMBERS, FAVOR CARDS,, WELCOME SIGN,
ADDITIONAL SIGNAGE, ETC.

6 - 8 WEEKS

MAIL OUT WEDDING INVITATIONS*

*send 6 weeks out if there is a save the date,
8 weeks for there is not

ORDER THANK YOU CARDS

3 WEEKS

COLLECT RSVP'S

2 WEEKS

FINALIZE AND ORDER SEATING CHART
AND PLACECARDS

The Big Day

6 WEEKS AFTER

SEND OUT THANK YOU NOTES

WEDDING STATIONERY

CHECKLIST

A helpful list of all of the possible stationery elements you could need for your wedding celebrations. Not all items are essential, simply select the items that are necessary for your events.

PRE-WEDDING

- ☐ ENGAGEMENT ANNOUNCEMENT
- ☐ ENGAGEMENT PARTY INVITATIONS
- ☐ SAVE THE DATES
- ☐ BRIDAL SHOWER INVITATIONS
- ☐ BACHELORETTE PARTY INVITATION
- ☐ REHEARSAL DINNER INVITATION
- ☐ POST-WEDDING BRUCH INVITATION

INVITATION SUITE

- ☐ INVITATION
- ☐ RSVP CARD
- ☐ DETAILS CARD
- ☐ ACCOMODATIONS CARD
- ☐ RECEPTION CARD
- ☐ CEREMONY CARD
- ☐ DIRECTIONS CARD
- ☐ GIFT/REGISTRY CARD
- ☐ WISHING WELL
- ☐ WEEKEND ACTIVITY SCHEDULE
- ☐ ENVELOPE LINER
- ☐ BELLY BAND OR MONOGRAM TAG
- ☐ ENVELOPE ADDRESSING - INVITE + RSVP
- ☐ STAMPS

DAY OF STATIONERY

- ☐ WELCOME SIGN
- ☐ ORDER OF SERVICES SIGN
- ☐ ORDER OF EVENTS SIGN
- ☐ PROGRAMS
- ☐ SEATING CHART
- ☐ TABLE NUMBERS
- ☐ ESCORT CARDS
- ☐ MENUS - PLACE SETTING OR BUFFET
- ☐ BUFFET CARDS
- ☐ FAVORS SIGN
- ☐ FAVORS TAGS
- ☐ CARDS AND GIFTS SIGN
- ☐ GUEST BOOK
- ☐ HASHTAG SIGN
- ☐ PHOTOBOOTH SIGN
- ☐ UNPLUGGED CEREMONY SIGN
- ☐ IN LOVING MEMORY SIGN
- ☐ DIRECTIONS

PRE-WEDDING

- ☐ THANK YOU NOTES
- ☐ CHANGE OF NAME/ADDRESS
- ☐ MARRIAGE ANNOUNCEMENTS
- ☐ ADDRESS STAMP

HELPFUL HINT: *Be sure to have a copy of your invite with you on the big day so your photographer can snap a photo of it.*

WITH RSVP CHECKLIST

ADDRESS

RSVP
RECEIVED:



VENDOR CONTACT LIST

NAME

PHONE NUMBER

FLORIST

CATERER

PLANNER

CAKE

PHOTOGRAPHER

TRANSPORTATION

HAIR

MAKE-UP

TAILOR

VENUE

BAND

RENTALS

OFFICIANT

REGISTRY CHECKLIST

DINNERWARE

We recommend a service for 12

- ☐ 5-Piece Casual Place Settings
- ☐ Breakfast Bowls
- ☐ Mugs
- ☐ Dinner Plates
- ☐ Salad & Dessert Plates
- ☐ soup & Pasta Bowls
- ☐ Bread & Butter Plates
- ☐ Formal Cups & Saucers
- ☐ Chargers
- ☐ Ramekins
- ☐ 12 5-Piece Settings, Formal and/or Casual

DRINKWARE

- ☐ Set of Everyday Glasses
- ☐ 12 Red Wine Glasses
- ☐ 12 White Wine Glasses
- ☐ 12 Champagne Flutes
- ☐ 12 Water Glasses
- ☐ 8-12 Old Fashioned Glasses
- ☐ 8-12 Coupe Glasses
- ☐ 8-12 Highball Glasses
- ☐ 8-12 Pint Glasses
- ☐ Wine Decanter
- ☐ Whiskey Decanter
- ☐ Set of Bar Tools
- ☐ Ice Bucket and Tongs
- ☐ Cocktail Shaker
- ☐ Corkscrew

SERVEWARE

- ☐ 3-5 Serving Trays
- ☐ 3-5 Serving Bowls
- ☐ 3-5 Platters
- ☐ Appetizer Plates
- ☐ Salad Bowl with Servers
- ☐ Salt Shaker + Pepper Grinder
- ☐ Gravy Boat
- ☐ Teapot
- ☐ 2 Pitchers
- ☐ Cake Stand
- ☐ Butter Dish
- ☐ Soup Tureen
- ☐ Sugar and Creamer Set
- ☐ Cheese Tray
- ☐ Dip/Condiments Bowls
- ☐ Bread Basket

