



..... *the*

TOAST ENTERPRISE

Wedding Planner
checklist



6 months

- ☐ *Design your Invitations. Decide on a gift registry, a r.s.v.p date, and finalise the guestlist for the wedding.*
- ☐ *Plan your honeymoon.*
- ☐ *Order your wedding cake and arrange to meet with the pastry chef for tastings and ideas.*

4~5 months

- ☐ *Post your wedding invitations. Meet with us to discuss your additional wedding stationery which includes your Guest Seating plan, Order of Service, Menu's, and Gifting, to name but a few!*
- ☐ *Appoint your master of ceremony.*
- ☐ *Decide on the groom's attire and the groomsmen suits.*
- ☐ *Finalise your order of service with the minister and select your music.*
- ☐ *Make the wedding bands!*
- ☐ *Book your bridal car and guest shuttle services for the day.*
- ☐ *Bridesmaids should be organising your kitchen tea.*
- ☐ *Check whether the best man has started planning the bachelor's party.*

2 months

- ☐ *Ensure that all your travel documentation is in order (passports & visas).*
- ☐ *Buy your wedding rings.*
- ☐ *Approach a lawyer to assist with the legalities of the marriage contract.*
- ☐ *Confirm your choices of beverages with your venue and order any other alcohol & drinks.*
- ☐ *Schedule a food and wine pairing session.*
- ☐ *Attend your mock-up for the table decor & flowers.*
- ☐ *Purchase your dress accessories.*



1 month

- ☐ Finalise your seating plan in order for stationery items to be designed.
- ☐ Meet for your dress fitting, and your bridesmaids fittings.
- ☐ Go shopping for your honeymoon!
- ☐ The groom's speech should be finalised.

1-2 weeks before

- ☐ Contact any guests who have not yet r.s.v.p'd.
- ☐ Collect your dress and any other outfits.
- ☐ Confirm your venue, the chef, number of guests, special dietary requirements and the final programme.
- ☐ Confirm the final order of events with the service providers and their start & end times (florist / musician / photographer / videographer).
- ☐ Make sure the bridal retinue has a clear idea of their tasks.
- ☐ The groom should confirm the honeymoon arrangements. Pack your suitcase!
- ☐ Arrange for someone to take your wedding gifts home.
- ☐ Make sure the master of the ceremony is well briefed.

3 days to go!

- ☐ Arrange for a rehearsal ceremony.
- ☐ Meet with your photographer at the various venues to discuss your requirements.
- ☐ Give the ring to the best man a day before the wedding.

after the wedding

- ☐ Send out thank you notes to friends, family and service providers.
- ☐ Finalise your payments.
- ☐ Confirm a date for the delivery of your photo's.
- ☐ Make a list of all the insitutions that need to be informed of your name change.



12 months

- ☐ Consult with your wedding planner.
- ☐ Decide on how many people to invite to your special day.
- ☐ Choose a date and book the ceremony & reception venue (s).
- ☐ Decide on a budget for the wedding. Allocate who will cover the respective costs by meeting with family members.
- ☐ Book your photographer.
- ☐ Create a moodboard with your ideas to present to your service providers. This will give them a good indication of your personal style.

10 months

- ☐ Compile your guestlist. Follow our guide for setting up the list!
- ☐ Decide on a minister / pastor / officiant.
- ☐ Form an idea of the style of your wedding dress. Make an appointment with 2 or 3 dress designers to discuss styles and budgets.
- ☐ Select a catering company and find 2 other comparative menu suggestions.

8 months

- ☐ Send your Save~the~Date.
- ☐ Meet with your lighting expert, florist or interior specialist to determine the style of the event.
- ☐ Make provisional bookings for hiring additional chairs & tablewear.
- ☐ Choose your bridal retinue and decide on their attire.
- ☐ Book your hair & make-up and set a trial date for a month before the event.
- ☐ Book your entertainment or music. Decide whether they will entertain guests at the pre-drinks station, ceremony or reception.
- ☐ Finalise the menu and the complementing beverages.