



Checklist for wedding planners

After the proposal, 1 year in advance

- Find a date
- Prepare a provisional guest list
- Inform family and close friends
- Find a best-man and -wife
- Prepare a budget
- Organize the Tablemaster
- Book the church, request a written confirmation
- Find a pastor
- Reserve a restaurant, request a written confirmation
- Find music for the evening, request a written confirmation
- Find a photographer/videographer, request a written confirmation
- Find music/choir for the church, request a written confirmation
- Choose a wedding dress
- Have a program in mind if the weather should be bad

At least 6 months in advance

- Reserve a room/place for an Apéro, request a written confirmation
- Reserve a party service, request a written confirmation
- Prepare a definite guest list
- Discuss the program with the tablemaster
- Discuss the program with the photographer and musicians
- Discuss the seating, make a written plan
- Find decoration for the tables
- Print the wedding announcements



At least 3 months in advance

- Go to the registry office, prepare all documents
- Prepare a list with addresses to send the announcements
- Send the wedding announcements
- Book a hair dresser
- Choose and order rings
- Choose menu, wine and wedding cake
- Prepare a list with the gift wishes
- Book the honeymoon
- Discuss the ceremony with the pastor

At least 2 months in advance

- Pass on the list with the gift wishes
- Organize sleeping possibilities for guests from abroad
- Organize the eve-of-the-wedding
- If needed prepare a marriage contract and let it be attested by a notary
- Order flowers for the bride, the church and the party
- Fix a date in a beauty parlor

At least 1 month in advance

- Invitation for the eve-of-the-wedding
- Try on once again the wedding dress and accessories
- Definite seating plan



At least 2 weeks in advance

- Pick up the rings
- Walk around with the shoes
- Check again all the details

At least 1 week in advance

- Bring all documents up to date
- Talk through once again every arrangement and detail

Congratulations for a perfectly organised party!

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