



# Checklist Before the Big Day

CHECKLIST: 12 MONTHS	CHECK
Consult on competent wedding planner(s)	
Decide on wedding dress style	
Choose your venue. Be flexible on the date. Book reception & ceremony the same time	
Draft a proposed budget	
Book your photographer	
Start a wedding mood board. Use images that you would want the wedding to be like	

CHECKLIST: 10 MONTHS	CHECK
Compile guest list	
Select and book priest	
Shop around for a wedding dress style and get quotes	
Choose chef or catering company with 3 different menu proposals	

CHECKLIST: 8 MONTHS	CHECK
Meet florists, lighting expert and decor specialist. Discuss look & feel of the wedding	
Hiring - Furniture, crockery and cutlery, etc.	
Purchase bridal dress & accessories	
Book hair & make-up artists - set a trial	
Book musicians/ DJ to cover ceremony, pre-drinks & reception	
Start planning menu and complimenting beverages	
Sent out a "Save the dates" email to guests. Stating that a formal invite will follow	

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CHECKLIST: 6 MONTHS	CHECK
Compile gift registry	
Design your invitations - correct posting address and names are essential	
Honeymoon- The groom should start planning this	
Order your wedding cake. Tastings may be arranged & are advised!	

CHECKLIST: 4-5 MONTHS	CHECK
Mail the invitations	
Appoint a master for the ceremony (host/MC)	
Lias with the groom about his & groom's men's suits & attire. As well as the father's	
Decide on gifts that will be given to the guests. Purchase these in advance	
Finalise the order of service with minister & selcet ceremony music	
Discuss & decide additional stationary (seat plan, menu, place cards, etc.)	
Jewellery & wedding bands should be deisgned and made	
Finalise bridal car & guest shuttle for the wedding day	
If no plans for the kitchen tea are evident, ask your bridesmaid to organise it	
Ensure that the best man has started organising the bachelor's party	

CHECKLIST: 2 MONTHS	CHECK
Ensure all travel document is in order (passport, visas etc) for oversea honeymoon	
Purchase wedding bands	
See a lawyer about marriage contract & other legalities that you need to know of	
Pre-order alcohol & drinks, if not provided by the venue. Wine & beverages confirmed	
Schedule wine & food tasting to pair with meals and beverages	
If your florist caters for this, arrange a floral mock-up	
Consult the dress designer & buy the accessories for the wedding dress	

CHECKLIST: 1 MONTHS	CHECK
Have a dress fitting & ensure that the retinue members also have their fitting	
Wear your wedding shoes! Doing so will avoid having sore feet on your wedding day.	
Finalise seating plans, so that the staionary can be designed	
Complete your honeymoon shopping as well as wedding underwear	
The groom SHOULD be planning his speech by now!	



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CHECKLIST: 1-2 weeks	CHECK
Collect your wedding dress and additional outfits	
Make sure all the men's outfit are ready & that they fit perfectly	
Contact any guests that have not yet RSVP'd yet	
Confirm with the venue & chef, number of guests, timings, special dietary & programme	
Confirm with all service providers & their respective start & end times	
Deligate & make sure the bridesmaid and groomsmen know their individual tasks	
Groom should confirm the honeymoon arrangements. The bride start packing luggage	
Arrange for your wedding gifts to be taken home after the wedding	
Your final facial should not happen less than a week before the wedding	
Ensure the master of the ceremony is well briefed	
Email photography and person appointed the family formals list	
Email vendors list and program of the day to the photographers	

CHECKLIST: 3 days to go	CHECK
Have an aromatherapy massage now. You deserved it!	

CHECKLIST: 2 days to go	CHECK
Do a rehearsal of the ceremony at the venue where it will take place.	
Meet your photographer & videographer at the ceremony & reception venues to discuss positioning, photoshoot & lighting requirements	

CHECKLIST: Day before	CHECK
Give the rings to the Best Man	

CHECKLIST: After the wedding	CHECK
Phew	
Finalise all payments	
Get your dress cleaned. if you hired, make sure you get it back to the company on time	
Make a list of all the institution that still need to be informed of your name change	
Do personalised thank you cards for all the guests & service providers	
Confirm delivery date for the photographer	



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