



WEDDING PLANNING SCHEDULE

15 TO 10 MONTHS PRIOR

- Start by preparing a Wedding Folder with categories for the different suppliers you will need to use. Adding pages from bridal, fashion, food and flowers magazines is great for ideas and for when meeting suppliers. This is also a good place to keep your Wedding Budget Sheet and this Schedule.
- Prepare your budget. Determine a total figure that you are prepared to spend. You may be paying in entirety, or you may have assistance from families.
- Choose your bridesmaids, if you haven't done so yet. They will come handy in helping you organise your big day. It's a good time for choosing groomsmen as well.
- Choose a Wedding Planner if you require one. Your wedding day is a big event and it might be trickier than you think to plan it all by yourself. It is best to have a planner involved from the very beginning of the preparations.
- Consider and start preparing your guest-list. We have built you a template, so go to TWE Guest List and use this as an aid to keep track of numbers. Remember to keep the Guest List handy - your wedding folder is the best place for this.
- Choose a date for your big day and book the wedding ceremony and venue. You will need to consider the style of wedding you desire: what kind of ceremony - church or celebrant, and also what kind of reception - formal or more casual. You may find that most venues are booked at least one year in advance, so, as soon as the date is set, make sure to book the venue you prefer as soon as possible.
- Now that you have the venue and an idea of the type of ceremony you would like to have, this may be a good time to choose your celebrant or chaplain.
- Start the research for the suppliers you will need – florists, cake decorators, caterers, wedding stationers, photographers, videographers, entertainment, etc. Add all of this information into your Wedding Folder which will keep you organised and on track.
- Start to look for wedding gowns as it may take time to find the one you love or have all the ideas together for a custom made one. Remember that most Wedding Gown Designers work with appointments only, so book and plan your shopping day in advance.

9 MONTHS PRIOR

- Decide on your wedding gown design as some require up to six months to construct or to have shipped. Also remember that most couture gowns will need at least three fittings if not more.
- Consider accommodation for guests if you have booked a reception venue that is out of town, or if you have interstate guests attending your wedding.
- Book your photographer and videographer, the good ones are usually booked far in advance, so it is wise to get in as early as possible.
- If your reception venue does not provide the catering, it's time for you to start looking at your options and make a decision. Either way you will need to consider whether you would like a formal sit down reception, or a less formal stand-up cocktail style reception. Once this is decided on you can consider menu styles.
- Consider whether you would like to use a gift registry. Contact a few wedding gift registries, discuss how they operate and book if you decide this is what you would like to do.

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THE WEDDING ESTABLISHMENT

8 TO 6 MONTHS PRIOR

- Send save-the-date cards, especially for guest from overseas and interstate.
- Start thinking about your wedding stationery. You will need to consider the type of invitation and services you may need - hand made, personalised, and whether you require calligraphy. Remember the invitation is the first communication with your guests, and sets the tone for what they can expect at the wedding itself. You will need to consider place cards, menus, ceremony programs and wedding favour tags to name but a few items. Meet with a few stationery suppliers to ensure you find the right one who will provide you with the exact style you are looking for.
- Start shopping for bridesmaids' dresses. Be organised and aim to have all the girls involved, as different sizes can sometimes be tricky and you want them all to look great, and feel comfortable and happy on the day. You may decide to have different styles to suit different body types, and remember if the bridesmaids' dresses are being made you need to address this now to allow plenty of time.
- Start to plan for the honeymoon. Remember that if you are going overseas you must get your passports up to date and schedule a doctor's appointment for any shots you may need.
- If the ceremony or reception venue require any extra equipment such as gazebo, chairs, lighting etc, now is the time to check with hire equipment companies as to what styles of stock they have. Once you find what you are looking for go ahead and book.
- Choose your choice of transport for the day. You will need to consider how many people you require transport for – yourself and the bridesmaids, the groom and groomsmen, maybe flower girls and page boys. When deciding on transport, think about your gown and whether you are able to get into and out of the vehicle comfortably.
- Book a florist, you now have the venue booked, your dress and the bridesmaids' dresses chosen so you can feel confident about what colours you want and the number of bouquets, corsages, boutonnières, table arrangements, ceremony flowers etc that you will need.

5 TO 4 MONTHS PRIOR

- Purchase your wedding shoes as you will need them for the gown fittings you attend. It is also a good idea to wear them in so that you are comfortable on your big day.
- If you would like to have a breakfast or lunch on the day after the wedding, make the arrangements and bookings now.
- Check on your wedding invitations and stationery. You may ask to see samples to make sure all is moving along according to the required completion time frame.
- Begin preparing a Run Sheet for the running of the day - it's a good idea to have a schedule with how you would like the event to run. For example: the start and finish time of the ceremony and reception, formal wedding photos –the location and for how long, speeches, cake-cutting, first dance etc. If you have a wedding planner they will take care of this for you, along with adding in all the suppliers contact names and details you are engaging for the day.
- Book hair and makeup artists for you and the bridesmaids and anyone else who might be getting ready with you. Book a hair trial and make up trial so that you get exactly what you want on your day.
- Start choosing the songs and music for the day. What will be playing when you walk down the aisle? What would you like to dance your first dance to? What will play for the introduction of the bridal party?
- When you have guest from overseas or interstate is a thoughtful idea to have a welcome pack with a few ideas on good restaurants, how to get around, and a map of local attractions, to help them enjoy their stay.
- Meet with cake bakers, taste some cake options, discuss what decorating you would like, then select your desired cake and place the order.
- Have your list of invitees and a possible date for your Bachelorette party if you are having one. Pass on the details to the bridesmaids who will be in charge of this detail.
- Apply for your marriage license.

