

TO DO LIST

WEDDING PLANNING CHECKLIST BY NATALIE HEWITT EVENTS

- ☐ Agree a budget (decide what your total is and if you are unsure of how much to allocate to certain items, work out what elements are the most important to you)
- ☐ Write out your guest list (are you inviting adults, children, babies so you can gather quotes for food based on age groups? Will you need high chairs? Do you have anyone with mobility considerations when you are researching your venue? Collate addresses or emails depending on how you will send out your invitations. Group your guests into "per invite" so you know how many invitations to order)
- ☐ Create a mood board (this just gives you and your suppliers an idea of the wedding you want and will help inspire you for your venue search)
- ☐ Find your venue (where and when do you want to get married - location and date? What type of ceremony do you want - you may need to find a ceremony location close to a reception venue. How many guests do you need to host? What time do you want to party until? Do you need accommodation onsite? Do you have to use the venues recommended suppliers? Ask for the do's and don't there!)
- ☐ Send out Save the Dates (as soon as you know your date)
- ☐ Order your wedding dress (approximately 12 months before)
- ☐ Plan your schedule (which will help suppliers quote)
- ☐ Book your supplier once you know your wedding date and location
- ☐ Have your cake tasting, makeup and hair trial, food and wine tasting
- ☐ Send out your wedding invitations (typically 3-6 months before)
- ☐ Finalise all of your music choices (including ceremony and first dance)
- ☐ Reconfirm all supplier services and timings for the day
- ☐ Plan out your seating plan and order your on the day stationery
- ☐ Pack for your wedding (don't forget your rings, guest book and pens)