

WATERFORD

SINCE 1783



THE ONLY WEDDING PLANNING CHECKLIST & TIMELINE YOU'LL NEED

Wondering how to plan a wedding? You're in luck. Our detailed wedding planning checklist and timeline lists every box you need to tick in the lead-up to your special day.

We've broken our wedding planning checklist into the 7 most important stages spread across twelve months, but each step is just as relevant if you happen to be planning within a shorter time frame.

Simply tick each item off as you go. There's also space to add your own personalized items in, just don't forget to save the file when you do!

12+ MONTHS UNTIL THE WEDDING

For most couples, wedding planning begins at least a year out from the big day, but regardless of when you start the journey the first steps are to:

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SET A WEDDING BUDGET WITH YOUR PARTNER

The costs will start mounting as soon as you start planning, so be prepared with a comfortable budget you both agree on. Get started by listing a few essential items below e.g. Dress, Rings, Cake, Photographer etc.

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TOTAL:		\$

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CHOOSE A DATE AND BOOK A VENUE

Not all venues will need to be booked this far in advance, but you'll want to secure your dream location as soon as possible to avoid disappointment.

VENUE:

DATE:

CONTACT DETAILS:

- ☐ HIRE A WEDDING PLANNER
- ☐ CREATE A DRAFT GUEST LIST
- ☐ DECIDE WHO WILL BE IN THE WEDDING PARTY
- ☐ BOOK ALL YOUR WEDDING VENDORS

This includes a caterer, florist, photographer, videographer, and DJ. The best of the best will book out well in advance, so aim to secure them as early as possible.

ADDITIONAL ITEMS:

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10 MONTHS UNTIL THE WEDDING

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DECIDE ON THE THEME OF YOUR WEDDING

A Pinterest board is a good way of finding and recording stylistic inspiration.

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BOOK A RECEPTION SPACE

Check whether the space offers inclusions (tables, chairs, dinnerware) or whether they need to be hired separately.

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BOOK AN OFFICIANT

This may or may not be necessary depending on the nature of the ceremony.

OFFICIANT NAME:

PHONE NO.:

EMAIL ADDRESS:

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SEND SAVE THE DATES

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SHOP FOR A WEDDING DRESS AND BRIDAL PARTY OUTFITS

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BOOK ACCOMMODATION FOR YOURSELF AND GUESTS

ADDITIONAL ITEMS:

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NOTES:

8 MONTHS UNTIL THE WEDDING



SET UP A WEDDING GIFT REGISTRY

A gift registry allows guests to see your wishlist of wedding presents, so they're guaranteed to get the right gift without doubling up with someone else. Take into consideration that your registry will be referenced throughout your entire journey, from bridal shower to the big day and random gift giving in between, so don't be shy when selecting your wish list.

Setting one up is simple with MyRegistry, which allows you to add your favorite items from online stores to a single wishlist. Shop the entire range of Waterford crystal and add it to your registry.



CREATE A WEDDING WEBSITE

A wedding website is a convenient space for hosting all the details of the big day, as well as RSVPs once invitations have been sent.



RENT ADDITIONAL EQUIPMENT

Even if your chosen venues include equipment rental, check to ensure that nothing extra is required (e.g. extra tablecloths, a DJ table, sound equipment).

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DETERMINE THE MENU AND DRINKS

ADDITIONAL ITEMS:



NOTES:

6 MONTHS UNTIL THE WEDDING

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TRIAL HAIR AND MAKEUP STYLISTS

Make a shortlist of local stylists who cater for weddings and trial them.

NAME:

PHONE NO.:

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ORGANIZE TRANSPORT TO & FROM WEDDING

NAME:

PHONE NO.:

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PURCHASE WEDDING BANDS

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PURCHASE AND PREPARE INVITATIONS

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ORGANIZE LEGAL DOCUMENTATION

This will depend on your country and religion. Meet with the officiant if possible to discuss what legal documentation (e.g. visas, passports, marriage licenses) is required.

ADDITIONAL ITEMS:

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NOTES:

4 MONTHS UNTIL THE WEDDING

☐ **ORDER A WEDDING CAKE**

NAME:

PHONE NO.:

☐ **ORGANIZE FITTING SESSIONS FOR THE WEDDING PARTY**

☐ **ORGANIZE FLOWERS & FLORAL ARRANGEMENTS**

NAME:

PHONE NO.:

☐ **BOOK A REHEARSAL DINNER VENUE**

VENUE:

DATE:

CONTACT DETAILS:

☐ **START PLANNING YOUR HONEYMOON**

ADDITIONAL ITEMS:

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NOTES:

3 MONTHS UNTIL THE WEDDING

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BOOK HAIR & MAKEUP FOR THE WEDDING DAY

Schedule a preliminary appointment about a month before the wedding.

