
THE ULTIMATE
WEDDING
PLANNING
CHECKLIST PACK
Everything You Need to Organise Your Wedding,
From Engagement to the Big Day
Wedding Checklist
Venue
Catering
Photography
Flowers
Dress
Entertainment
Guest List
Stationery
Final Details

The Ultimate Wedding Planning Checklist Pack

Everything You Need to Organise Your Wedding, From Engagement to the Big Day

How to Use This Wedding Planning Checklist Pack

Planning a wedding involves hundreds of small decisions, from choosing your venue and booking suppliers to organising invitations, outfits, decorations and the final details of your wedding day.

Keeping track of everything can feel overwhelming, especially when you are balancing wedding preparations with work, family and everyday responsibilities.

The Ultimate Wedding Planning Checklist Pack is designed to make the process easier by breaking your wedding preparations into manageable tasks.

Instead of trying to remember everything, you can use these printable checklists to see what needs doing, what you have already completed and what still requires attention.

Start With Your Wedding Date

Before working through the checklists, write down your wedding date and calculate how much planning time you have available. The countdown checklists are organised around a typical 12-month wedding planning period. However, every wedding is different.

If your wedding is only six months away, you can combine the earlier checklists and prioritise tasks that need immediate attention.

If you have longer than 12 months, you can spread the preparations over a more comfortable period. The timelines are guides rather than strict deadlines. Some venues and suppliers need booking much earlier, particularly during popular wedding seasons.

Work Through One Checklist at a Time

Each checklist focuses on a particular stage or area of wedding planning.

Start with the tasks most relevant to your current situation.

For example, if you have recently become engaged, your priorities may include setting a budget, preparing an estimated guest list and researching venues.

If your wedding is approaching, you may need to focus on confirming supplier arrangements, checking payment deadlines and finalising your wedding-day schedule.

There is no need to complete every checklist immediately. The aim is to make steady progress without turning wedding planning into another full-time job.

Make the Checklists Your Own

Every couple has different priorities, traditions, budgets and expectations.

Some tasks may not apply to your wedding, while others may need to be added.

Use the checklists as a starting point and adapt them to suit your plans.

You can:

- Tick completed tasks, mark each item as you finish it.
- Add important dates, record booking deadlines, appointments and payment dates.
- Write additional notes, include supplier details, reminders and personal requirements.
- Skip unnecessary tasks, leave out arrangements that do not apply to your celebration.
- Review unfinished items, identify which tasks need attention next.

Feel free to print extra copies of any page you find particularly useful.

Keep Everything Together

Choose one place to store your completed checklists and important wedding information.

A simple folder or ring binder works well for printed pages. You could also keep digital copies alongside supplier quotations, booking confirmations and other documents.

Where possible, organise your paperwork into sections such as budget, guest list, venue, suppliers and wedding-day arrangements.

This makes it easier to find information when you need it.

Review Your Progress Regularly

Set aside a little time each week to review your checklists.

Look at what you have completed, identify any approaching deadlines and choose a few tasks to tackle next.

If you are planning your wedding together, use this time to discuss decisions and divide responsibilities fairly.

Even a short weekly review can help prevent important details from being overlooked.

Your Wedding Planning Details

Complete these details before starting your first checklist.

Partner 1: _____

Partner 2: _____

Wedding Date: _____

Ceremony Venue: _____

Reception Venue: _____

Estimated Guest Count: _____

Total Wedding Budget: _____

Wedding Planning Start Date: _____

Next Planning Review Date: _____

Ready to Begin?

You do not need to have every detail decided before using this pack.

Start with what you already know, leave uncertain information blank and update your checklists as your plans develop.

Your first step is the **12-Month Wedding Countdown Checklist**, which will help you identify the main tasks to complete as your wedding day approaches.

Remember, the purpose of these checklists is simple: to help you stay organised, make informed decisions and enjoy planning your wedding with greater confidence.

12-Month Wedding Countdown Checklist

Your wedding countdown starts here! The next 12 months are about turning your ideas into a realistic plan, making important decisions and booking the services that matter most.

This checklist covers the main tasks to consider during the early stages of wedding planning. You do not need to complete everything at once. Work through each section at your own pace, ticking off tasks as they are finished.

If you have less than 12 months until your wedding, begin with the most time-sensitive arrangements, particularly your venue, ceremony requirements and key suppliers.

12 Months Before Your Wedding

Wedding Date: _____

Today's Date: _____

Estimated Wedding Budget: £_____

Estimated Number of Guests: _____

Your Wedding Vision

- ○ Discuss the type of wedding you both want.
- ○ Decide whether you prefer a large celebration or a smaller gathering.
- ○ Choose your three most important wedding priorities.
- ○ Discuss possible wedding dates and seasons.
- ○ Consider your preferred ceremony and reception locations.
- ○ Decide whether you want a traditional, modern, informal or themed wedding.
- ○ Create a simple wedding inspiration folder.

Budget and Guest Planning

- ○ Agree on the maximum amount you can comfortably spend.
- ○ Identify any confirmed financial contributions from family members.

- ○ Set aside an affordable contingency fund for unexpected expenses.
- ○ Prepare an initial wedding budget.
- ○ Create a preliminary guest list.
- ○ Estimate the cost per guest for catering and other arrangements.
- ○ Check whether your preferred venues can accommodate your guest numbers.

Venue and Ceremony Arrangements

- ○ Research suitable wedding ceremony locations.
- ○ Shortlist potential reception venues.
- ○ Arrange venue visits or consultations.
- ○ Request written quotations showing included services and additional charges.
- ○ Compare venue packages against your budget.
- ○ Check availability for your preferred wedding dates.
- ○ Confirm the ceremony booking process and applicable legal requirements.
- ○ Review venue contracts and cancellation conditions before paying deposits.
- ○ Book your chosen venue once you are satisfied with the arrangements.

Important Suppliers

- ○ Research wedding photographers.
- ○ Research videographers if required.
- ○ Consider catering arrangements if these are not included with your venue.
- ○ Research wedding planners or coordinators if needed.
- ○ Check availability for any suppliers you consider essential.
- ○ Request written quotations from shortlisted suppliers.
- ○ Record supplier payment deadlines and deposit amounts.

Your First Planning Priorities

Choose three important tasks to complete next.

Priority 1
Priority 2
Priority 3
Copy my priorities

Notes and Important Decisions

Preferred Wedding Date: _____

Preferred Venue: _____

Venue Contact Details: _____

Estimated Venue Cost: £_____

Deposits Due: _____

Important Booking Deadlines: _____

Other Notes:

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Before Moving to the Next Checklist

By the end of this stage, aim to have a clear idea of your wedding budget, approximate guest numbers, preferred date and venue arrangements.

It is perfectly normal for some decisions to remain unfinished. What matters is knowing which arrangements need attention and which can wait.

Next: The 9–6 Months Before Your Wedding Checklist, where you will focus on securing suppliers, organising wedding outfits and bringing the main parts of your celebration together.

9–6 Months Before Your Wedding Checklist

With your wedding date and venue arrangements taking shape, the next stage is about securing important suppliers, organising your outfits and making decisions that will affect the rest of your wedding plans.

During these months, focus on arrangements that require advance booking or preparation.

Some suppliers may need to be booked earlier, especially for popular dates, so adjust this checklist to suit your circumstances.

Wedding Date: _____

Today's Date: _____

Months Until Wedding: _____

9–8 Months Before Your Wedding

Wedding Suppliers and Bookings

- ○ Confirm your ceremony and reception venue bookings.
- ○ Book your wedding photographer.
- ○ Book a videographer if required.
- ○ Confirm your catering arrangements.
- ○ Research and book your preferred florist.
- ○ Research entertainment options, including DJs and live music.
- ○ Book any entertainment that is important to your celebration.
- ○ Research wedding transport options if needed.
- ○ Consider booking a wedding coordinator if required.
- ○ Save copies of all signed supplier agreements.
- ○ Record deposit payments and outstanding balances.
- ○ Check cancellation policies and important booking conditions.

Wedding Outfits and Accessories

- ○ Begin shopping for your wedding dress, suit or other wedding outfit.
- ○ Research bridal boutiques, tailors or outfit suppliers.
- ○ Arrange appointments for outfit fittings.
- ○ Check ordering and delivery times for your chosen clothing.
- ○ Confirm whether alterations are included in the purchase price.
- ○ Research bridesmaid, grooms-men or wedding-party outfits if applicable.
- ○ Set a budget for shoes, jewellery and accessories.
- ○ Consider outfits for children participating in the ceremony.

Guest List and Invitations

- ○ Review your preliminary wedding guest list.
- ○ Confirm the maximum number of guests your venue can accommodate.
- ○ Check your estimated catering cost against guest numbers.
- ○ Collect guest names and contact details.
- ○ Decide whether to send save-the-date cards.
- ○ Send save-the-dates if appropriate for your wedding.
- ○ Research invitation designs and printing options.
- ○ Consider whether you need a wedding website for guest information.

7–6 Months Before Your Wedding

Ceremony Planning

- ○ Confirm your ceremony arrangements with the relevant venue or officiant.
- ○ Check the legal requirements and notice periods applicable to your wedding location.
- ○ Discuss the structure of your wedding ceremony.
- ○ Consider readings, music and personal vows where permitted.
- ○ Decide who will participate in the ceremony.
- ○ Research wedding rings and allow time for ordering or resizing.
- ○ Discuss any cultural, religious or family traditions you wish to include.

- ○ Check whether your ceremony venue has restrictions on decorations or photography.

Reception and Wedding Details

- ○ Discuss your preferred reception layout with the venue.
- ○ Review catering menus and available meal options.
- ○ Arrange a menu tasting if offered.
- ○ Research your wedding cake or alternative dessert arrangements.
- ○ Confirm your preferred floral arrangements.
- ○ Consider table decorations and centrepieces.
- ○ Research lighting, signage and other reception decorations.
- ○ Check whether additional furniture or equipment is required.
- ○ Confirm any restrictions on outside suppliers.
- ○ Begin planning accommodation for yourselves or guests if needed.

Hair, Makeup and Personal Preparation

- ○ Research wedding hair stylists.
- ○ Research makeup artists if required.
- ○ Book your preferred hair and makeup suppliers.
- ○ Ask whether trial appointments are included.
- ○ Schedule trials at suitable times before the wedding.
- ○ Consider any personal grooming appointments you wish to arrange.
- ○ Confirm travel charges and preparation-day timings.

Budget and Payment Review

As bookings increase, take time to review your financial commitments.

- ○ Update your wedding budget with confirmed supplier prices.
- ○ Record every deposit paid so far.
- ○ Check upcoming payment deadlines.
- ○ Review additional supplier fees and optional extras.
- ○ Recalculate catering estimates if guest numbers have changed.
- ○ Check how much money remains available for unbooked services.
- ○ Review your contingency fund.
- ○ Remove or reduce optional expenses if your estimated costs exceed your budget.

Supplier Booking Tracker

Use this section to record your most important confirmed arrangements.

Supplier	Booked	Deposit Paid	Balance Due
Photographer	☐	£_____	£_____
Videographer	☐	£_____	£_____
Caterer	☐	£_____	£_____
Florist	☐	£_____	£_____
Entertainment	☐	£_____	£_____
Transport	☐	£_____	£_____
Hair and makeup	☐	£_____	£_____

Next Supplier Payment Date: _____

Amount Due: £_____

Supplier Name: _____

Important Appointments and Deadlines

Appointment 1: _____

Date: _____

Appointment 2: _____

Date: _____

Appointment 3: _____

Date: _____

Next Booking Deadline: _____

Your Three Main Priorities

Choose three unfinished tasks that need attention before your next planning review.

Priority 1: _____

Priority 2: _____

Priority 3: _____

Additional Notes

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Before Moving to the Next Checklist

By the end of this stage, aim to have your main wedding suppliers booked, your outfits organised or ordered, and your guest list taking a more definite shape.

You should also have a clearer picture of your confirmed costs and upcoming payment deadlines.

Not every detail needs to be finalised yet. Focus on securing important arrangements while leaving yourself enough flexibility for smaller decisions.

Next: The 6–3 Months Before Your Wedding Checklist, where you will focus on invitations, guest responses, supplier details and preparing the arrangements that bring your wedding day together.

6–3 Wedding Clothing and Accessories

- ○ Confirm delivery dates for wedding outfits.
- ○ Arrange any outstanding outfit fittings.
- ○ Order shoes and accessories.
- ○ Confirm wedding-party clothing arrangements.
- ○ Check whether alterations have been scheduled.
- ○ Purchase or order wedding rings.
- ○ Arrange ring resizing or engraving if required.
- ○ Check that clothing and accessories remain within budget.

Reception and Decorations

- ○ Confirm your wedding colour scheme or preferred style.
- ○ Discuss table arrangements with your reception venue.
- ○ Confirm your floral requirements with your florist.
- ○ Choose table centrepieces and decorations.
- ○ Decide whether you need welcome signs or directional signs.
- ○ Review your wedding cake or dessert arrangements.
- ○ Confirm any additional equipment hire.
- ○ Check delivery, setup and collection arrangements.
- ○ Review decoration costs before making additional purchases.

4–3 Months Before Your Wedding

Ceremony Details

- ○ Confirm ceremony timings with your venue or officiant.
- ○ Review the planned order of the ceremony.
- ○ Choose readings and music where applicable.
- ○ Confirm who will give readings or participate in the ceremony.
- ○ Begin preparing personal vows if appropriate.
- ○ Check any outstanding legal documentation or appointments.
- ○ Confirm arrangements for the wedding rings.
- ○ Discuss ceremony decorations and setup requirements.
- ○ Check accessibility and seating arrangements for the ceremony.

Photography and Entertainment

- ○ Discuss your preferred photography style with your photographer.
- ○ Prepare a list of important family or group photographs.
- ○ Confirm photography coverage times.
- ○ Discuss any special moments you want captured.
- ○ Review videography arrangements if applicable.
- ○ Confirm your entertainment booking.
- ○ Choose important songs, including your first dance if planned.
- ○ Discuss music preferences with your DJ or band.
- ○ Check whether entertainment suppliers need special equipment or access.
- ○ Confirm any additional charges for extended coverage or performances.

