

THE ULTIMATE SMALL WEDDING PLANNER CHECKLIST

ACTION	BY WHEN	BY WHO	COMMENTS
INITIAL PLANNING			
1. CREATE A JOINT VISION OF YOUR WEDDING DAY			
2. CREATE A BUDGET SHEET			
3. RESEARCH YOUR VENUE OPTIONS			
4. BOOK YOUR VENUE, WEDDING OFFICIAL AND INVITE YOUR GUESTS			
IMPLEMENTATION			
1. BOOK YOUR SUPPLIER TEAM			
2. PLAN YOUR WEDDING DAY TIMELINE			
3. BOOK ACCOMMODATION			
4. BUY YOUR OUTFITS AND RINGS			
5. GIVE NOTICE IF YOUR WEDDING			
6. AGREE THE CONTENT OF YOUR CEREMONY			
FINAL CHECKS			
1. CONFIRM YOUR FINAL HEAD COUNT AND LET YOUR CATERER AND VENUE KNOW.			
2. ENSURE YOUR CEREMONY DETAILS ARE FINALISED WITH YOUR WEDDING OFFICIANT.			
3. CHECK IN WITH YOUR GUESTS TO ENSURE THEY HAVE ALL THE INFORMATION THEY NEED.			
4. HAVE A FINAL HAIR-CUT (AND COLOUR IF APPLICABLE).			
5. CHECK IN WITH ALL YOUR WEDDING DAY SUPPLIERS TO ENSURE THEY ARE HAPPY WITH THEIR INSTRUCTIONS FROM YOU.			

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