

# WEDDING PLANNING CHECKLIST:

*short  
engagement  
3 month  
timeline*

THE SPRINGS  

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WEDDINGS & EVENTS





*short engagement*

# WEDDING PLANNING

*3 month timeline + checklist*

*10-12 weeks out*

- ESTABLISH YOUR BUDGET
- WITH BUDGET IN MIND, DRAFT YOUR GUEST LIST + CHOOSE YOUR WEDDING PARTY
- CHOOSE YOUR WEDDING STYLE + COLOR PALETTE
- CHOOSE YOUR VENUE BASED ON YOUR VISION AND LOCK IN THAT DATE!
- BOOK A WEDDING PACKAGE - IT'LL SAVE YOU SO MUCH TIME AND ENERGY (TRUST US ON THAT!)
- SEND OUT A SAVE THE DATE EMAIL OR WEDDING WEBSITE LINK

*8-10 weeks out*

- INFORM YOUR WEDDING PARTY ABOUT THEIR ATTIRE - **ASAP**
- HIRE A WEDDING PLANNER IF NOT ALREADY INCLUDED IN YOUR PACKAGE (WE ALWAYS RECOMMEND THIS ESPECIALLY FOR SHORT ENGAGEMENTS)
- DETERMINE ANY DECOR/FAVOR THAT YOU WILL BE DIY-ING + RECRUIT FRIENDS AND FAMILY TO ASSIST YOU
- HIRE THE REMAINING VENDORS THAT ARE NOT INCLUDED IN YOUR PACKAGE LIKE PHOTOGRAPHER, VIDEOGRAPHER, FLORIST
- FIND YOUR WEDDING ATTIRE (KEEP ALTERATION TIME IN MIND)
- ORDER YOUR INVITATIONS
- SCHEDULE A NIGHT TO RELAX (BE IT A YOGA CLASS OR WINE NIGHT- THAT'S ON YOU!! WE WON'T JUDGE )

*6-8 weeks out*

- MAKE SURE YOU HAVE VENDORS LOCKED AND READY TO GO
- CREATE AND SHARE YOUR REGISTRY WITH YOUR GUESTS
- MAKE ANY NECESSARY UPDATES TO YOUR WEDDING WEBSITE
- RESERVATIONS FOR THE REHERSAL DINNER
- SEND INVITATIONS
- DECIDE ON HONEYMOON DESTINATION OR JUST TAKE A SIMPLE MINI-MOON + SAVE THE BIG HONEYMOON FOR LATER ON (THERE'S NOTHING WRONG WITH THAT!)



# WEDDING PLANNING

*3 month timeline + checklist*

*4-5 weeks out*

- ALL THE BIG STUFF SHOULD BE ALIGNED BY NOW (PHEW!) BUT DON'T FORGET YOUR MARRIAGE LICENSE
- PURCHASE WEDDING BANDS (IF YOU HAVEN'T ALREADY)
- CHECK IN WITH YOUR WEDDING PARTY

*2-3 weeks out*

- CREATE YOUR WEDDING DAY TIMELINE + SHARE IT WITH YOUR VENDORS
- CREATE A FLOORPLAN AND SEATING CHART
- ASK WHO IS GIVING THE TOASTS
- FINALIZE RSVPS
- FINAL VENDOR APPOINTMENTS TO ARRANGE ALL THE LAST DETAILS
  - READINGS WITH YOUR OFFICIANT
  - SONG LIST WITH YOUR DJ
  - SHOT LIST WITH YOUR PHOTOGRAPHER + VIDEOGRAPHER
- SCHEDULE YOUR BEAUTY APPOINTMENTS (HAIR + SKIN + NAILS)

*1 week to go (almost there!)*

- GIVE YOUR VENUE FINAL GUEST COUNT + FLOORPLAN
- GIVE YOUR CATERER AND BAR SERVICE THE FINAL GUEST COUNT
- CONFIRM VENDOR ARRIVAL TIME
- PICK UP YOUR ATTIRE AND TRY ON YOUR FULL LOOK
- CHECK THE WEDDING FORECAST AND PLAN ACCORDINGLY



*short engagement*

# WEDDING PLANNING

*3 month timeline + checklist*

*the day before*

- ASSIGN SOMEONE TO BE IN CHARGE OF COLLECTING WEDDING GIFTS
- MAKE FINAL PAYMENTS TO VENDORS + PLACE TIPS IN ENVELOPES READY TO GO (BONUS TIP: HAVE A TRUSTED FAMILY MEMBER OR YOUR COORDINATOR DISTRIBUTE THE TIPS)
- PACK FOR WEDDING DAY, WEDDING NIGHT AND YOUR HONEYMOON
- PACK A WEDDING DAY EMERGENCY KIT
- ATTEND YOUR REHERSAL DINNER
- PRACTICE YOUR USUAL SKINCARE ROUTINE (THIS IS **NOT** THE TIME TO CHANGE THINGS UP ON YOUR SKINCARE)
- GO TO BED EARLY AND GET THAT BEAUTY SLEEP

*wedding day (you made it!)*

- START THE DAY OFF RIGHT (SET THE BEST INTENTION FOR THE DAY, EAT SOMETHING LIGHT + GET THAT HYDRATION STARTED)
- BREATHE (IT'S OKAY TO BE NERVOUS. JUST REMIND YOURSELF TO LIVE IN THE PRESENT AND ENJOY EVERY SINGLE MOMENT)
- MAKE FINAL ADJUSTMENTS TO THE SEATING CHART IF NEEDED
- ASK SOMEONE TO BE IN CHARGE OF ORDERING YOU AND THE WEDDING PARTY LUNCH
- **HAVE FUN AND CELEBRATE!** YOU'RE MARRYING THE LOVE OF YOUR LIFE!





*Happy Wedding  
Planning!*

Find more free planning tools from THE WEDDING VENUE EXPERTS  
at [www.springsvenue.com/tools](http://www.springsvenue.com/tools)

Also, follow us on social media at @springsvenue

Happy Planning!

*xoxo, The Springs*