

PRINT & KEEP

The Complete *Wedding Checklist*

Every task, phase by phase — from your first "yes" to the moment you say "I do."

How to use this checklist: Work through the ten phases roughly in order — most couples begin Phase 1 as soon as they're engaged and finish Phase 10 in the weeks after the wedding. Not every task applies to every couple; check off what's relevant to you, and cross out the rest. Pair this with the full *Ultimate Wedding Planning Resource* and the 42 Essential Tips at goldenflower.ch for the complete guide.

1 Early Planning

- ☐ Familiarize yourself with the overall process
- ☐ Set up a dedicated planning system (app, binder, or folder)
- ☐ Discuss vision, priorities, and non-negotiables together
- ☐ Set a rough budget range before you shop for anything
- ☐ Choose 2-3 possible seasons or dates

2 Budget & Guest List

- ☐ Draft your guest list before booking a venue
- ☐ Decide who is contributing financially, and how much
- ☐ Build a budget spreadsheet with every category
- ☐ Rank your top three priorities to spend more on
- ☐ Set aside a contingency fund for surprises

3 Venue & Date

- ☐ Tour venues with your guest count and vision in mind
- ☐ Ask what's included versus billed separately
- ☐ Confirm backup plans for weather or capacity
- ☐ Lock your date and pay the deposit
- ☐ Reserve room blocks for out-of-town guests

4 Build Your Vendor Team

- ☐ Book photography and videography early — they fill up fast
- ☐ Interview officiants and confirm legal requirements
- ☐ Choose a caterer and schedule a tasting
- ☐ Book florals, music, and rentals
- ☐ Get every agreement in writing before paying deposits

5 Guest Experience & Logistics

- ☐ Plan transportation and parking for guests
- ☐ Design your seating chart strategy early
- ☐ Arrange accessibility accommodations as needed
- ☐ Plan a welcome bag or itinerary for travelers
- ☐ Coordinate childcare options if children are invited

KEY DATES TO FILL IN

WEDDING DATE

VENUE DEPOSIT DUE

RSVP DEADLINE

FINAL HEADCOUNT DUE

MARRIAGE LICENSE WINDOW

FINAL VENDOR PAYMENTS

6 Attire, Beauty & Stationery

- ☐ Shop for attire with enough time for alterations
- ☐ Schedule hair and makeup trials
- ☐ Design and order save-the-dates and invitations
- ☐ Build a wedding website with essential details
- ☐ Weigh invitations correctly and order postage online

7 Legal & Financial

- ☐ Apply for a marriage license within the required window
- ☐ Consider wedding insurance and ring protection
- ☐ Discuss financial contributions from family
- ☐ Leverage credit card rewards for honeymoon funding
- ☐ Allocate 5-10% extra for unforeseen costs

8 Special Events & Personalisation

- ☐ Plan engagement party, shower, and bachelor/bachelorette
- ☐ Take engagement photos (for save-the-dates and comfort)
- ☐ Plan rehearsal dinner and welcome party (if desired)
- ☐ Add personal touches — signature cocktails, readings, custom vows
- ☐ Consider an after-party and day-after brunch

9 Final Preparations

- ☐ Prepare vendor tips in labelled envelopes
- ☐ Create an emergency kit for the day
- ☐ Build a detailed wedding day timeline
- ☐ Communicate regularly with your vendor team
- ☐ Assign key roles (ushers, gift attendants, etc.)

10 After the Wedding

- ☐ Send thank-you notes to guests and vendors
- ☐ Write online reviews for your vendors
- ☐ Complete name change paperwork (if applicable)
- ☐ Preserve your attire
- ☐ Use registry completion discounts before they expire

NOTES

Vendor Contacts & Reminders
