

The Countdown Checklist

12+ months out

- ☐ Set your date
- ☐ Set your budget
- ☐ Draft the guest list
- ☐ Tour & book the venue
- ☐ Choose your wedding party

9 months out

- ☐ Book the caterer
- ☐ Book the photographer
- ☐ Book music or a DJ
- ☐ Start shopping for attire
- ☐ Reserve a hotel block

6 months out

- ☐ Send save-the-dates
- ☐ Order invitations
- ☐ Plan the ceremony
- ☐ Book the florist
- ☐ Arrange transport

3 months out

- ☐ Finalize the menu
- ☐ Order the cake
- ☐ Buy the rings
- ☐ Final dress fitting
- ☐ Write your vows

1 month out

- ☐ Mail the invitations
- ☐ Confirm the headcount
- ☐ Final vendor calls
- ☐ Finish the seating chart
- ☐ Get the marriage license

Week of

- ☐ Confirm the timeline
- ☐ Pack for the honeymoon
- ☐ Delegate day-of tasks
- ☐ Attend the rehearsal
- ☐ Rest & relax!



Wedding Budget

ITEM	ESTIMATE	ACTUAL	PAID
Venue			
Catering & drinks			
Cake & desserts			
Photography			
Videography			
Flowers & décor			
Music / DJ			
Attire — partner 1			
Attire — partner 2			
Hair & makeup			
Rings			
Invitations & stationery			
Transport			
Officiant			
Favors & gifts			
Honeymoon			
Total	\$	\$	\$



Guest List & RSVP

#	NAME	PARTY	RSVP	MEAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				



Vendor Contacts

Venue

Company _____

Contact _____

Cost \$ _____ Deposit \$ _____

☐ Booked & confirmed

Catering

Company _____

Contact _____

Cost \$ _____ Deposit \$ _____

☐ Booked & confirmed

Photography

Company _____

Contact _____

Cost \$ _____ Deposit \$ _____

☐ Booked & confirmed

Florist

Company _____

Contact _____

Cost \$ _____ Deposit \$ _____

☐ Booked & confirmed

Music / DJ

Company _____

Contact _____

Cost \$ _____ Deposit \$ _____

☐ Booked & confirmed

Cake

Company _____

Contact _____

Cost \$ _____ Deposit \$ _____

☐ Booked & confirmed

Attire

Company _____

Contact _____

Cost \$ _____ Deposit \$ _____

☐ Booked & confirmed

Officiant

Company _____

Contact _____

Cost \$ _____ Deposit \$ _____

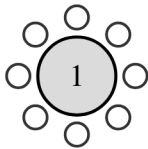
☐ Booked & confirmed

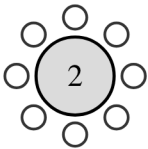


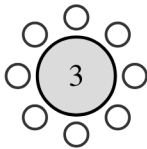
Seating Chart

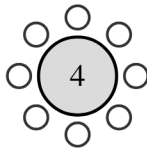
Number your tables, then list who sits where. Plan around the head table at the top.

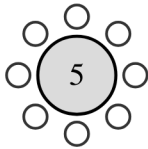
Head Table

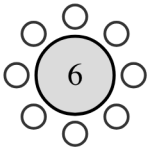


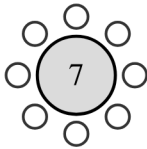


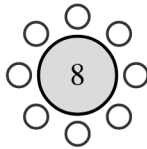












Day-Of Timeline

TIME	WHAT'S HAPPENING & WHO'S RESPONSIBLE

