



*P r e m i e r   B r i d a l*  
*G u i d e*

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12-Month Ultimate Checklists  
for Flawless Wedding Planning

# WEDDING PLANNING

## Checklist

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### 12+ Months *before*

- Decide on a budget
- Narrow down to 3 - 5 dates
- Draft a guest list
- Pick a venue
- Book a Photographer
- Research Vendors
- Order save - the - dates
- Throw an engagement party
- Work on your wedding mood boards
- Open Up A Wedding Email
- Buy Your Wedding Dress(s)

### 10 - 12 Months *before*

- Book Florist
- Book caterer
- Book event rentals
- Pick an officiant
- Take Engagement Photos
- Choose your bridal party
- Finalize guest list
- Send save - the - dates
- Create a wedding website

### 8 - 10 Months *before*

- Purchase a wedding dress
- Book a band/ DJ
- Do a cake tasting + select your wedding cake
- Hire a hairstylist and makeup artist
- Make a registry
- Plan a ceremony + reception decor
- Book Videographer
- Arrange Transportation

### 6-8 Months *before*

- Decide on bridesmaid dresses
- Purchase wedding bands
- Plan/book honeymoon
- Book rehearsal dinner venue
- Block out hotel rooms for out - of town guests
- Book Reception Lighting

### 4-6 Months *before*

- Order wedding invitations
- Re-visit the budget
- Purchase Grooms attire
- Decide on groomsmen attire
- Order gifts for bridal party, parents, and each other
- Order welcome bags
- Purchase wedding insurance
- Create floor plan for reception, cocktail hour

### 2 - 4 Months *before*

- Do a hair and makeup trial
- Send out invitations
- Apply for marriage license
- Purchase any day of accessories
- Review ceremony with officiant
- Finalize menu with caterer
- Finalize decor details
- Finalize wedding cake details
- Finalize floral details
- Schedule alterations/fittings
- Create a song list for the ceremony and reception
- Draft wedding day schedule
- Order all stationery (menus, signs etc.)

# WEDDING PLANNING

## Checklist

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### 1 Month *before*

- Work on seating Chart
- Order wedding programs + thank you cards
- Write Vows
- Reviews song list with DJ/Band
- Schedule walk through with your venue
- Confirm hair + makeup times
- Send as many final payments as possible
- Send directions to drivers
- Purchase alcohol
- Purchase /create guestbook
- Finalize # of tables and centrepieces

### 2 weeks *before*

- Do a final dress fitting
- Follow up with any guests that haven't RVSP'd
- Give a priority shot list to photographer and videographer
- Get a final headcount to caterer and any guest allergy details
- Get hair cut and colored
- Confirm all rental and floral delivery times
- Pick up your dress
- Send any remaining payments
- Have engagement ring cleaned
- Designate people to take gifts home, decor and return rentals after the wedding.

### 1 Week *before*

- Finalize the seating charts
- Send out the wedding day schedule
- Confirm everything with vendors
- Confirm honeymoon reservations
- Pack for honeymoon
- Gather documents for travel
- Confirm reservations for out of town guests
- Confirm rehearsal plans with attendants
- Confirm rehearsal dinner

### 2 days *before*

- Get a mani and pedi
- Pack a bag of all of your wedding day essentials
- Give welcome bags to hotel
- Get a spray tan
- Pack wedding- day emergency kit
- Finalize wedding vows

### 1 Day *before*

- Go through list of things to do and make sure all bases are covered
- Give rings to best man
- Attend rehearsal + rehearsal dinner
- Steam wedding dress + bridesmaids dresses
- Finish packing for honeymoon
- Drop off items to the reception venue

