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Complete Wedding Planning Checklist

Tick each task when it is complete. Use this as a guide and adjust the order to suit your wedding date, venue and priorities.

12+ months before - Build the foundations	
☐	Celebrate your engagement
☐	Discuss how you want the wedding to feel
☐	Agree a comfortable maximum budget
☐	Draft an approximate guest list
☐	Choose a preferred season or date range
☐	Research and visit venues
☐	Check key availability before announcing the date
☐	Consider wedding insurance

9-12 months before - Build your wedding team	
☐	Confirm the venue and ceremony arrangements
☐	Book your photographer
☐	Book your videographer if required
☐	Begin looking for wedding outfits
☐	Book entertainment, DJ or musicians
☐	Research flowers, styling and transport
☐	Choose members of the wedding party
☐	Send save-the-dates if needed

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Keep moving through the middle stages, adapting each task to suit the kind of celebration you are planning.

6-9 months before - Shape the details	
☐	Choose flowers and discuss initial designs
☐	Order or design wedding stationery
☐	Choose and order the wedding cake
☐	Confirm wedding transport
☐	Book hair and makeup professionals
☐	Research guest accommodation
☐	Discuss ceremony readings and music
☐	Review the budget and payment dates

3-6 months before - Organise guests and arrangements	
☐	Send wedding invitations
☐	Record RSVPs, meals and dietary requirements
☐	Arrange outfit fittings and alterations
☐	Choose wedding rings
☐	Confirm ceremony wording and legal requirements
☐	Plan decorations and table styling
☐	Prepare an initial wedding-day schedule
☐	Check guest accessibility and transport needs

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Finish with clear confirmations and practical checks. Leave anything that does not apply to your celebration unticked.

1-3 months before - Bring everything together	
☐	Follow up missing RSVPs
☐	Create the seating plan
☐	Confirm final guest information
☐	Plan speeches and music
☐	Prepare a photography group list
☐	Allocate responsibilities to trusted helpers
☐	Check contracts and balance dates
Final month and final week - Confirm, pack and breathe	
☐	Give final numbers to the venue and caterer
☐	Share the final schedule with suppliers
☐	Confirm arrival, setup and collection arrangements
☐	Pay balances when due
☐	Collect outfits and complete fittings
☐	Prepare place cards, plans and signage
☐	Pack outfits, rings, accessories and documents
☐	Prepare an emergency kit
☐	Reconfirm transport and accommodation
☐	Stop planning, rest and enjoy the excitement

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Wedding Countdown Timeline

A simple at-a-glance countdown. Start wherever you are and combine earlier stages if your planning time is shorter.

18+ MONTHS Dream and decide	☐ Set the style and priorities ☐ Agree the budget ☐ Draft guest numbers ☐ Research venues
12 MONTHS Secure the foundations	☐ Book venue and ceremony ☐ Confirm the date ☐ Book photography ☐ Start outfit research
9 MONTHS Build the day	☐ Book entertainment ☐ Arrange transport ☐ Choose flowers and styling ☐ Book hair and makeup

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Wedding Countdown Timeline

Use the middle months to organise guests, make decisions and keep payments and supplier details under control.

6 MONTHS Guests and details	☐ Order stationery ☐ Plan cake and menu ☐ Research accommodation ☐ Review payments
3 MONTHS Confirm and organise	☐ Send invitations ☐ Track RSVPs ☐ Choose rings ☐ Draft seating and timings
1 MONTH Final numbers	☐ Complete the seating plan ☐ Give final numbers ☐ Share supplier timings ☐ Check balance dates

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Wedding Countdown Timeline

The final countdown is about clear communication, practical checks and allowing yourselves time to enjoy the occasion.

1 WEEK Pack and prepare	☐ Check the backup plan ☐ Pack essential items ☐ Prepare emergency kit ☐ Give helpers responsibilities
THE DAY Trust your plan	☐ Eat and stay hydrated ☐ Keep rings and documents safe ☐ Leave questions to helpers ☐ Take time to enjoy everything
AFTER Wrap up and remember	☐ Return hired items ☐ Send thank-you messages ☐ Leave supplier reviews ☐ Choose photographs or albums

Notes and dates