NAME:

DATE & TIME:

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PREPARE SPEECHES AND READINGS

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PLAN DINNERWARE & DECORATIONS FOR THE RECEPTION

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ORDER WEDDING FAVORS

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PRINT NAME CARDS, MENUS, AND PROGRAMS

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CREATE A RUNNING ORDER FOR THE WEDDING DAY

An hour by hour schedule will keep things running smoothly, and it's something you can give to members of the bridal party to make sure they're kept informed.

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ATTEND YOUR BRIDAL SHOWER

If it's been organized by the maid of honor, all you need to do is attend and make sure you've got your gift registry set up so guests have guidance on what to get you.

ADDITIONAL ITEMS:

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NOTES:

2 MONTHS UNTIL THE WEDDING

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SEND WEDDING INVITATIONS
Two months is a standard amount of time for a wedding invite, but you may want to allow longer for international guests.

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START TRACKING RSVPS

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ORGANIZE A SHOT LIST FOR THE PHOTOGRAPHER
If you can, go to the venue with the photographer so they can get a sense of the light and what will work best on the day.

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COMPILE PLAYLIST SUGGESTIONS FOR THE DJ

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PURCHASE ANY WEDDING DAY ACCESSORIES
Make a list of accessories like ring pillows, gloves, undergarments, guestbooks, and so on, then check each item off.

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1 MONTH UNTIL THE WEDDING

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DECIDE ON THE SEATING PLAN

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FOLLOW UP ON ANY MISSING RSVPS

Check in with guests you haven't heard back from. You may need to adjust the catering with updated numbers.

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CHECK IN WITH ALL VENDORS

A quick call will ensure they're aware of plans for the day. Consider sending them a copy of the schedule for reference.

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PICK UP YOUR WEDDING BANDS

Keep them somewhere safe alongside the other accessories you'll need on the day.

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ATTEND THE FINAL DRESS FITTING

NAME:

DATE & TIME:

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PURCHASE THANK YOU GIFTS FOR THE BRIDAL PARTY AND PARENTS

Explore the Waterford crystal range for a gift that celebrates their commitment to this special day. Consider engraving a thank you message or their initials for a personal touch.

ADDITIONAL ITEMS:

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NOTES:

THE FINAL WEEK BEFORE THE WEDDING

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RECONFIRM PLANS WITH ALL VENDORS

A quick email with a final copy of the schedule will put your mind at ease.

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ASSIGN SMALL JOBS TO MEMBERS OF THE BRIDAL PARTY AND WEDDING TEAM

You'll need people on the day to carry your things, meet the vendors, and handle gifts.

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ASSEMBLE ANY GIFT BASKETS OR FAVORS

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PREPARE PAYMENTS FOR VENDORS

Invoices and payments will be the last thing on your mind while you're honeymooning, so settle as many accounts as you can before the wedding itself.

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SEND A COPY OF THE SCHEDULE TO THE WEDDING PARTY

ADDITIONAL ITEMS:

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NOTES:

THE NIGHT BEFORE & THE WEDDING DAY

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REHEARSAL AND REHEARSAL DINNER

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PACK EVERYTHING YOU NEED
THE NIGHT BEFORE

Changes of shoes, vows, marriage papers - have them all within easy reach the moment you dive into a busy morning.

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GIVE THE RINGS TO THE BEST MAN &
MAID OF HONOR

ADDITIONAL ITEMS:

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NOTES:

AFTER THE WEDDING

After dancing, celebrating, and honeymooning, there are still some post-wedding to-do's to tackle.



SORT YOUR GIFTS

Many gifts from your registry will be brought to the wedding or delivered right to your home. Don't delay opening and be sure to note down each gift giver so you know who needs to be sent a thank you letter.



SEND THANK YOU NOTES



CLEAN AND PRESERVE YOUR DRESS

The longer you wait, the harder it will be to remove any stains or reception-spills from the dress. Have it professionally cleaned as soon as possible so it's ready for preserving.



PRINT YOUR WEDDING PHOTOS

Most wedding photographers will provide printed copies as part of their service, but print anything that finds its way back to you in digital format (including photos taken by friends and family). A printed photo makes the memory all the more physically present, especially when it's placed in a dignified crystal frame.

ADDITIONAL ITEMS:



NOTES:

WEDDINGS WITH WATERFORD

For more wedding inspiration, tips and guides visit the Waterford wedding hub. Plus, don't forget to start your own Waterford Wedding Registry and celebrate the beauty of marriage with the timeless style of Waterford crystal.

ADDITIONAL NOTES: