FREE PRINTABLE

Our Wedding

PLANNER

NAMES

DATE

VENUE

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The Ultimate Checklist

EVERYTHING TO COVER, BY TOPIC

Decisions to make first

- [ ] Overall vision – big or intimate, city or countryside
- [ ] Budget and who contributes (keep a 10% buffer)
- [ ] Date and a back-up date
- [ ] Approximate guest count
- [ ] Type of ceremony – civil, church, outdoor
- [ ] Best man and maid of honour

Documents & formalities

- [ ] Registry office booking
- [ ] Marriage documents (IDs, certificates)
- [ ] Church and priest (if needed)
- [ ] Decide about the surname change
- [ ] Contracts with suppliers in one place

Budget & payments

- [ ] List every cost item
- [ ] Track planned / agreed / paid
- [ ] Deposits and payment deadlines
- [ ] Hidden costs – corkage, tips, travel
- [ ] Keep a 5–10% buffer

Guests & invitations

- [ ] Guest list by side
- [ ] Invitations with a personal link
- [ ] RSVP deadline (3–4 weeks before)
- [ ] Menus and allergies
- [ ] Out-of-town guests – stay & transport
- [ ] Seating plan (after final replies)

Suppliers

- [ ] Venue – menu, drinks, finishing time
- [ ] Photographer & videographer
- [ ] Music & host
- [ ] Decoration & flowers
- [ ] Cake tasting
- [ ] Hair & make-up trial
- [ ] Transport

Look & outfits

- [ ] Colours and style
- [ ] Wedding dress – final fitting
- [ ] Groom's suit
- [ ] Rings
- [ ] Dress code for the guests

The Ultimate Checklist

CONTINUED

The schedule of the day

- [ ] Times with 15–30 min buffers
- [ ] Who is responsible for what
- [ ] Addresses and maps
- [ ] Music for entrance, first dance, cake
- [ ] Bad weather plan

The last week

- [ ] Final guest count & menus to the venue
- [ ] Final payments & fee envelopes
- [ ] Confirm times with every supplier
- [ ] Emergency kit
- [ ] Rest and sleep

After the wedding

- [ ] Thank the guests
- [ ] Last payments & reviews
- [ ] Photos and video – delivery date
- [ ] New documents if the surname changes

My own tasks

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Prefer it digital? Our online planner comes free with every InviteBG digital invitation – guests who RSVP appear in it automatically.
www.invitebg.com

Month by Month

YOUR PLANNING TIMELINE

12+ months

- [ ] Set the budget
- [ ] Choose the date
- [ ] First guest list
- [ ] Book the venue
- [ ] Book the ceremony

9–12 months

- [ ] Photographer
- [ ] Videographer
- [ ] DJ or band
- [ ] Host / planner
- [ ] Wedding dress

6–9 months

- [ ] Groom's suit
- [ ] Flowers & decoration
- [ ] Cake tasting
- [ ] Create the invitations
- [ ] Book the honeymoon

3–6 months

- [ ] Send invitations
- [ ] Rings
- [ ] Hair & make-up trial
- [ ] Transport
- [ ] First dance

1–2 months

- [ ] Marriage documents
- [ ] Final dress fitting
- [ ] Day schedule with the host
- [ ] Follow the RSVPs
- [ ] Seating plan

Last week

- [ ] Final numbers to the venue
- [ ] Final payments
- [ ] Emergency kit
- [ ] Confirm all times
- [ ] Sleep!

Budget Tracker

PLANNED · AGREED · PAID

TOTAL BUDGET €

ITEM	PLANNED	AGREED	PAID	LEFT
Venue & menu				
Drinks				
Ceremony & fees				
Wedding dress & accessories				
Groom's suit				
Photographer & videographer				
Music, DJ & host				
Decoration & flowers				
Cake & rings				
Invitations				
Hair, make-up & beauty				
Transport & accommodation				
Guest favours				
Honeymoon				
Other				
Total				



Guest List

REPLIES, MENUS & TABLES

#	NAME	SIDE	RSVP	MENU	ALLERGIES	TABLE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						



Suppliers

CONTACTS, PRICES & PAYMENTS

SERVICE	COMPANY	CONTACT / PHONE	PRICE	DEPOSIT	PAID
Venue					
Photographer					
Videographer					
DJ / Band					
Host					
Florist					
Cake					
Dress					
Hair & make-up					
Transport					

The Wedding Day

SCHEDULE WITH BUFFERS

TIME	WHAT	WHERE	WHO

Tip: leave 15–30 minutes between the big moments – photos always take longer than you think.



Notes

IDEAS, SONGS, LITTLE THINGS