Catering and Guest Requirements

- ○ Review your chosen wedding menu.
- ○ Confirm available meal choices.
- ○ Check how dietary requirements will be collected.
- ○ Record guest allergies and other dietary information securely.
- ○ Confirm arrangements for children's meals if required.
- ○ Discuss drinks packages and bar arrangements.
- ○ Check whether evening food is included.
- ○ Confirm the deadline for submitting final guest numbers.
- ○ Review catering charges against your current guest estimate.

Guest RSVP Progress Tracker

Use this section to monitor your guest responses.

Total Guests Invited: _____

Guests Confirmed Attending: _____

Guests Unable to Attend: _____

Guests Yet to Respond: _____

RSVP Deadline: _____

Date for Following Up: _____

Guest Response Checklist

- ○ Record each RSVP as it arrives.
- ○ Update your expected guest count.
- ○ Record meal selections where applicable.
- ○ Check dietary requirements and allergies.
- ○ Identify guests who may need additional assistance.
- ○ Record any children attending.
- ○ Follow up with guests who have not responded.
- ○ Inform your venue if guest numbers change significantly.

Wedding-Day Schedule Preparation

Now is a good time to begin outlining how your wedding day will run.

You do not need every minute finalised, but you should understand the approximate order of events.

- ○ Confirm the ceremony start time.
- ○ Estimate how long wedding preparations will take.
- ○ Allow time for travel between locations.
- ○ Discuss photography timings.
- ○ Confirm reception arrival arrangements.
- ○ Estimate when food will be served.
- ○ Discuss speeches and other planned activities.
- ○ Confirm entertainment start and finish times.
- ○ Check the venue's required finishing time.
- ○ Allow reasonable flexibility between major activities.

Important Wedding-Day Times

Hair and Makeup Start: _____

Wedding Party Ready By: _____

Ceremony Start: _____

Reception Start: _____

Wedding Meal: _____

Speeches: _____

Evening Entertainment: _____

Venue Closing Time: _____

Budget and Supplier Payment Review

As your wedding approaches, check that your financial records match your confirmed arrangements.

- ○ Review the total wedding budget.
- ○ Update costs for confirmed bookings.
- ○ Record any additional supplier charges.
- ○ Check outstanding deposit payments.
- ○ Review upcoming supplier balance deadlines.
- ○ Update catering estimates using current guest numbers.
- ○ Check the remaining amount in your contingency fund.
- ○ Identify any expenses that can be reduced if necessary.
- ○ Keep copies of payment confirmations and receipts.

Upcoming Payments

Supplier: _____

Amount Due: £_____

Payment Deadline: _____

Supplier: _____

Amount Due: £_____

Payment Deadline: _____

Supplier: _____

Amount Due: £_____

Payment Deadline: _____

Your Three Main Priorities

Choose the three most important unfinished tasks to complete before your next planning review.

Priority 1: _____

Priority 2: _____

Priority 3: _____

Additional Notes

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Before Moving to the Next Checklist

By the end of this stage, your invitations should be sent or ready to send, your ceremony and reception arrangements should be progressing, and your guest responses should be easier to track.

You should also have a working outline of your wedding-day schedule and a clear record of upcoming payments.

Keep reviewing your checklists and updating details as they change.

Next: The Final 3 Months Wedding Checklist, where you will focus on confirming arrangements, finalising guest information and preparing for the last stages of wedding planning.

Final 3 Months Wedding Checklist

With just three months to go, your wedding plans should be coming together.

Most major bookings will already be in place, and now is the time to check the finer details, confirm arrangements and make sure nothing important has been overlooked.

This checklist will help you stay organised during the final three months, from reviewing supplier contracts and guest arrangements to preparing your wedding-day schedule.

Wedding Date: _____

Today's Date: _____

Days Until Wedding: _____

3 Months Before Your Wedding

Supplier Confirmations

- ○ Review all wedding supplier bookings.
- ○ Check that contracts and booking confirmations are saved.
- ○ Confirm your ceremony and reception venue arrangements.
- ○ Contact your photographer to review important details.
- ○ Confirm your videographer's arrangements if applicable.
- ○ Check catering arrangements and menu selections.
- ○ Confirm floral orders and decoration requirements.
- ○ Review entertainment bookings and performance times.
- ○ Confirm wedding transport arrangements.
- ○ Check hair and makeup appointments.
- ○ Review any outstanding supplier payments.
- ○ Record the final payment deadlines for each supplier.

Wedding Outfits

- ○ Check the delivery status of all wedding outfits.
- ○ Arrange final alterations or fitting appointments.
- ○ Try on your wedding shoes and check their comfort.
- ○ Confirm wedding-party outfits are ordered or ready.
- ○ Check accessories, jewellery and other outfit details.
- ○ Confirm wedding rings have arrived.
- ○ Arrange any outstanding ring adjustments.
- ○ Decide how outfits will be transported or stored before the wedding.

