

Wedding Checklist

A comprehensive wedding checklist covering every major category from budget and venue to vendors, guests, and the day itself.

Budget and Planning Basics

- ☐ Decide on a total wedding budget and confirm all contributors.
- ☐ Choose your wedding date or a short list of options.
- ☐ Estimate your guest count to guide venue and catering size.
- ☐ Set a spending limit for each major category.
- ☐ Create a shared system for contracts, receipts, and ideas.
- ☐ Decide whether to hire a planner or coordinate yourselves.

Venue and Catering

- ☐ Tour venues and book your ceremony and reception locations.
- ☐ Confirm what the venue includes, such as tables, chairs, and parking.
- ☐ Hire a caterer and schedule a menu tasting.
- ☐ Choose your bar package and confirm any corkage rules.
Ask whether the venue requires a licensed, insured bartender.
- ☐ Order the cake or dessert and arrange delivery.
- ☐ Reserve any rentals the venue does not provide.

Vendors and Entertainment

- ☐ Book your photographer and videographer.
- ☐ Reserve your band or DJ and plan the music timeline.
- ☐ Hire your florist and finalize the arrangements.
- ☐ Book your officiant and review the ceremony script.
- ☐ Arrange hair and makeup services with a trial run.
- ☐ Confirm transportation for the couple and guests if needed.

Attire and Accessories

- ☐ Choose and order the wedding dress, allowing time for alterations.
- ☐ Select attire for the partner and wedding party.
- ☐ Buy shoes, jewelry, and accessories for both partners.
- ☐ Order the wedding rings and arrange any engraving.
- ☐ Schedule and attend final fittings.
- ☐ Pack a backup outfit element in case of last-minute issues.

Guests and Invitations

- ☐ Finalize the guest list and gather mailing addresses.
- ☐ Send save-the-dates six to eight months ahead.
- ☐ Order and mail invitations six to eight weeks before the day.
- ☐ Set up a wedding website with travel and event details.
- ☐ Reserve a hotel room block for out-of-town guests.
- ☐ Track RSVPs and follow up with anyone who is late.
Set the RSVP deadline about three weeks before the wedding.

- ☐ Build the seating chart once responses are in.

Legal and Day-Of

- ☐ Apply for your marriage license within the valid window.
- ☐ Confirm balances, arrival times, and details with every vendor.
- ☐ Give the caterer and venue a final headcount.
- ☐ Build the day-of timeline and share it with key people.
- ☐ Prepare vendor tips and payments in labeled envelopes.
- ☐ Assemble an emergency kit for the wedding day.
- ☐ Delegate day-of tasks so the couple can stay present.