

WEDDING CHECKLIST

"Creating Memories, One Event at a Time."

NAME	Stephanie and Mike's Wedding
DATE	August 23,2023
ADDRESS	3224 Hiney Road, North Las Vegas, NV, 89032
TIME	1:00 PM - 8:00 PM

	EVENT	NOTE	STATUS
6 MONTHS BEFORE	☑ Set a budget.		Concluded
	☑ Create a guest list.		Concluded
	☐ Research and select a venue.		Opened
	☐ Choose your wedding party.		Opened
	☑ Book a photographer and videographer.		Concluded
	☑ Start dress and suit shopping.		Concluded
3 MONTHS BEFORE	☐ Finalize the guest list.		Opened
	☐ Order wedding attire.		Opened
	☐ Choose and order wedding rings.		Opened
	☐ Book a florist.		Opened
	☐ Reserve accommodations for out-of-town guests.		Opened
	☐ Plan transportation for the wedding day.		Opened
1 MONTHS BEFORE	☐ Send out invitations.		Opened
	☐ Finalize ceremony and reception details.		Opened
	☐ Confirm orders with vendors.		Opened
	☐ Plan the wedding timeline.		Opened
	☐ Attend dress fittings and alterations.		Opened
	☐ Apply for a marriage license.		Opened
2 WEEKS BEFORE	☐ Confirm details with vendors again.		Opened
	☐ Make final payments to vendors.		Opened
	☐ Pack for the honeymoon.		Opened
	☐ Reconfirm transportation arrangements.		Opened
	☐ Finalize wedding day timeline.		Opened
	☐ Coordinate with the wedding party.		Opened
1 WEEK BEFORE	☐ Provide final guest count to caterer.		Opened
	☐ Confirm rehearsal dinner plans.		Opened
	☐ Give vendors contact information for the wedding day.		Opened
	☐ Prepare a wedding day emergency kit.		Opened
	☐ Reconfirm honeymoon reservations.		Opened
	☐ Write thankyou speeches.		Opened
DAY BEFORE	☐ Rehearse the ceremony.		Opened
	☐ Decorate the ceremony and reception spaces.		Opened
	☐ Drop off items at the venue.		Opened
	☐ Give gifts to the wedding party.		Opened
	☐ Attend the rehearsal dinner.		Opened
	☐ Get a good night's sleep.		Opened

WEDDING CHECKLIST TEMPLATE

Helps plan and track tasks for a smooth wedding event.