

# Entertainers Worldwide

## COMPLETE WEDDING PLANNING CHECKLIST

### STRAIGHT AWAY

- ♥ Talk through your ideal wedding with your partner
- ♥ Consider the guest list/wedding size
- ♥ Decide on a realistic budget
- ♥ Look at possible wedding ceremony venues and reception locations
- ♥ Choose 3 or 4 possible wedding dates
- ♥ Have an Engagement Party!

### 12 MONTHS

- ♥ Choose Your ideal Wedding Party: Best Man/Maid of Honour etc.
- ♥ Look for wedding dress ideas
- ♥ Decide on what type of entertainment you want for each part of the day (see [bit.ly/EWWGuideWeddingEnts](http://bit.ly/EWWGuideWeddingEnts))
- ♥ Go and view your ceremony and reception location
- ♥ Check out décor inspiration
- ♥ Set-up your wedding Facebook page or website
- ♥ Create a wedding team of helpers
- ♥ Start searching [entertainersworldwide.com](http://entertainersworldwide.com) for events services: caterers/planners/marquees etc
- ♥ Send out your Save the Date cards

### 10-11 MONTHS

- ♥ Decide on the look for all of your wedding party
- ♥ Book officiant or registrar
- ♥ Finalise your entertainment and event services bookings
- ♥ Choose that amazing dress
- ♥ Buy your shoes, veil and accessories
- ♥ Start that beauty and fitness routine!

### 8-9 MONTHS

- ♥ Decide what you want to do about wedding gifts
- ♥ Look at wedding stationery designs
- ♥ Find hotels for guests near your wedding
- ♥ Plan your honeymoon!
- ♥ Go for a cake tasting/order your gorgeous wedding cake!
- ♥ Narrow down your guest list

### 6-7 MONTHS

- ♥ Choose and order your wedding rings
- ♥ Reserve any rental items
- ♥ Order your wedding invitations
- ♥ Start looking at styles for your hair & makeup
- ♥ Meet with officiant to discuss plans for your ceremony
- ♥ Book your wedding cars
- ♥ Check your passports are valid for your honeymoon
- ♥ Maid of Honour/Best man to plan hen and stag events!

### 4-5 MONTHS

- ♥ Organise the wedding legalities
- ♥ Rent the groomsmen's formal wear
- ♥ Organise a hair and makeup trial session
- ♥ Book your honeymoon!
- ♥ Plan your music with your Musicians/Singers/DJ.
- ♥ Schedule dress fittings
- ♥ Book your room for the wedding night
- ♥ Decide on prayers, readings and music
- ♥ Finalise wedding guest list
- ♥ Buy the Groom's suit
- ♥ Rent the groomsmen's formalwear
- ♥ Choose the flowers

### 2-3 MONTHS

- ♥ Order Menu Cards
- ♥ Plan ceremony and reception seating
- ♥ Finalise readers and readings
- ♥ Finalise reception menu
- ♥ Create wedding day timeline and send to suppliers
- ♥ Send invitations to guests
- ♥ Attend dress fittings
- ♥ Organise gifts for wedding party/parents
- ♥ Have a menu tasting
- ♥ Begin writing vows

### 1 MONTH

- ♥ Call entertainers and event services to confirm date, times and location
- ♥ Pick up wedding rings
- ♥ Pick up marriage license
- ♥ Order Wedding Order of Service
- ♥ Final dress fitting!
- ♥ Pack for honeymoon
- ♥ Complete any wedding DIY or craft projects
- ♥ Review final RSVP list and finalise guest list

### 2 WEEKS

- ♥ Give final guest count to caterer
- ♥ Send final playlists to DJ/band/ceremony musicians
- ♥ Get final haircut and colour
- ♥ Delegate tasks for the wedding day
- ♥ Send directions to wedding day transport suppliers
- ♥ Deliver must-have shot lists to photographer and videographer
- ♥ Create your table plan

### 1 WEEK

- ♥ Prepare final payments to suppliers
- ♥ Give readers their scripts.
- ♥ Lay out wedding clothes
- ♥ Prepare wedding day emergency kit
- ♥ Give your wedding coordinator a list of supplier requests
- ♥ Create place cards
- ♥ Give wedding location managers a schedule of supplier delivery and setup times
- ♥ Get manicure and massage!
- ♥ Pack an overnight bag for the reception

### 2-3 DAYS

- ♥ Reconfirm final details with all suppliers
- ♥ Make last minute changes to table plan if needed
- ♥ Grooms to go for final fitting and pick up outfits
- ♥ Grooms to get Best Man to plan Groomsmen outfits

### THE DAY BEFORE

- ♥ Attend wedding rehearsal
- ♥ Have fun at the rehearsal dinner
- ♥ Get to bed at a decent hour!
- ♥ Make sure the cake is ready
- ♥ Drop off place cards, table cards, menus, favours and table plan to reception coordinator
- ♥ Give all suppliers an emergency number

### YOUR WEDDING DAY!

- ♥ Eat well in the morning
- ♥ Organise the gifts for parents and wedding party
- ♥ Allow plenty of time to get ready
- ♥ Give wedding rings to the best man
- ♥ Choose someone to help the photographer
- ♥ Have the most wonderful day of your life!