PRINTABLE WEDDING CHECKLIST TEMPLATE for Google Docs

SPOUSES: _____ & _____

DATE OF ENGAGEMENT: _____

TIME FRAME		WEDDING PREPARATION TASKS
12 Months Prior	☐	Wedding budget amount:
	☐	Wedding date and time:
	☐	Select the wedding officiant.
	☐	Find a wedding coordinator.
	☐	Create the guest list.
	☐	Use wedding magazines and guides to help you select a wedding theme.
10 Months Prior	☐	Select the venue(s) for the ceremony and reception.
	☐	Select the wedding outfits for the bride, the groom, and your wedding entourage.
	☐	Select the caterer for the reception.
	☐	Book a photographer / videographer.
	☐	Finalize your wedding theme and guest list.
8 Months Prior	☐	Finalize who will officiate the ceremony.
	☐	Begin selecting clothes for the bride, groom, and entourage.
	☐	Finalize the list of your wedding entourage for your invitations.
	☐	Choose the bakery for your wedding cake.
	☐	Schedule your pre-ceremony photo shoot.
	☐	Find accommodations for your guests.
6 Months Prior	☐	Send the printed invitations.
	☐	Start planning your honeymoon.
	☐	Finalize the florist for the ceremony and reception.
	☐	Hire the wedding car and other transportation services.
	☐	Schedule the bridal shower / bachelor party dates with the bridesmaids and groomsmen.
	☐	Confirm the wedding officiant.
4 Months Prior	☐	Secure the legal documents for the wedding ceremony.
	☐	Buy your wedding rings.
	☐	Finalize the wedding reception menu.
	☐	Buy the necessary accessories for the ceremony and reception.
	☐	Verify the wedding cake details with the bakery/baker.
	☐	Meet with the hairdressers and makeup artists that you've chosen for your wedding. The bride gets a separate hairdresser / makeup artist.
	☐	Finalize the seating arrangements for the ceremony and reception.
2 Months Prior	☐	Confirm that you have all the necessary legal documents.
	☐	Confirm all the wedding details.
	☐	Continue to send wedding invitations.
	☐	Finalize and book the honeymoon.
	☐	Confirm the clothing for the bride, groom, and entourage.
2 Weeks Prior	☐	Pick up the wedding rings from the jewelers.
	☐	Set the delivery time and decoration preparation details with the florist.
	☐	Make sure that all dresses and suits are ready and delivered.
	☐	Confirm your honeymoon reservations.
	☐	Review the details with your photographer.
	☐	Provide the final head count to the caterer.
	☐	Secure the musicians / deejay for the wedding.
1 Week Prior	☐	Pack your clothes and other necessities for the honeymoon.
	☐	Prepare your wedding vows.
	☐	Prepare the speeches for the wedding.
	☐	Go to the salon/spa for hair / facial care and massage.
1 Day Prior	☐	Spend time with your family and get some sleep.
	☐	Reconfirm every necessary detail of the ceremony and reception.
	☐	Rest and eat after everything is confirmed.
Wedding Day	☐	Sign the marriage certificate at the ceremony.
	☐	Enjoy your day!
Days after the Wedding	☐	Send thank you notes to your guests.
	☐	Return items.
	☐	Handle the name changes on all your IDs and other legal documents.