Wedding Checklist

Our wedding date: _____

Tick things off, fill in the dates. The lead times are rules of thumb that many couples use, not requirements. Check marriage license or notice rules with your local office.

12+ months

by _____

	early	who
☐ Choose a wedding date, with a backup date in mind		Couple
☐ Agree on a budget and a rough guest count		Couple
☐ Request quotes and book the venue	early	Couple
☐ Find out the marriage license or notice of marriage rules where you will marry (they vary by state and country)	early	Couple
☐ Ask a photographer (and videographer)	early	
☐ Ask a band or DJ	early	
☐ Ask your officiant or celebrant	early	
☐ Ask your wedding party		Couple
☐ Start a first guest list		Couple
☐ Pencil in hotel rooms for guests coming from far away		Family

9–6 months

by _____

	early	who
☐ Send save-the-dates		Couple
☐ Complete the guest list and collect addresses		Couple
☐ Choose and order the dress or suit (delivery can take 3 to 6 months)	early	
☐ Order any documents you need from abroad	early	
☐ Choose your rings		
☐ Talk through catering and the menu with the venue		
☐ Plan and book the honeymoon		
☐ Sketch the schedule of the ceremony and the reception		Couple
☐ Agree on tasks with your wedding party and family		Wedding party

6–3 months

by _____

	early	who
☐ Apply for your marriage license or give notice of marriage, within the window your local office allows	early	Couple
☐ Book fittings		
☐ Settle table shapes and seat counts with the venue		Couple
☐ Design and print the invitations		Couple
☐ Double-check date and place on the invitations		
☐ Send the invitations and name an RSVP deadline		Couple

6–3 months

by _____ early who

- [ ] Order the rings (engraving takes time)
- [ ] Plan flowers and decor
- [ ] Meet your officiant and confirm what they need from you — early
- [ ] Choose the menu and the cake

3–1 months

by _____ early who

- [ ] Check how long your marriage license is valid, and that the ceremony falls inside that window — early — Couple
- [ ] Book hair and makeup
- [ ] Order the wedding cake
- [ ] Collect song requests and program items — Wedding party
- [ ] Agree on speeches and games with your wedding party and family — Wedding party
- [ ] Sort out travel, parking and rides for guests — Family
- [ ] Decide whether and how you will change your name — Couple
- [ ] Plan the bachelor or bachelorette party, if you want one — Wedding party
- [ ] Final fitting: dress or suit fits

4–2 weeks

by _____ early who

- [ ] Collect the RSVPs and follow up with anyone still open — Couple
- [ ] **Create your seating chart: tables, groups, head table**
  Let the app seat your guests at the tables:
  seatingsolver.com/app/
- [ ] Give the venue an approximate headcount — Couple
- [ ] Write the day-of schedule with times and buffers — Couple
- [ ] Pass allergies and meal choices to the caterer
- [ ] Print place cards, table numbers and the seating chart poster — Couple
- [ ] Pick up the rings
- [ ] Print programs or menu cards
- [ ] Give the photographer a list of the group photos you want
- [ ] Confirm times and contact people with every vendor

Last week

by _____ early who

- [ ] Give the venue the final headcount (5 to 10 days before) — Couple

Last week

by _____

	early	who
☐ Hand the seating list to the venue and the caterer		Couple
☐ Send the timeline to every vendor		
☐ Pack an emergency kit (sewing kit, bandages, hairspray)		Wedding party
☐ Put IDs, the license (if you need to bring it) and the rings where you can find them		Couple
☐ Pick up the dress or suit and break in your shoes		
☐ Prepare envelopes for tips and final payments		Wedding party
☐ Watch the weather and settle a plan B for outdoor parts		
☐ Bring decor, place cards and gifts to the venue		Family
☐ Beauty appointments, then an early night		Couple

Wedding day

on _____

	early	who
☐ Eat breakfast and drink enough water		Couple
☐ Pack IDs, rings and the emergency kit		Wedding party
☐ Name one contact person for the vendors		Family
☐ Set up decor and place cards at the tables		Family
☐ Keep buffers between the program items		
☐ Have someone collect gifts and cards		Wedding party
☐ Set out a late-night snack		
☐ Have someone pack up the dress, suit and decor at the end		Family

After

from _____

	early	who
☐ Order extra copies of the marriage certificate, if you need them		Couple
☐ If you change your name: update ID, passport and driver license		Couple
☐ Update employer, bank, insurance and health insurance details		Couple
☐ Check what changes for taxes and benefits where you live		Couple
☐ Write and send thank-you notes		Couple
☐ Sort the photos and send favorites to your guests		Couple
☐ Check final payments and review your vendors		
☐ Have the dress cleaned		

Notes

Your own tasks, names, phone numbers, deadlines