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THE WEDDING ESTABLISHMENT

3 MONTHS PRIOR

- Finalise your menu and flower selection. It may seem a little early to do this, but when dealing with seasonal produce it is much wiser to attend to this now, rather than too close to the wedding date.
- Choose and order the wedding favours, there are many different and traditional ideas for you to choose from.
- If you will be writing the vows, this is a good time to get them started so you'll have plenty as you may feel you might need to make several amendments after first writing them.
- It's time to decide on who will be giving speeches apart from the traditional people whom you should also give a reminder to. If you would you like anyone else to speak let the person know so that he/she can prepare their speech with plenty of time to consider what they would like to say.
- If you have chosen to have readings done during the ceremony, it's time to finalise what they will be, and inform your readers so that they can practice and feel confident on the day for their recital.
- You should be having a wedding gown fitting about this time, so make sure you have the undergarments you will be wearing on the day with you, to make sure your gown is fitted perfectly.
- Choose and purchase the wedding rings to allow time for engraving and resizing (if necessary), or to design a wedding ring to fit/flatter your engagement ring.
- Send the Invitations, an idea for RSVP date would be one month prior to the wedding date.

2 MONTHS PRIOR

- Wedding photos – you will need to consider the location for the formal shots. Organise a meeting with the photographer to discuss the desired shots and get some insight from him/her as well. Consider the lighting, time of day you, and the time of year so that your photographer achieves the images you are looking for.
- Meet with the band or DJ and have a look at their repertoire. If needed request that they include the songs on your wish list. You will need to advise them of your choices for the bridal party entrance, your first dance, and any other special music requirements and timings you may have.
- If you wish to submit a newspaper wedding announcement this is the time to enquire as to what you will need to provide. Make sure to check for specific guidelines of the publication – image size if you want to include one, deadline dates etc.
- Ensure your bachelorette party is well taken care of with date set and invitees clear about the event. It might be that it will be a surprise for you but you want to make sure you know when to keep it free and make sure it does not clash with any other appointments.

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THE WEDDING ESTABLISHMENT

1 MONTH PRIOR

- Finalise run sheet for the entire day and send a copy to each supplier so they know well in advance the order of the day and can be well prepared.
- Check the RSVP list and contact the invitees who have not responded as yet.
- Finalise all payments that you can at this point.
- Contact hair and makeup artists to confirm date and times of your appointments.
- Confirm all details and requirements with all suppliers. For the transport providers is a good idea to provide a map with directions of all pick up and travel destinations along with timing.
- Have your bachelorette party in great style and enjoy your time with the girls!
- Prepare the seating arrangements for the wedding reception. A good tip is to draw table shapes on a large poster based on how it will look on the date. Write the names of female guests on pink sticky notes and male attendees on blue ones and stick them to the tables. This way, you can move people around according to the many changes you may have.
- Select and buy gifts for your bridesmaids. You can present them during the rehearsal dinner.
- Organise and have your ceremony and wedding rehearsal dinner, make sure the wedding party is given plenty of notice. Contact the suppliers regarding the schedule sent and make sure they are all properly informed and comfortable with all the requirements from them on the day. It is best to answer any queries they may have now to ensure smooth running on the day.
- If you would like to, send a list of moments and locations that you would like your photographer to capture on the day.

THE WEEK OF THE WEDDING

- Have your coloured (if required) or indulge in a treatment. It's best to do this at least one week before the actual day to allow time for any redoing if there are any issues.
- It's a good idea to choose people who will be in charge of small details on the actual day. Like someone to look after the gifts, someone to be the point of contact for the suppliers, someone to carry your make up and any extras. If you have engaged a wedding planner this will be taken care of by the planner.
- Reconfirm arrival and delivery times with suppliers.
- You should have all payments finalised this week if any are still pending.
- Have your wedding gown delivered or take the time to collect it. Make sure you keep it in a safe and protected place.
- Have your manicure and pedicure booked for the day prior. If you can take this opportunity to have a nice spa treatment, or a relaxation massage.
- Finalise guest numbers, menu selections, and dietary requirements with the venue and caterer.
- Try to wear your wedding shoes for a few hours each day this week.
- If you are organising welcome packs for overseas and/or interstate guests, make sure to get them ready and distributed this week.
- Pack for the Honeymoon!