Guest Arrangements

- ○ Review your wedding guest list.
- ○ Check the number of confirmed guests.
- ○ Follow up on outstanding RSVPs.
- ○ Record dietary requirements and allergies.
- ○ Confirm arrangements for children attending.
- ○ Check accessibility requirements.
- ○ Review accommodation arrangements where needed.
- ○ Confirm any organised guest transport.
- ○ Begin considering reception table groupings.

2 Months Before Your Wedding

Ceremony and Reception Details

- ○ Review the ceremony order with your officiant or venue.
- ○ Confirm readings and participants.
- ○ Finalise your ceremony music selections.
- ○ Prepare or review personal vows if applicable.
- ○ Confirm arrangements for the wedding rings.
- ○ Review your reception schedule.
- ○ Confirm the timing of speeches and special activities.
- ○ Discuss your preferred table layout with the venue.
- ○ Check decoration setup arrangements.
- ○ Confirm cake delivery and display requirements.
- ○ Review any venue restrictions or supplier access requirements.

Wedding Photography and Entertainment

- ○ Prepare your preferred photography shot list.
- ○ Identify important family and group photographs.
- ○ Discuss photography locations with your photographer.
- ○ Confirm photographer arrival and departure times.
- ○ Review videography coverage if booked.
- ○ Finalise your first-dance song if applicable.
- ○ Choose other important reception music.
- ○ Discuss your music preferences with your DJ or band.
- ○ Confirm entertainment equipment requirements.
- ○ Check any outstanding entertainment payments.

Personal Appointments and Preparations

- ○ Attend hair and makeup trials if required.
- ○ Confirm your chosen wedding-day hairstyle.
- ○ Confirm makeup preferences.
- ○ Book any remaining personal grooming appointments.
- ○ Arrange a final wedding outfit fitting.
- ○ Check whether additional accessories are needed.
- ○ Begin wearing wedding shoes around the house if appropriate.
- ○ Arrange any necessary outfit cleaning or pressing.

1 Month Before Your Wedding

Final Guest Information

- ○ Follow up with guests who have not responded.
- ○ Confirm your expected guest count.
- ○ Finalise meal selections where applicable.
- ○ Check dietary requirements and allergy information.
- ○ Prepare the reception seating plan.
- ○ Confirm the placement of children and guests requiring assistance.
- ○ Review table numbers or names.
- ○ Prepare place cards if needed.
- ○ Check the venue's deadline for final guest numbers.
- ○ Submit final numbers when required by your venue or caterer.

Wedding-Day Organisation

- ○ Prepare a detailed wedding-day timeline.
- ○ Confirm preparation and dressing times.
- ○ Allow enough time for photography before the ceremony.
- ○ Check travel times between wedding locations.
- ○ Confirm ceremony arrival requirements.
- ○ Review the reception schedule with your venue.
- ○ Confirm supplier arrival and setup times.
- ○ Choose a trusted person to handle minor questions on the day.
- ○ Share important contact details with the relevant people.
- ○ Review arrangements for gifts, cards and personal belongings.

Final Payments and Documents

- ○ Review all remaining supplier balances.
- ○ Confirm payment dates and methods.
- ○ Make payments that are due.
- ○ Save payment receipts and confirmations.
- ○ Check whether any refundable deposits are required.
- ○ Prepare necessary ceremony documents.
- ○ Confirm arrangements for collecting or delivering decorations.
- ○ Check whether any supplier requires final written instructions.
- ○ Keep important contracts and contact details together.

Final Supplier Confirmation Tracker

Supplier	Confirmed	Final Payment Due
Ceremony venue	☐	_____
Reception venue	☐	_____
Photographer	☐	_____
Caterer	☐	_____
Florist	☐	_____
Entertainment	☐	_____
Transport	☐	_____
Hair and makeup	☐	_____

Supplier Requiring Follow-Up: _____

Contact Date: _____

Outstanding Details: _____

Wedding-Day Responsibilities

Assigning a few practical tasks to trusted people can make your wedding day easier to manage.

Person Responsible for Wedding Rings:

Person Responsible for Supplier Questions:

Person Responsible for Gifts and Cards:

Person Responsible for Decorations:

Person Responsible for Emergency Supplies:

Important Dates and Deadlines

Final Guest Number Deadline: _____

Final Outfit Fitting: _____

Final Venue Meeting: _____

Final Supplier Payment: _____

Wedding Rehearsal (If Applicable): _____

Your Three Main Priorities

Priority 1: _____

Priority 2: _____

Priority 3: _____

Additional Notes

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Before Moving to the Next Checklist

By the end of these three months, your guest arrangements, supplier bookings, wedding outfits and reception plans should be largely finalised.

