



# Wedding Planning Checklist Template: Timeline, Vendors & Budget Management

## Engagement & Initial Planning (12+ Months Out)

Tasks related to announcing engagement, setting a budget, and initial vision.

### Engagement Date

Enter date...

### Initial Wedding Vision/Style

Write something...

### Estimated Guest Count (Initial)

Enter a number...

### Desired Wedding Season

- Spring
- Summer
- Fall
- Winter

### Estimated Overall Budget

Enter a number...

### Discuss and Outline Priorities (e.g., Venue, Photography, etc.)

Write something...

## Venue & Date Selection (9-12 Months Out)

Focuses on securing the ceremony and reception venues, and finalizing the wedding date.

### Target Wedding Date Range

Enter date...

### Estimated Guest Count (for venue capacity)

Enter a number...

### Preferred Venue Type (e.g., Ballroom, Barn, Outdoor)

- Ballroom
- Barn
- Outdoor
- Restaurant
- Historic Building

### Venue 'Must-Haves' or Desired Features

Write something...

### Date of Initial Venue Tours/Visits

Enter date...

### Venue Booking Status

- Not Started
- Researching
- Visited
- On Hold
- Booked

### Notes on potential venues (pros/cons)

Write something...

## Guest List & Budget Refinement (9-12 Months Out)

Developing a preliminary guest list and refining the overall wedding budget.

### Estimated Guest Count

Enter a number...

### **Estimated Total Budget**

Enter a number...

### **Average Cost Per Guest (Estimate)**

Enter a number...

### **Initial Budget Breakdown (e.g., Venue, Catering, Attire)**

Write something...

### **Wedding Style/Theme (for budget considerations)**

- Formal
- Semi-Formal
- Casual
- Rustic
- Modern

### **Preliminary RSVP Deadline (for headcount planning)**

Enter date...

### **Percentage of Guests Expected to Attend (Estimate)**

Enter a number...

## **Vendor Research & Booking (8-10 Months Out)**

Researching and securing key vendors: photographer, videographer, caterer, florist, DJ/band.

### Photographer Style Preference

- Photojournalistic
- Traditional
- Fine Art
- Candid
- Other

### Caterer Cuisine Preference

- American
- Italian
- Mexican
- French
- Asian
- Other

### Estimated Guest Count (for catering)

Enter a number...

### DJ or Band?

- DJ
- Band


### Tentative Vendor Meeting Date

Enter date...

### Notes/Requirements for Florist

Write something...

### Inspiration Photos (mood board)

 Upload File

## Wedding Party & Attire (6-9 Months Out)

Choosing the wedding party, selecting attire for the wedding party, and beginning bride/groom attire shopping.

### Number of Bridesmaids

Enter a number...

### Number of Groomsmen

Enter a number...

### Bridesmaids Dress Style Preference

- A-Line
- Ballgown
- Sheath
- Empire Waist
- Other

### **Groomsmen Suit/Tuxedo Style**

- Suit
- Tuxedo
- Other

### **Bridesmaids Dress Ordering Deadline**

Enter date...

### **Groomsmen Suit/Tuxedo Ordering Deadline**

Enter date...

### **Notes on Bridesmaids Dress Style & Colors**

Write something...

### **Notes on Groomsmen Attire – Fit, Style & Color**

Write something...

## **Stationery & Save-the-Dates (6-8 Months Out)**

Designing and sending Save-the-Dates.


### Save-the-Date Style

- Printed Postcard
- Digital Email
- Website Announcement
- Both Printed & Digital

### Save-the-Date Send Date

Enter date...

### Save-the-Date Design File

 Upload File

### Save-the-Date Wording

Write something...

### Estimated Guest Count (for Save-the-Date Mailing)

Enter a number...

### Mailing Method (if applicable)

- USPS First Class
- USPS Priority Mail
- Hand Delivery
- Other

## Ceremony & Reception Details (4-6 Months Out)

Finalizing ceremony details, reception layout, and menu selections.

### **Ceremony Style (e.g., Religious, Secular, Civil)**

- Religious
- Secular
- Civil
- Other

### **Ceremony Readings/Music Selections**

Write something...

### **Estimated Ceremony Guest Count**

Enter a number...

### **Ceremony Date Confirmation with Venue**

Enter date...

### **Reception Style (e.g., Sit-Down, Buffet, Cocktail)**

- Sit-Down
- Buffet
- Cocktail
- Family Style

### Menu Preferences (Initial Ideas)

Write something...

### Estimated Reception Guest Count

Enter a number...

## Wedding Website & RSVP Management (3-5 Months Out)

Creating a wedding website and setting up RSVP tracking.

### Wedding Website URL

Write something...

### Website Content Summary/Notes (e.g., sections included, important information)

Write something...

### RSVP Method(s)

- Online Form
- Email
- Mail
- Phone

### Estimated Guest Count (for online RSVP capacity)

Enter a number...

### RSVP Deadline

Enter date...

### Website Features (Select all that apply)

- Accommodation Information
- Registry Details
- Directions/Transportation
- Dress Code

## Vendor Confirmations & Logistics (2-3 Months Out)

Confirming all vendor contracts and finalizing logistical details (transportation, accommodations).

