



WEDDING
PLANNING
CHECKLIST:

*12 month
timeline*

THE SPRINGS

WEDDINGS & EVENTS

WEDDING PLANNING

timeline + checklist

12 months out

- ANNOUNCE ENGAGEMENT
- ESTABLISH "MUSTS + MEHS" LIST WITH YOUR FIANCE
- BEGIN WORKING ON APPROXIMATE GUEST LIST
- CREATE A WEDDING EMAIL
- DRAFT A WEDDING BUDGET
- RESEARCH VENUES
- CONSIDER YOUR DATE
- VENUE TOURS + BOOKING
- EXPLORE WEDDING PACKAGES AS THEY CAN SAVE YOU A LOT OF TIME AND STRESS
- CREATE A PINTEREST BOARD
- JOIN WEDDING FACEBOOK GROUPS IN YOUR AREA FOR QUESTIONS AND INSPIRATION

11 months out

- CREATE A SYSTEM FOR VENDOR PAYMENT SCHEDULES OR HIRE A COORDINATOR TO HANDLE ALL THAT FOR YOU
- LOOK UP UPCOMING WEDDING PLANNING EVENTS IN YOUR AREA
- ENGAGEMENT PARTY
- DETERMINE BRIDESMAIDS + GROOMSMEN
- DETERMINE REMAINING WEDDING PARTY MEMBERS (USHERS, RING BEARERS, FLOWER GIRLS)
- CHOOSE A THEME + COLOR PALETTE
- BOOK PHOTOGRAPHER

10 months out

- DETERMINE DATE FOR ENGAGEMENT PHOTOS
- BOOK VIDEOGRAPHER
- CREATE WEDDING WEBSITE
- ATTEND CATERING TASTING
- BOOK CATERING
- SET UP WEDDING DRESS APPOINTMENTS
- ORDER WEDDING DRESS
- CHOOSE A WEDDING HASHTAG
- LOOK INTO WEDDING INSURANCE

9 months out

- SEND SAVE THE DATES
- RESEARCH HONEYMOON OPTIONS
- RESEARCH WEDDING DJ - IF NOT ALREADY INCLUDED IN YOUR WEDDING PACKAGE
- BUY WEDDING RINGS
- CREATE YOUR WEDDING REGISTRY
- DECIDE ON BRIDESMAIDS DRESSES

8 months out

- ORDER INVITATIONS
- RESEARCH + BOOK OFFICIANT
- DECIDE ON OTHER STATIONERY ITEMS
- RENTALS + DECOR VENDOR
- DETERMINE DREAM DESIGNS FOR WEDDING DAY FLORALS



7 months out

- DETERMINE CEREMONY OUTLINE
- DECIDE ON BRIDE AND GROOM FIRST LOOK VS. FIRST TOUCH OR PRIVATE VOWS
- CREATE GUEST ACCOMMODATIONS + HOTELS
- BOOK FLORIST

6 months out

- DRAFT WEDDING DAY TIMELINE WITH YOUR PLANNER
- FINALIZE HONEYMOON PLANS
- BOOK MAKEUP ARTIST
- BOOK HAIRSTYLIST
- SEND OUT INVITATIONS
- HIRE BARTENDERS
- SET UP CAKE TASTINGS
- ORDER WEDDING CAKE
- ADDITIONAL DECOR + ACCESSORIES
- DRESS SHOPPING FOR MOTHERS

5 months out

- DETERMINE CEREMONY READERS + SINGERS (IF APPLICABLE)
- PURCHASE UNDERGARMENTS OR SHAPEWEAR
- MEET WITH OFFICIANT
- HIRE PHOTOBOOTH
- FLOWER GIRL ATTIRE
- RING BEARER ATTIRE
- WEDDING PARTY GIFTS
- DANCE LESSONS
- BRIDE AND GROOM GIFTS FOR EACH OTHER