The remaining tasks will focus on checking details, preparing important items and making sure everyone involved knows what to expect.

Avoid introducing unnecessary last-minute changes unless they are genuinely important.

Keeping your arrangements simple and organised can help reduce stress as the wedding approaches.

Next: The Final 30 Days Wedding Checklist, where you will work through the last important confirmations, payments and preparations before your big day.

Final 30 Days Wedding Checklist

Your wedding day is almost here! With just one month remaining, the focus shifts from making big decisions to checking details, confirming arrangements and preparing everything you will need.

Most of your wedding plans should now be in place.

This checklist will help you work through the final preparations in manageable stages so you can approach your wedding day feeling organised and confident.

Wedding Date: _____

Today's Date: _____

Days Until Wedding: _____

30–21 Days Before Your Wedding

Final Supplier Confirmations

- ○ Contact your ceremony venue to confirm arrangements.
- ○ Contact your reception venue to review final details.
- ○ Confirm the photographer's arrival time and location.
- ○ Confirm videography arrangements if applicable.
- ○ Review catering numbers and meal selections.
- ○ Confirm floral arrangements and delivery times.
- ○ Check entertainment arrival and setup arrangements.
- ○ Confirm wedding transport collection times and addresses.
- ○ Check hair and makeup appointment timings.
- ○ Confirm cake delivery or collection arrangements.
- ○ Review any remaining supplier payments.
- ○ Save updated supplier contact information.

Guest List and Seating Arrangements

- ○ Review your final guest list.
- ○ Follow up with any outstanding RSVPs.
- ○ Check guest names for spelling errors.
- ○ Confirm meal choices where required.
- ○ Review dietary requirements and allergies.
- ○ Finalise the reception seating plan.
- ○ Prepare or order place cards.
- ○ Prepare table numbers or table names.
- ○ Check arrangements for children attending.
- ○ Confirm accessibility arrangements with the venue.
- ○ Submit final guest numbers by the supplier's deadline.

20–14 Days Before Your Wedding

Wedding Outfits and Accessories

- ○ Attend final wedding outfit fittings.
- ○ Try on your complete wedding outfit.
- ○ Check that alterations have been completed correctly.
- ○ Confirm wedding-party outfits are ready.
- ○ Check shoes, jewellery and accessories.
- ○ Confirm wedding rings are safely stored.
- ○ Arrange cleaning or pressing if needed.
- ○ Prepare suitable clothing storage or garment bags.
- ○ Decide who will transport wedding outfits to the preparation location.
- ○ Pack any additional clothing needed for the wedding celebrations.

Ceremony Preparations

- ○ Review the final ceremony schedule.
- ○ Confirm arrangements with your officiant or ceremony organiser.
- ○ Check that required legal documents and appointments are complete.
- ○ Confirm ceremony readings and participants.
- ○ Finalise music selections.
- ○ Review personal vows if applicable.
- ○ Confirm who will carry the wedding rings.
- ○ Check ceremony decoration arrangements.
- ○ Confirm arrival times for the wedding party.
- ○ Review rehearsal arrangements if required.

Reception Preparations

- ○ Confirm the final reception timeline.
- ○ Review the seating plan with the venue.
- ○ Check arrangements for table decorations.
- ○ Confirm cake display and cutting arrangements.
- ○ Finalise speech arrangements.
- ○ Confirm important music selections.
- ○ Review photography plans for the reception.
- ○ Confirm evening guest arrangements if applicable.
- ○ Check plans for gifts and cards.
- ○ Arrange collection or storage of decorations after the wedding.

13–7 Days Before Your Wedding

Wedding-Day Timeline

- ○ Review the complete wedding-day schedule.
- ○ Confirm hair and makeup start times.
- ○ Allow sufficient time for getting dressed.
- ○ Confirm transport departure times.
- ○ Check travel routes and parking arrangements.
- ○ Confirm the ceremony start time.
- ○ Review photography and group photograph timings.
- ○ Check reception arrival arrangements.
- ○ Confirm meal and speech timings.
- ○ Review entertainment start and finish times.
- ○ Share the final schedule with relevant suppliers and helpers.

Important Wedding Items

- ○ Prepare the wedding rings.
- ○ Set aside any required ceremony documents.
- ○ Print personal vows or readings if needed.
- ○ Prepare wedding accessories.
- ○ Gather any decorations being delivered personally.
- ○ Prepare guest books or alternative keepsakes.
- ○ Pack wedding favours if applicable.
- ○ Prepare payment envelopes or tips if planned.
- ○ Charge cameras, phones and other essential devices.
- ○ Begin assembling a wedding emergency kit.

