

Wedding Day Checklist

What follows is a checklist of the sort of things you should complete to ensure the smooth running of proceedings on your special day.

Not everything in this list will apply to all weddings, nor is it claimed to be a complete list either. Use it as a starting point to formulate your own wedding day checklist.

To do as soon as you can

These are the things that either affect everything else (like the wedding date) or are of greater emotional importance (like maybe the ceremony venue).

- Select a wedding date.
- Discuss budget and who pays for what.
- Set a limit to the size of the reception.
- Discuss the style of reception.
- Book Ceremony location - Pay deposit.
- Book Reception location - Pay deposit.
- Book Photographer - Pay deposit.
- Book Videographer - Pay deposit.
- Book Hire Cars - Pay deposit.
- Start looking for Florist.
- Start looking for DJ.
- Start looking for MC.

6 Months before your wedding day

At the six month mark you should have all your major services sorted and have a pretty good idea what you'd like for the rest.

- Book Florist - Pay deposit.
- Book DJ - Pay deposit.
- Book MC - Pay deposit.
- Sign contract/agreement with Church/Council/venue for ceremony location.
- Sign contract/agreement with Reception Centre.
- Sign contract/agreement with Photographer.
- Sign contract/agreement with Videographer.
- Sign contract/agreement with Hire Car company.
- Sign contract/agreement with Florist.
- Sign contract/agreement with DJ.
- Sign contract/agreement with MC.
- Get a rough guest list together

3 Months before your wedding day

Getting closer to the day, you should have a pretty good picture in your head of how the day will unfold and how it will look. Now is the time to finalise the style of your day.

- Order Cake - Pay Deposit.
- Book site hire equip (dance floor, tables, chairs)
- Book decorator - Pay deposit.
- Finalise guest list.
- Organise invitations/stationery.

2 Months to go before the wedding

Not long now.

- Send invitations.
- Book wedding night motel room - Pay deposit.

1 Month to go

Basically you just need to confirm with everyone (that you've not been in regular contact with) that they all have the correct date, time and venues.

- Confirm details with Ceremony Officiant
- Confirm details with Ceremony Venue
- Confirm details with Reception Venue
- Confirm details with Event Hire
- Confirm details with Decorators
- Confirm details with Photographer
- Confirm details with Videographer
- Confirm details with Car Hire
- Confirm details with Formal Hire
- Confirm details with Florist
- Confirm Hotel details
- Confirm details with DJ.
- Confirm details with MC.

1 or 2 weeks left

Tidy up all those loose ends

- Finalise reception guest numbers and inform venue.
- Finalise reception seating and inform venue.
- Final consultation with Videographer.
- Final consultation with Photographer.
- Wedding rehearsal.
- Pack a small bag with: Band-aids, safety pins, tissues, lip balm, needle & thread, hairspray, bobby pins, eye drops, analgesics & any other little emergency fixer.
- Request tables for the presents, cake, wishing well, etc
- Wear your wedding shoes around the house to wear them in (same with him if they're new)
- Write down a schedule for your wedding day, make copies and distribute to bridal party and helpers.

The day before your wedding day

Relax and take it easy. Don't panic if some of your plans have fallen through. If you expect everything to be perfect you'll probably be disappointed, something always goes wrong. On the other hand, if you expect the day to be fantastic, it will seem perfect!

- Organise outstanding payments for wedding services in to clearly marked envelopes and give them to the Best Man.
- Be prepared for a good (low GI) breakfast for tomorrow - You'll need the energy.
- Prepare healthy snacks for the day - bet you forgot about lunch in your schedule?
- Touch base with everyone to ensure they're all prepared and organised.
- Try to take it easy and get pampered - facial, manicure, etc
- Have a herbal (sleepy) tea and get to bed early.
- Sleep (if you can)

On your wedding day

Relax and smile and relax and smile.

Wedding Reception Schedule of Events – Sample Only

You need some sort of agenda or wedding reception order to make sure that the party runs as smoothly as possible. This sample reception schedule is just a guideline to help you create your own reception timeline.

- 3:00 PM** Cake arrives delivered by whom and contact details
- 4:00 PM** Wedding stylist arrives to set up decorations
- 4:00 PM** Flowers arrive to be put on tables by venue or stylist
- 5:00 PM** Band arrives to set up
- 6:00 PM** Arrival drinks and canapés
- 6:30 PM** Introduction of bridal party, bride and groom
- 7:00 PM** Begin food service.
- 7:00 PM** Toast by the best man
- 7:15 PM** Music and entertainment begins
- 7:30 PM** Mains Served
- 8:00 PM** Dance floor is open
- 8:45 PM** Garter and bouquet toss.
- 9:00 PM** Cake cutting
- 9:20 PM** Remarks by the bride and groom.
- 11:45 PM** Exit. *You may choose to have a grand exit from the reception before the party ends with some type of transportation, or something huge like a favourite song or fireworks display. If so, you'll want to do it before all the guests leave. You may also choose to stay at the reception until it ends; it's all a matter of choice.*

When you are creating the wedding reception order and timeline, you'll want to allow time for lateness since some weddings and receptions don't start on time. You may also choose to add other elements to your schedule that you either think of or find in other sections of this site. Make sure to break up the time in your event so that guests aren't just sitting with nothing to do. Also take a look at the wedding and wedding reception lists of things to do to help you with your wedding reception planning.