### Caterer Confirmation Sent?

- Yes
- No

### Photographer Contract Deadline

Enter date...

### Final Guest Count Confirmation Due

Enter a number...

### Transportation Vendor Confirmed?

Yes

No


### Transportation Logistics Notes

Write something...

### Accommodation Block Deadline

Enter date...

### Vendor Contract Copies

 Upload File

## Final Details & Legalities (1-2 Months Out)

Applying for marriage license, finalizing seating chart, and confirming final vendor details.

### Marriage License Application Date

Enter date...

### Marriage License Expiration Date (in days)

Enter a number...

### Officiant Contact Information (Name & Phone)

Write something...

### Marriage License Obtained?

Yes

No

### Notary Public Information (If Applicable)

Write something...

### Final Vendor Payment Schedule Review Date

Enter date...

### Notes/Special Legal Considerations

Write something...

## Final Preparations (2 Weeks Out)

Packing for the wedding and honeymoon, confirming final payments, and assigning tasks for the wedding day.

### Final Payment Due Dates (Vendors)

Enter date...

### Final Guest Count

Enter a number...

### Confirm Vendor Arrival Times

- Photographer
- Caterer
- Florist
- DJ/Band
- Officiant

### Emergency Contact Information (Shared with Wedding Party)

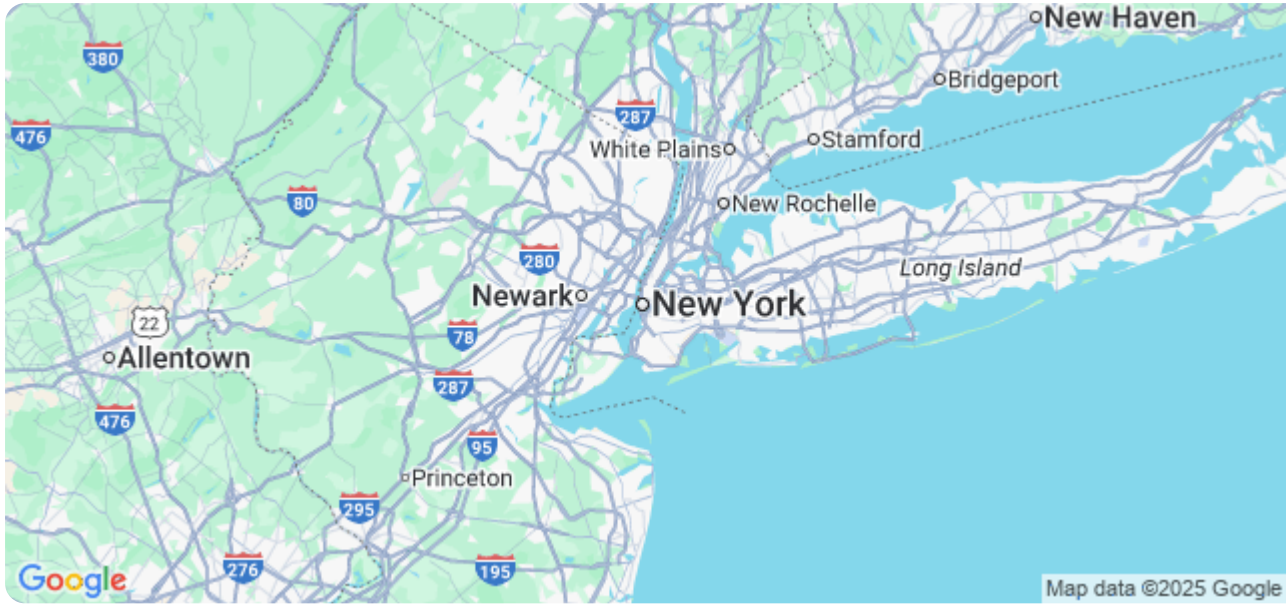
Write something...

### Marriage License Expiration Date

Enter date...

## Finalize Transportation Routes & Pick-Up Locations

[📍 Set My Current Location](#)



## Final Contract Review & Signature (Bride)

# Wedding Day Checklist

Tasks for the wedding party and designated helpers to complete on the wedding day.