Personal Appointments

- ○ Confirm final hair appointments.
- ○ Confirm makeup arrangements.
- ○ Attend any planned grooming appointments.
- ○ Check that wedding outfits fit comfortably.
- ○ Prepare comfortable shoes if needed.
- ○ Review medication or personal care items needed on the day.
- ○ Make time for rest between final preparations.

6–2 Days Before Your Wedding

Final Arrangements

- ○ Check the latest weather forecast if outdoor arrangements are planned.
- ○ Confirm any weather contingency plans with the venue.
- ○ Check supplier contact numbers are correct.
- ○ Confirm final delivery arrangements.
- ○ Check that all payments due before the wedding have been made.
- ○ Pack everything required for the ceremony.
- ○ Pack reception decorations and accessories.
- ○ Label boxes or bags for easy identification.
- ○ Confirm who will transport important items.
- ○ Share emergency contact details with a trusted helper.
- ○ Check accommodation or honeymoon travel arrangements if applicable.

Wedding Party and Family

- ○ Remind the wedding party of arrival times.
- ○ Confirm transport arrangements.
- ○ Check that everyone has their required clothing.
- ○ Remind ceremony participants of their responsibilities.
- ○ Confirm who will assist with decorations.
- ○ Confirm who will collect gifts and cards.
- ○ Check arrangements for children participating in the wedding.
- ○ Share the final wedding-day schedule.
- ○ Answer any important outstanding questions.

The Day Before Your Wedding

- ○ Check that your wedding outfit and accessories are ready.
- ○ Place wedding rings somewhere safe and confirm who is responsible for them.
- ○ Prepare any required identification or ceremony paperwork.
- ○ Charge your phone and essential devices.
- ○ Pack your personal overnight bag if needed.
- ○ Check that all important items have been delivered or packed.
- ○ Confirm the next morning's preparation arrangements.
- ○ Set alarms and allow enough time to get ready.
- ○ Eat a proper meal and drink enough water.
- ○ Hand over remaining practical responsibilities to trusted helpers.
- ○ Avoid unnecessary last-minute changes.
- ○ Make time to relax and get a good night's sleep.

Final 30-Day Payment Tracker

Supplier	Amount Due	Due Date	Paid
Venue	£_____	_____	☐
Catering	£_____	_____	☐
Photographer	£_____	_____	☐
Florist	£_____	_____	☐
Entertainment	£_____	_____	☐
Other	£_____	_____	☐

Total Outstanding Payments: £_____

Next Payment Deadline: _____

Final Contact and Responsibility Check

Main Venue Contact: _____

Telephone: _____

Wedding-Day Coordinator or Trusted Helper:

Telephone: _____

Emergency Transport Contact:

Telephone: _____

Person Responsible for Wedding Rings:

Person Responsible for Gifts and Cards:

Your Final Three Priorities

Priority 1: _____

Priority 2: _____

Priority 3: _____

Additional Notes

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Before Moving to the Next Checklist

By the end of the final 30 days, your main wedding arrangements should be confirmed, important payments should be completed or scheduled, and everyone involved should understand their responsibilities.

You do not need to control every detail yourself.

Once your plans are in place, allow your suppliers and trusted helpers to handle the responsibilities you have assigned.

The final days are also an opportunity to enjoy the excitement of your approaching wedding.

Next: The Wedding Week Checklist, where you will organise the last seven days, prepare important items and make sure everything is ready for your celebration.

Wedding Week Checklist

Your Final 7 Days Before the Big Day

Your wedding is just one week away! Most of the planning is complete, and now it is time to focus on the final practical details.

This checklist will help you organise the last seven days, prepare essential items and make sure your suppliers, wedding party and trusted helpers know what they need to do.

The goal this week is simple: finish the remaining preparations, hand over responsibilities and make time to enjoy the excitement.

Wedding Date: _____

Wedding Venue: _____

Wedding-Day Contact Person: _____

Contact Number: _____

7 Days Before Your Wedding

Final Supplier and Venue Checks

- ○ Review your confirmed supplier bookings.
- ○ Check the final wedding-day schedule.
- ○ Confirm ceremony and reception venue access times.
- ○ Check photographer and videographer arrival times.
- ○ Confirm hair and makeup appointments.
- ○ Review catering arrangements and final guest numbers.
- ○ Confirm florist delivery arrangements.
- ○ Check wedding cake delivery or collection details.
- ○ Confirm entertainment setup times.
- ○ Review wedding transport collection locations.
- ○ Check any outstanding payments.
- ○ Share updated contact information with your wedding coordinator or trusted helper.

Guest and Wedding Party Arrangements

- ○ Send final reminders to wedding-party members.
- ○ Confirm preparation locations and arrival times.
- ○ Check that everyone has their required outfits.
- ○ Confirm ceremony participants understand their roles.
- ○ Review guest transport arrangements if applicable.
- ○ Check accommodation bookings.
- ○ Confirm arrangements for children participating in the wedding.
- ○ Share the wedding-day schedule with relevant people.

