

Wedding Planner Checklist

12 - 18 Months ahead	☐ How much wine and beer will be	□When 1st course is served
What to decide	needed, and where to purchase it Whether to serve drinks and/or hors	□ When wine or champagne, if any, should be poured in glasses and/or bottles placed on tables
□ Type of reception: formal/informal, indoor/ outdoor, intimate/ large, etc	d'oeuvres during the wedding party receiving line	
☐ Guest list (may be different from guest list for ceremony)	☐ Type of cake and how it will be served	□When bar should open and close for service
□ Budget	□ What kind, if any, gifts for guests	□ When toasts and head table introductions begin
☐ Date and time	☐ Type of music during dinner	□Who will speak
□ Reception location (based on type of	What to order	□ Order of speakers
reception, guest list and budget)	☐ Bonbonnieres for guests	☐ When band or DJ should start the
□ Type of music (band and/ or DJ)	☐ Gifts for bridal party attendants	first dance
\square Transportation to and from reception	Liquor	□ List of songs you would like played, especially the first and last dances (plus "don't play" list)
□ Photos to be taken during reception	□Wine and beer	
□ Video to be filmed during reception	☐ Stationery: matchboxes, menus, printed napkins, cake boxes or other	□ Who will join you on the dance floor after your first dance as a
What to reserve	special paper accessories	
□ Reception location	-if opting or an outdoor reception-	couple
□ Caterer and/ or bar service	□ Dance floor	☐ In what order the wedding party dances
☐ Limousine service for departure to	□ Lighting	☐ When traditional dances reflecting your heritage, such as the Mizinke (a Jewish tribute to the mother and father who have given their last child in marriage), will commence
notel, airport, etc, after reception	□ Tables, chairs, tents and/or canopies	
☐ Photography and video services (if not already organized for the ceremony)	☐ BBQs or grills (if the caterer does not provide this essential equipment)	
□ Baker for the wedding cake	☐ Other decorations (such as balloon	□When to throw the bouquet
□ Florist	bouquets, potted plants, arches, etc)	·
□ Decorator	1 Month ahead	□ When to throw the garter (optional)□ When to offer the dessert table
-if opting for an outdoor reception-	What to decide	(optional)
□ Consult with outdoor-party specialist; map out plans for the entire site	☐ Finalize schedule for photographer to follow during reception; list shots desired	☐ When to change into going-away outfits (optional)
☐ Check out for marquee rentals	☐ Finalize schedule for videographer	□When and how to say goodbye to
□ Consult with landscaper or gardener	☐ Seating plan for the head table	guests (give schedule of reception to banquet manager or caterer so staff can be organized accordingly)
3 - 6 Months ahead	☐ Seating plan for your parents' table(s)	
What to decide	☐ Seating plans for guests (optional)	NOTES
□ Choice of menu, decorations, linen colour, tableware, crystal, etc. Consult banquet or catering manager	□ Speak to band or DJ regarding song list and first dance choice	
☐ How food is to be served: buffet, sit-	□ Decide which friends or relatives will help pass the guest book, keep an eye on the wedding gifts and deliver gifts at the end of the evening to a designated location	
down, etc		
□ Whether to have a dessert table later in the evening		
☐ Type of bar service	Schedule for reception	
☐ How much liquor is required and where to purchase it (if not supplied by reception location or caterer)	□When and where the receiving line should form; when and where refreshments should be served	

□ When head table should be seated