



Reception Venue Checklist

Congratulations on your engagement!

Here's a handy checklist to help you plan your big day.

Don't forget, you can find everything you need on My Wedding Guide!

[Website](#) | [Facebook](#) | [Instagram](#) | [Facebook Group](#)

12 or More Months Before

- Determine potential dates and times for your wedding.
- Set time, location of Ceremony, Rehearsal & Reception Venue.
- Create a wedding budget.
- Reserve the locations for your wedding and reception.
- Meet with and book your wedding officiant or clergy.
- Choose your wedding party and confirm the participants.
- Choose your wedding rings.
- Draw up an initial guest list.
- Organize your engagement party.
- Decide on a date

9–12 Months Before

- Order your wedding dress and attendants' attire.
- Choose Professional Photographer / Videographer / DJ Compose a guest list.
- Begin selection of a Caterer.
- Arrange for decor, chair covers and linens.
- Book your live entertainment or DJ.
- Reserve your florist.
- Order your wedding cake.
- Reserve any rental items from the hire company.
- Organise gift registry.
- Research accommodation for out-of-town guests.
- Plan your honeymoon destination

6–9 Months Before

- Decide on your menu.
- Reserve the musicians and soloist for your ceremony.
- Reserve your limousine service.
- Order your invitations and any other stationery.
- Order wedding favours for your guests.
- Choose outfits for the mother of the bride and mother of the groom.

3–6 Months Before

- Finalize your guest list.
- Choose the reader for your ceremony.
- Finalize your order with the florist.
- Reserve the men's wedding attire.
- Make an appointment with your hairdresser

2 Months Before

- Send invitations.
- Decide on your wedding vows or compose your own. Finalise the reception menus.
- Purchase gifts for parents and attendants.
- Make appointments for nails and make-up.
- Schedule final dress fitting.

1 Month Before

- Apply for a marriage license.
- Plan the rehearsal dinner.
- Meet with photographer and videographer.

2 Weeks Before

- Have a party for the attendants.
- Draft the speeches.
- Finalize reception details.
- Call any guests who have not replied.
- Meet with your make-up artist and hairdresser.
- Deliver song lists to musicians or playlists to the disc jockey.
- Confirm honeymoon reservations.

1 Week Before

- Wedding rehearsal.
- Finalise seating plan.
- Determine the order for the procession.
- Pick up the attire for the groomsmen.
- Deliver your marriage license to the officiant.
- Confirm the final numbers with the caterer.
- Confirm details with the limousine company.
- Draw up a seating arrangement for the reception and write out the place cards.
- Choose someone to hand out the wedding favours.
- Choose someone to return any rented items after the wedding.
- Write any cheques required for the wedding day.
- Pack for your honeymoon

On Your Special Day

- Give the wedding bands to the best man.
- Hair & Makeup
- Present the attendants and parents with their gifts. Breathe and enjoy your special day!

Congratulations on your special day!