

Wedding Planning Checklist



12-18 Months

Start Exploring	Create a wedding Pinterest. Consider events you've attended, make notes of what you liked and didn't like.
Determine Budget	Prioritize what elements are most important to you. Determine how you will track expenses.
Consider Wedding Dates	Select multiple dates within your preferred timeframe - venues often have varying availability and pricing depending on the day of the week.
Begin Compiling Guest List	Divide your list into categories like immediate family, extended family, friends, work colleagues, etc. for both sides.
Select Wedding Party Members	Prepare any wedding party proposals, and ask early! Discuss any potential date conflicts - want to ensure the most important people to you are available to attend.
Schedule Venue Tours	It is important to physically see the venue and meet the staff before booking.
Consider Accommodations	Would you like to set up hotel room blocks for out of town guests? What about you, where will you stay the night of the wedding?
Book Venue	Go to venue prepared with multiple date options and a list of questions to ask the venue staff.
Start Browsing Wedding Attire	Gather inspiration photos. Don't try on any items that are out of budget unless you are willing to go over.
Research Vendors	Ask if your venue has a list of preferred vendors - it is beneficial to have vendors who are already familiar with your venue. Using their in-house caterer may be required.
Take Engagement Photos	Many couples choose to have a potential wedding day photographer take their engagement photos to become familiar with their personality and style.

8-12 Months

Create Wedding Website	Popular options include Zola, The Knot, and Minted. Ensure event times match invitations to avoid confusion.
Finalize Guest List	Consider the maximum number of guests you can accommodate within your budget and venue capacity.
Send Save the Dates	Include essential details such as your names, wedding date, and location. You can also mention that a formal invitation will follow.
Begin Booking Vendors	Vendors typically require date and venue finalized before booking.
Determine Rehearsal Dinner Guest List	Typically include immediate family, wedding party members, officiant, out-of-town guests, and some close friends.
Book Rehearsal Dinner Venue	Ask venue for nearby recommendations. Best to select somewhere nearby if following ceremony rehearsal.
Reserve Rental Equipment	Tables, chairs, linens, etc. Often arranged through venue or catering service.

4-8 Months

Order Invitations	Order a sample first if possible.
Book Accommodations/Transportation	Consider proximity to the venue and provide shuttle options for guests if locations are spread out.
Purchase Inventory Items	Keep a running list of what you've ordered and what's still needed—group by category (ceremony, cocktail hr, reception).
Schedule Hair/Makeup Trial	Don't wait too long to get this on the calendar.
Order Wedding Dress/Attire	Confirm estimated delivery/pick up and alteration timeline to avoid stress.

2-4 Months

Hair/Makeup Trial	Bring inspiration photos and wear a top that matches your dress color to better envision the final look.
Menu Tasting/Finalize Reception Menu	Consider guest dietary restrictions and remember to account for vendor meals in your final count.
Cake Tasting/Order Cake	Bring your design inspiration and confirm delivery/setup logistics. Note if you will have a heavy cake topper so baker can add extra support.
Creating Wedding Timeline	Weddings by MLC will take care of this for you :)
Create Event Floor Plans	Weddings by MLC will take care of this for you :)
Send Invitations	If your invitation has multiple inserts, weigh it before buying stamps to avoid returned mail.
Determine RSVP System	Use a spreadsheet or wedding planning tool to track names, addresses, RSVPs, and any special considerations for guests.
Send Rehearsal Dinner Invitations	Many choose to do this digitally. Consider noting dress code on these invitations.
Purchase Inventory Items	Do a check-in on what's been received vs. still needed.
Order Any Prints	Think menus, programs, welcome signs, bar signs.
Schedule Dress/Attire Fittings	Don't wait too long to get this on the calendar.
Order Wedding Bands	Allow time for sizing or engraving.

	Begin Drafting Wedding Vows	<i>Check out our Vow Prompts resource. :)</i>
	Schedule Ceremony Rehearsal	<i>Check availability with venue, wedding planner, and officiant.</i>
1-2 Months		
	Apply for Marriage License	<i>Research requirements and deadlines for your wedding location</i>
	Dress/Attire Fittings	<i>Bring your shoes and undergarments for the best results.</i>
	Organize Inventory Items	<i>Group items by wedding event (ceremony, cocktail hour, reception) to make setup smoother. Open items from original packaging to ensure they work properly.</i>
	Finalize Wedding Day Timeline	<i>Weddings by MLC will take care of this for you :)</i>
	Follow Up with Missing RSVPs	<i>Some people need an extra nudge. Consider asking a family member to do some follow ups.</i>
	Finalize Seating Plan	<i>If assigned seating. Try not to have less than 5 at a table, will give an empty look.</i>
	Final Meetings with Vendors	<i>Any outstanding information you owe your vendors?</i>
	Send Final Payments	<i>You won't want to worry about this as the day gets closer.</i>
	Create Photography Shot List	<i>Include key people and moments as well as specific family groupings.</i>
	Notify Caterer of Final Guest Count	<i>Ask for a specific date they need the final count by.</i>
	Breakfast/Lunch/Snack Plan	<i>It can be a long day if you're starting with hair and makeup. Have a solid plan for lunch and snacks.</i>
1 Week		
	Send out Final Master Plan to Vendors	<i>Weddings by MLC will take care of this for you :)</i>
	Practice Reading Vows	<i>Reading out loud helps catch any errors.</i>
	Make Packing List of Personal Items	<i>For example, change of shoes, toothbrush, phone charger, etc.</i>
	Review Schedule with Wedding Party	<i>Keep it simple—share where to be, when, and what to bring. Overloading with details can cause confusion.</i>
	Prepare Tip Envelopes	<i>Label clearly and assign someone trustworthy to distribute on the wedding day.</i>
	Beauty Appointments	<i>Hair cut, nails, waxing, eyebrows, etc.</i>
	Final Pack Up of Inventory Items	<i>Label bins/boxes/bags with what's inside.</i>
Happily Ever After		