

# Wedding Planner Checklist

Checklist · 35 items · 10 sections

The complete wedding planner and coordinator checklist. Full timeline from engagement through honeymoon: every vendor, contract, and day-of detail organized by month.

Open the editable version online:

<https://genechecklist.com/checklist/wedding-planner-checklist>

## 12 MONTHS BEFORE

- Set overall wedding budget and allocate by category

HIGH

*Venue + catering typically = 50% of total budget*

- Determine wedding vision, style, and must-haves

HIGH

- Draft preliminary guest list

HIGH

- Research and book ceremony and reception venues

HIGH

*Top venues book 12-18 months out: this is the single most time-sensitive booking*

- Set wedding date (confirm venue availability first)

HIGH

- Hire wedding coordinator or planner (if using one)

HIGH

## 10-12 MONTHS BEFORE

- Research and book photographer

HIGH

- Research and book videographer

HIGH

- Research and book caterer (if venue doesn't provide)

HIGH

- Research and book band or DJ

HIGH

## 8-10 MONTHS BEFORE

- Send save-the-dates  
**HIGH**
- Book officiant: confirm legal requirements in your state/country  
**HIGH**
- Create wedding website with registry and accommodation info
- Book room block for out-of-town guests  
**HIGH**
- Choose bridal party and confirm attendants  
**HIGH**
- Start shopping for wedding dress / attire  
**HIGH**  
*Custom gowns require 6-8 months for production and alterations*

## 6-8 MONTHS BEFORE

- Book florist  
**HIGH**
- Order wedding cake or desserts: tasting scheduled  
**HIGH**
- Order wedding invitations and stationery  
**HIGH**
- Register for gifts at 1-2 retailers
- Book hair and makeup artist: schedule trial  
**HIGH**
- Book rehearsal dinner venue  
**HIGH**

## 4-6 MONTHS BEFORE

- Mail invitations (6-8 weeks before wedding)  
**HIGH**
- Finalize ceremony details with officiant: vows, readings, order of service  
**HIGH**
- Wedding dress first fitting  
**HIGH**
- Book honeymoon travel and accommodations  
**HIGH**

## 1-2 MONTHS BEFORE

- Final RSVP count: follow up with non-responders  
**HIGH**
- Submit final guest count to caterer  
**HIGH**
- Create seating chart  
**HIGH**
- Create detailed day-of timeline for vendors and bridal party  
**HIGH**

## 1 MONTH BEFORE

- Obtain marriage license: check your county's requirements and wait periods  
**HIGH**  
*Most US states require license 3-7 days before ceremony; check expiration*
- Final dress fitting and pick up  
**HIGH**

## 1 WEEK BEFORE

- Confirm all vendors: provide timeline and venue address  
**HIGH**

## DAY BEFORE

- Rehearsal and rehearsal dinner  
**HIGH**

## WEDDING DAY

- Distribute vendor payments and tips (envelopes pre-prepared)  
**HIGH**