



Wedding Planning Checklist by Shottle Hall

To do, tick them off as you go:

As soon as your engaged

- Sit down with your other half and discuss your ideal wedding to make sure you're on the same page
- Draw up a realistic budget
- Attend some local wedding fayres for inspiration and special offers
- Decide the number of guests for the day and evening because this will impact on your choice of venues
- Pick potential wedding dates and check with the most important guests to avoid clashes
- Research potential wedding venues and ceremony locations
- Decide on your bridesmaids, best-man and groomsmen for your ideal wedding dream team

12 months to go

- Visit your potential ceremony & reception venues
- Provisionally book the venue ensure that your registrar can do the same date & time as your wedding venue
- Read through the contract and terms and conditions of your chosen venue and seal it with your deposit
- Consider and review wedding insurance options
- Send Save the Date cards - important if you're getting married abroad, or during a very busy time of year
- Research wedding suppliers - photographer, florist, invitations, cake, decor, entertainment, hair and make up
- Book your chosen Photographer & Videographer
- Decide type of music you want for the day. Remember you will need to consider your ceremony music too.
- Start researching the style of your wedding dress & tailoring

10 months to go

- Book ceremony music, band and DJ for reception
- Contact hire companies if you need to anything for ceremony/reception, such as chair covers, table decorations
- Book honeymoon
- Order wedding cake
- Book groomsmen's Suits

		<i>8 months to go</i>
<input type="checkbox"/>		Book ceremony musicians
<input type="checkbox"/>		Ensure passports are in date for honeymoon and order new ones if required
<input type="checkbox"/>		Start planning honeymoon
<input type="checkbox"/>		Make sure that the best man and the bridesmaids are organising the hen and stag parties.
		<i>6 months to go</i>
<input type="checkbox"/>		Choose bridesmaids' dresses
<input type="checkbox"/>		Choose and order wedding invitations & stationery
<input type="checkbox"/>		Meet with florist to discuss options
<input type="checkbox"/>		Shop for groom's suit
<input type="checkbox"/>		Organise the legalities, you must give at least 3 months' notice to the registrar or vicar
<input type="checkbox"/>		Decide on prayers, readings and music
<input type="checkbox"/>		Organise invitations and order of service booklets
<input type="checkbox"/>		Arrange travel vaccinations if necessary
<input type="checkbox"/>		Organise wedding transport
<input type="checkbox"/>		Start gathering addresses for guest list
<input type="checkbox"/>		Create a spreadsheet for RSVPs
		<i>3 months to go</i>
<input type="checkbox"/>		Send invitations, feature menu choices and a section for your guests to inform you of any dietary requirements
<input type="checkbox"/>		Choose & order wedding rings
<input type="checkbox"/>		Attend dress fittings
<input type="checkbox"/>		Organise gifts for parents, bridesmaids, groomsmen and each other
<input type="checkbox"/>		Book hairdresser and organise hair trial
<input type="checkbox"/>		Book a make-up artist and go for make-up trial
		<i>4 weeks before</i>
<input type="checkbox"/>		Have final wedding dress fitting
<input type="checkbox"/>		Make any last-minute adjustments with suppliers
<input type="checkbox"/>		Hand over the final numbers & menu choices to the venue
<input type="checkbox"/>		Go to the venue with your photographer to plan where the best shots can be taken on the day
		<i>2 weeks before</i>
<input type="checkbox"/>		Review final RSVP list and call any guests who have not yet responded
<input type="checkbox"/>		Make table plan
<input type="checkbox"/>		Deliver shot lists to photographer. Include who should be in formal portraits and when they will be taken