4 months out

- REHEARSAL DINNER DETAILS (LOCATION + GUEST LIST + INVITATIONS)
- CEREMONY PROGRAMS OR OTHER PRINTED ITEMS
- WEDDING DRESS ALTERATIONS
- PURCHASE BRIDAL ACCESSORIES
- WEDDING PARTY ATTIRE ALTERATIONS
- GROOM + GROOMSMEN TUX/SUIT FITTINGS
- DAY-OF TRANSPORTATION
- MEMORY TABLE



3 months out

- MEET WITH DJ (FINALIZE SONG LIST + TIMELINE)
- GUEST FAVORS
- SEND-OFF ITEMS
- BRIDAL SHOWER OR COUPLES SHOWER
- GUEST BOOK
- FLOWER GIRL OR RING BEARER ACCESSORIES



2 months out

- MARRIAGE LICENSE (MAY NEED TO WAIT PER YOUR COUNTY ORDINANCE)
- BOOK BEAUTY AND SKIN APPOINTMENTS
- WEDDING NIGHT ACCOMODATIONS
- UNITY CANDLE OR OTHER UNITY CEREMONY DETAILS
- WRITE OR DECIDE UPON VOWS
- COLLECT RSVPS
- VARIOUS SIGNAGE
- PRINT ANY NECESSARY PHOTOS
- GETTING READY ATTIRE
- COCKTAIL HOUR FEATURES OR PLANS
- FINALIZE AN INCLEMENT WEATHER PLAN



1 month out

- CHECK YOUR REGISTRY
- BACHELOR + BACHELORETTE PARTIES
- FINALIZE RSVPS AND GUEST LIST
- CREATE YOUR RECEPTION SEATING PLAN
- FINAL DRESS FITTING
- HAIR AND MAKEUP TRIAL
- BRIDAL PORTRAITS
- VENUE WALKTHROUGH
- ASSIGN TOASTS AND SPEECHES
- ENCOURAGE GROOM TO GET A HAIRCUT

WEDDING PLANNING

timeline + checklist

1 week out

- GATHER TIPS FOR VENDORS
- CONFIRM DETAILS WITH ALL VENDORS
- PACK FOR HONEYMOON
- PACK A SEPARATE WEDDING NIGHT BAG
- MANICURE + PEDICURE APPOINTMENT
- ANY LAST MINUTE BEAUTY APPOINTMENTS (HAIR, FACIALS, TANS)
- WRITE LETTERS TO EXCHANGE ON WEDDING DAY (TRUST US, THESE ARE ALWAYS SO SWEET AND SENTIMENTAL)
- PRACTICE READING YOUR VOWS OUT LOUD
- PREP + DELIVER WELCOME BAGS AT HOTELS FOR OUT OF TOWN GUESTS
- PREPARE AND WRAP GIFTS FOR PARENTS/WEDDING PARTY
- WEDDING DAY EMERGENCY KIT
- DESIGNATE SOMEONE TO BE IN CHARGE OF GIFTS AFTER THE WEDDING
- SEND TIMELINE TO WEDDING PARTY
- PUT SOMEONE IN CHARGE OF WEDDING DAY LUNCH PLANS

the night before

- REHERSAL DINNER
- LOAD THE CAR(S)
- GET SOME BEAUTY REST!

wedding day

- SAY I DO
- DANCE THE NIGHT AWAY
- ENJOY EVERY SECOND

after the wedding

- SEND MARRIAGE LICENSE TO THE COUNTY
- RETURN ALL RENTALS
- CHANGE NAME
- REVIEW VENDORS ONLINE
- SEND THANK YOU CARDS
- WEDDING DRESS AND VEIL PRESERVATION



*Happy Wedding
Planning!*

FIND MORE FREE PLANNING TOOLS FROM THE WEDDING AND
EVENT EXPERTS AT **WWW.SPRINGSVENUE.COM/TOOLS**

Also, follow us on social media at **@springsvenue**

Happy Planning!

xoxo, The Springs