6–5 Days Before Your Wedding

Wedding Outfits and Accessories

- ○ Try on your complete wedding outfit one final time.
- ○ Check that clothing is clean and ready to wear.
- ○ Arrange steaming or pressing if needed.
- ○ Check shoes for comfort and condition.
- ○ Gather jewellery and accessories.
- ○ Check wedding-party clothing arrangements.
- ○ Place wedding rings in a safe location.
- ○ Prepare garment bags for transporting outfits.
- ○ Pack spare clothing or comfortable shoes if required.

Decorations and Important Items

- ○ Gather decorations being supplied personally.
- ○ Check table numbers and place cards.
- ○ Prepare wedding favours if applicable.
- ○ Pack guest books and keepsakes.
- ○ Prepare ceremony readings or printed vows.
- ○ Check any welcome signs or seating charts.
- ○ Label boxes containing wedding decorations.
- ○ Confirm who will transport these items.
- ○ Confirm who will collect items after the reception.

4–3 Days Before Your Wedding

Personal Preparations

- ○ Attend any remaining personal appointments.
- ○ Check hair and makeup arrangements.
- ○ Prepare skincare and personal care items.
- ○ Pack necessary medication and personal essentials.
- ○ Prepare an overnight bag if required.
- ○ Check honeymoon or post-wedding travel documents if applicable.
- ○ Charge phones and essential electronic devices.
- ○ Make time for regular meals, hydration and rest.

Weather and Travel Arrangements

- ○ Check the weather forecast.
- ○ Review the wet-weather plan for outdoor activities.
- ○ Check travel routes between wedding locations.
- ○ Confirm parking arrangements.
- ○ Allow extra travel time where appropriate.
- ○ Check accessibility arrangements.
- ○ Confirm transport contact numbers.
- ○ Inform relevant suppliers of any necessary changes.

2 Days Before Your Wedding

Final Packing Checklist

- ○ Wedding outfit
- ○ Wedding shoes
- ○ Jewellery and accessories
- ○ Wedding rings
- ○ Ceremony paperwork or identification if required
- ○ Printed vows or readings
- ○ Personal care essentials
- ○ Wedding emergency kit
- ○ Phone and charger
- ○ Overnight bag
- ○ Important supplier contact details
- ○ Payment information for any remaining balances

- ○ Decorations or accessories being delivered personally
- ○ Spare shoes or clothing if needed

Final Responsibility Checks

- ○ Confirm who is responsible for the wedding rings.
- ○ Confirm who will answer supplier questions.
- ○ Confirm who will oversee decoration deliveries.
- ○ Confirm who will collect gifts and cards.
- ○ Confirm who will assist with the wedding-party schedule.
- ○ Confirm who will manage any unexpected issues.
- ○ Share the final contact list with your trusted helper.

1 Day Before Your Wedding

Final Wedding-Day Preparations

- ○ Check that wedding outfits are ready.
- ○ Confirm the wedding rings are accounted for.
- ○ Check important documents are safely packed.
- ○ Place your phone and charger somewhere accessible.
- ○ Prepare everything needed for the following morning.
- ○ Check the time and location of your first appointment.
- ○ Confirm transport arrangements if necessary.
- ○ Set alarms.
- ○ Attend the wedding rehearsal if one is scheduled.
- ○ Hand over remaining practical tasks to your designated helpers.
- ○ Eat a proper evening meal.
- ○ Drink enough water.
- ○ Take time to relax.
- ○ Aim for a good night's sleep.

Wedding Week Appointment Tracker

Appointment or Task	Date	Time	Completed
Final outfit collection	_____	_____	☐
Hair appointment	_____	_____	☐
Beauty appointment	_____	_____	☐
Wedding rehearsal	_____	_____	☐
Decoration delivery	_____	_____	☐
Other	_____	_____	☐

Wedding Week Contact List

Venue Coordinator: _____

Telephone: _____

Photographer: _____

Telephone: _____

Transport Provider: _____

Telephone: _____

Wedding-Day Helper: _____

Telephone: _____

Final Items to Collect or Deliver

Item	Responsible Person	Completed
Wedding outfits	_____	☐
Wedding rings	_____	☐
Decorations	_____	☐
Wedding cake	_____	☐
Ceremony items	_____	☐
Emergency kit	_____	☐

My Final Wedding Week Priorities

Priority 1: _____

Priority 2: _____

Priority 3: _____

Additional Notes

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Your Happily Ever After Begins Here ❤

Now that the planning is complete and every little detail has been taken care of, it's time to put the checklists aside, enjoy every precious moment, and celebrate the beginning of your beautiful journey together.

Wishing you a wedding day filled with love, laughter, happiness, and memories to treasure for a lifetime." ❤