

Your Wedding Planning Checklist

A practical place to map the timeline, guest list, working budget and seating plan without trying to solve everything at once.

Couple

_____ & _____

Wedding date

Guest range

Minimum _____

Comfortable _____

Maximum _____

Working budget

Target _____

Do-not-cross total _____

Three priorities to protect

1. _____

2. _____

3. _____

Use ranges until quotes and guest responses are real. A working plan should become more accurate as decisions arrive.

Planning timeline

Start with the phase that matches where you are now. Add exact dates only after the venue and key suppliers are confirmed.

Set the foundation

- ☐ Agree on three shared priorities
- ☐ Choose a realistic budget range
- ☐ Draft minimum and maximum guest counts
- ☐ Compare possible dates or seasons
- ☐ Decide which decisions need family input
- ☐ Create one place for contracts and notes

Shape the day

- ☐ Choose attire and alteration dates
- ☐ Plan invitations and response deadline
- ☐ Map decor by area, not by impulse
- ☐ Plan transport and accessibility
- ☐ Draft the ceremony and reception flow
- ☐ List rentals, signs and small essentials

Book the essentials

- ☐ Tour and compare venues
- ☐ Confirm ceremony requirements
- ☐ Book photography or video
- ☐ Choose food and beverage service
- ☐ Plan music and entertainment
- ☐ Record deposits and final-payment dates

Confirm the details

- ☐ Chase missing responses
- ☐ Build the seating plan
- ☐ Confirm supplier arrival times
- ☐ Prepare final counts and dietary notes
- ☐ Pack payment and tip envelopes
- ☐ Assign setup, pickup and emergency roles

Next five dated actions

Date	Action	Owner	Done
			☐
			☐
			☐
			☐
			☐

Guest list worksheet

Rule before names: decide how plus-ones, children, coworkers and family allocations will be handled. Apply the same rule consistently.

Name or household	Group	Priority	Invited	Response
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	
		A / B / C	☐	

Count check: invited _____ accepted _____ declined _____
awaiting _____

Accessibility, dietary and household notes

Working budget

Set category ranges first. Replace estimates with quotes, then contracted amounts, so the remaining total stays visible.

Category	Target range	Quoted	Contracted	Paid
Venue and ceremony				
Food and beverages				
Photography and video				
Attire and alterations				
Flowers and decor				
Music and entertainment				
Stationery and postage				
Rentals and transport				
Gifts and personal items				
Buffer and surprises				
Total				

Next payments

Date _____ Amount _____

Date _____ Amount _____

Date _____ Amount _____

Decision check

☐ Does this protect a top priority?

☐ What must be reduced if this rises?

☐ Are taxes, fees and delivery included?

☐ Is the cancellation policy recorded?

Seating and final handoff

Seating inputs

- ☐ Final responses recorded
- ☐ Table sizes confirmed
- ☐ Accessibility needs placed first
- ☐ Children and high chairs counted
- ☐ Dietary notes tied to seats
- ☐ Hosts and key family positioned
- ☐ Conflicts and comfort considered

Final handoff

- ☐ One master timeline shared
- ☐ Supplier contacts distributed
- ☐ Setup and cleanup owners assigned
- ☐ Personal items and rings assigned
- ☐ Payments and tips prepared
- ☐ Weather backup confirmed
- ☐ One decision-maker named for the day

Table sketch

Table	Seats / names	Needs or notes

Loose ends and notes