DINING ROOM

- ☐ 2-3 Vases
- ☐ 2-6 Candlesticks
- ☐ Candles
- ☐ 2 Table Runners
- ☐ 2 Tablecloths
- ☐ 12 Cloth Napkins
- ☐ 12 Napkin Rings
- ☐ 12 Placemats
- ☐ 12 Coasters
- ☐ Trivets

COOKWARE

- ☐ 2-Quart Saucepan
- ☐ 6-Quart Stockpot
- ☐ 2 Multipurpose pots
- ☐ Cast-Iron Skillet
- ☐ Double Burner Griddle
- ☐ Wok
- ☐ 2 Casserole Dishes
- ☐ Grill Pan
- ☐ Roasting Pan
- ☐ Double Boiler
- ☐ Steamer
- ☐ Tea Kettle
- ☐ Dutch Oven
- ☐ 2 Baking Sheets
- ☐ 2 Cookie Sheets
- ☐ Pizza Pan/Stone
- ☐ 2 Muffins Pans
- ☐ 2 Round Cake Pans
- ☐ Rectangular Cake Pan
- ☐ Pie Pan
- ☐ Tart Pan
- ☐ Loaf Pan
- ☐ Bundt Pan
- ☐ Springform Pan
- ☐ Rolling Pin
- ☐ 2 Silpat Mats
- ☐ Sifter
- ☐ Set of Mixing Bowls
- ☐ Prep Bowls
- ☐ Measuring Cups & spoons
- ☐ 2 Cutting Boards
- ☐ Cookie Cutters
- ☐ Cooling Racks
- ☐ Cookbook Holder
- ☐ Colander
- ☐ Timer
- ☐ Thermometer
- ☐ Mortar and Pestle
- ☐ Salad Spinner

APPLIANCES

- ☐ Stand Mixer & Attachments
- ☐ Hand Mixer
- ☐ Food Processor
- ☐ Toaster
- ☐ Toaster Oven
- ☐ Blender
- ☐ Immersion Blender
- ☐ Coffeemaker
- ☐ Espresso Machine
- ☐ Waffle Maker
- ☐ Slow Cooker
- ☐ Rice Cooker
- ☐ Bread Maker
- ☐ Juicer
- ☐ Ice Cream Maker
- ☐ Soda Machine
- ☐ Panini Press

UTENSILS

- ☐ Set of Serving Utensils
- ☐ 12 Steak Knives
- ☐ Soup Ladle
- ☐ Set of Cheese Knives
- ☐ Chef's Knife
- ☐ Paring Knife
- ☐ Bread Knife
- ☐ Utility Knife
- ☐ Wooden Spoon Set
- ☐ 2 Spatulas
- ☐ Whisk
- ☐ Tongs
- ☐ Ladle
- ☐ Can Opener
- ☐ Grater
- ☐ Pie/Cake Server
- ☐ Spreaders
- ☐ Vegetable Peeler
- ☐ Garlic Press
- ☐ Ice Cream Scoop

BEDROOM

- ☐ 4 Standard Pillows
- ☐ 2 Sets of Pillow Shams
- ☐ 2 Sets of Sheets
- ☐ Mattress Pad
- ☐ Duvet
- ☐ Comforter
- ☐ Bed Skirt
- ☐ 2 Throw Pillows
- ☐ Throw Blanket

HOMEKEEPING

- ☐ Apron
- ☐ 8 Dish Towels
- ☐ Oven Mitts/Potholders
- ☐ Paper Towel Holder
- ☐ Canisters
- ☐ Food Storage Containers
- ☐ Cleaning Brushes
- ☐ Hand Soaps/Lotions
- ☐ Drawer Organizer
- ☐ Iron & Ironing Board
- ☐ Steamer
- ☐ Hamper
- ☐ Stepladder/Stool
- ☐ Trash Can Recycler
- ☐ Vacuum
- ☐ Hand Vacuum
- ☐ Doormat

BATH

- ☐ 4-6 Bath Towels
- ☐ 4-6 Hand Towels
- ☐ 4-6 Wash Cloths
- ☐ 2 Bath Mats
- ☐ Shower Curtain
- ☐ Shower Curtain Liner
- ☐ Shower Curtain Rings
- ☐ Waste Basket
- ☐ Hamper
- ☐ Toothbrush Holder
- ☐ Soap Dispenser
- ☐ Tissue Box
- ☐ 2 bathrobes
- ☐ Guest Hand Towels

LUGGAGE

- ☐ 2 Upright Suitcases
- ☐ 2 Garment Bags
- ☐ 2 Tote/Weekend Bags

TOOLS

- ☐ Tool Kit
- ☐ Power Drill

FOR THANK YOU CARDS

GUEST

GIFT

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WEDDING INSPIRATION

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COLOR SCHEME

ADD SWATCHES FOR BRIDESMAIDS DRESS, TABLE LINENS, STATIONERY, ETC.