### Wake-Up Time

### Getting Ready Location

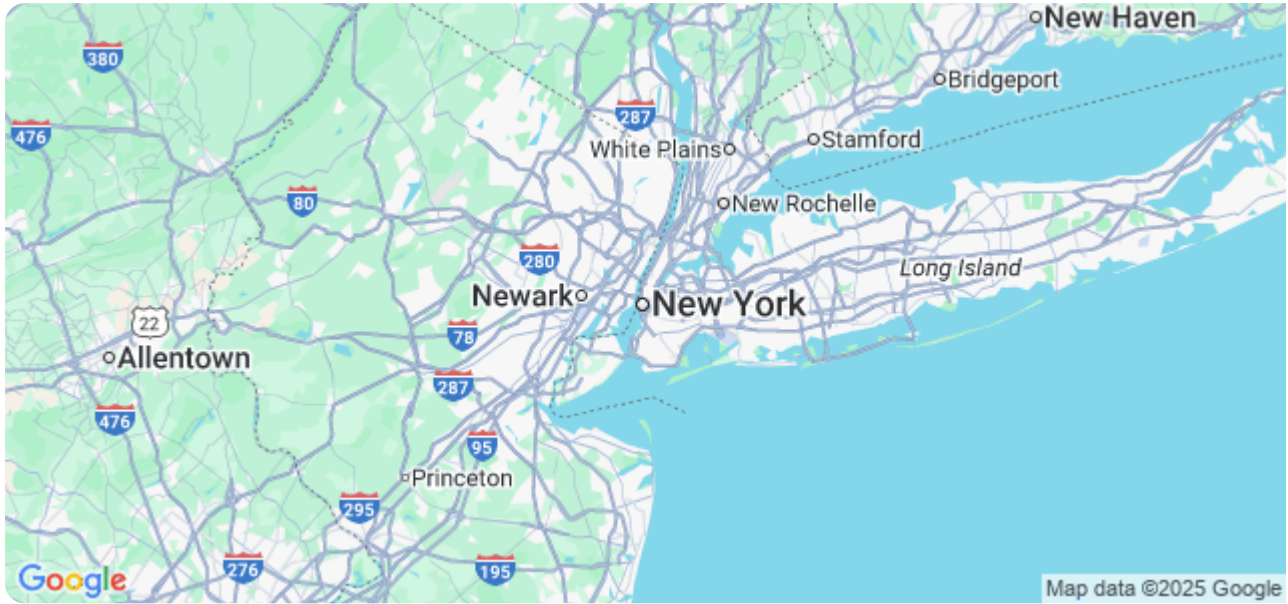
Write something...

### Hair & Makeup Start Time (Number of people)

Enter a number...

## Ceremony Location

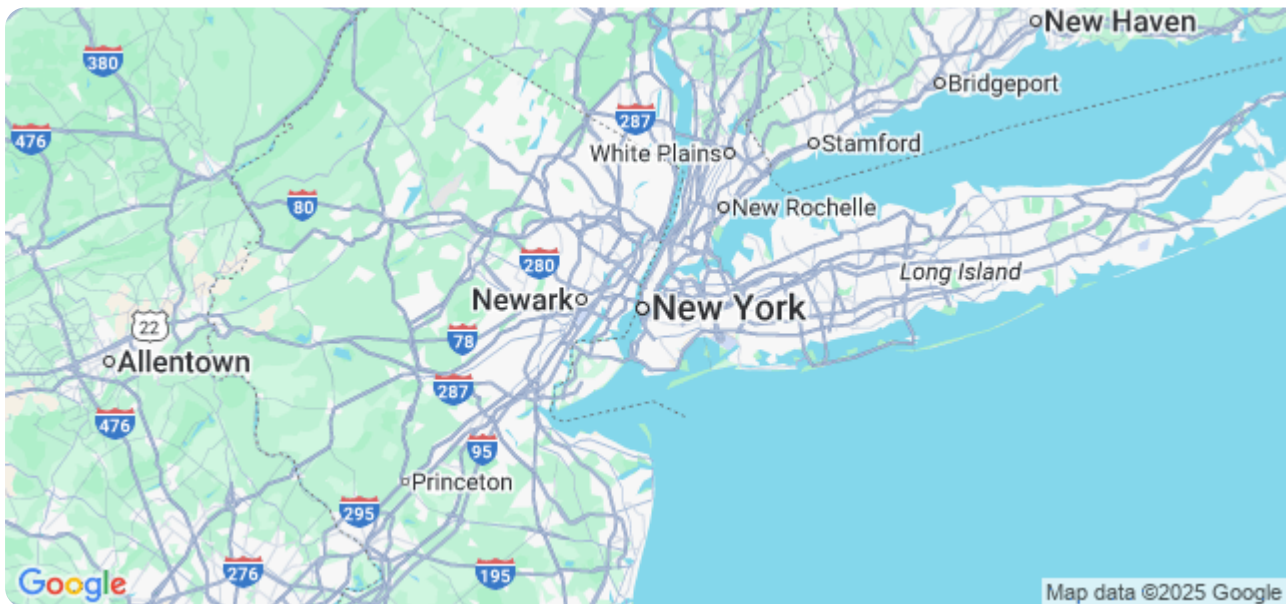
[📍 Set My Current Location](#)



## Ceremony Start Time

## Reception Location

[📍 Set My Current Location](#)



**Reception Start Time**

**Signature for Venue Walkthrough (Designated person)**

## Post-Wedding Tasks

Tasks related to sending thank you notes, vendor reviews, and preserving memories.

**Deadline for Sending Thank You Notes**

Enter date...

**Vendor Reviews - Which Vendors Will You Review?**

- Photographer
- Caterer
- Venue
- Florist
- DJ/Band
- Other (Specify)

**Notes for Vendor Reviews**

Write something...

**Estimated Number of Thank You Notes to Send**

Enter a number...

## Upload Wedding Photos to Shared Album

 Upload File

## Notes about Preserving Wedding Memories (e.g., video editing, album creation)

Write something...