# WEDDING Planning EMERGENCY BAG

## *Checklist*

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- |  |  |
|--|--|
| <input type="checkbox"/> Advil             | <input type="checkbox"/> Toothbrush              |
| <input type="checkbox"/> Tylenol           | <input type="checkbox"/> Toothpaste              |
| <input type="checkbox"/> Eye Drops         | <input type="checkbox"/> Tic Tacs                |
| <input type="checkbox"/> Pepto Bismul      | <input type="checkbox"/> Chap Stick              |
| <input type="checkbox"/> Band-aids         | <input type="checkbox"/> Tweezers                |
| <input type="checkbox"/> Reactine          | <input type="checkbox"/> Lotion                  |
| <input type="checkbox"/> Polysporin        | <input type="checkbox"/> Hair Comb               |
| <input type="checkbox"/> Hand Sanitizer    | <input type="checkbox"/> Hair Spray              |
| <input type="checkbox"/> Bug Spray         | <input type="checkbox"/> Hair Bands + Bobby Pins |
| <input type="checkbox"/> Sunscreen         | <input type="checkbox"/> Nail kit                |
| <input type="checkbox"/> Feminine Products | <input type="checkbox"/> Mirror                  |
| <input type="checkbox"/> Dental Floss      | <input type="checkbox"/> Extra Earring Backs     |
| <input type="checkbox"/> Deodorant         | <input type="checkbox"/> Black + Nude Ribbon     |
| <input type="checkbox"/> Mints/Mouthwash   | <input type="checkbox"/> Tide Stick for Stains   |
| <input type="checkbox"/> Tissues           | <input type="checkbox"/> Eyelash Glue            |
| <input type="checkbox"/> Fashion Tape      | <input type="checkbox"/> Lipstick                |
| <input type="checkbox"/> Scissors          | <input type="checkbox"/> Healthy Snacks          |
| <input type="checkbox"/> Sewing Kit        | <input type="checkbox"/> Umbrella                |
| <input type="checkbox"/> Lint Roller       | <input type="checkbox"/> Perfume                 |
| <input type="checkbox"/> Static Guard      | <input type="checkbox"/> First Aid Kit           |

*Planning*

# BRIDESMAID WEDDING

## *Packing Checklist*

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- |  |  |
|--|--|
| <input type="checkbox"/> Your Dress  | <input type="checkbox"/> Small sewing kit          |
| <input type="checkbox"/> Reception shoes   | <input type="checkbox"/> A camera                  |
| <input type="checkbox"/> Ceremony shoes  | <input type="checkbox"/> Your Speech               |
| <input type="checkbox"/> Slippers/flip flops for getting ready                       | <input type="checkbox"/> Copy of the days schedule |
| <input type="checkbox"/> Bra + underwear to wear with your dress                     | <input type="checkbox"/> Snacks                    |
| <input type="checkbox"/> Your Wedding Gift (Gift Card)                               | <input type="checkbox"/> Bottled Water             |
| <input type="checkbox"/> Button up shirt or loose tank while getting hair and makeup | <input type="checkbox"/> Hair Comb                 |
| <input type="checkbox"/> Comfortable pants or shorts to wear for getting ready       | <input type="checkbox"/> Hair Spray                |
| <input type="checkbox"/> Tylenol + Advil   | <input type="checkbox"/> Tide Stick for Stains     |
| <input type="checkbox"/> Makeup  | <input type="checkbox"/> Eyelash Glue              |
| <input type="checkbox"/> Deodorant   | <input type="checkbox"/> Lipstick                  |
| <input type="checkbox"/> Band-aids   | <input type="checkbox"/> Umbrella                  |
| <input type="checkbox"/> Double Stick Tape   | <input type="checkbox"/> Perfume                   |
| <input type="checkbox"/> Tissues   | <input type="checkbox"/> Bobby Pins                |
|  | <input type="checkbox"/> Jewelry                   |
|  | <input type="checkbox"/> Mints                     |

Planning

# BRIDAL SUITE ITEMS

## *Checklist*

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- |  |  |
|--|--|
| <input type="checkbox"/> Wedding Dress               | <input type="checkbox"/> Bridal Jewellery              |
| <input type="checkbox"/> Reception Dress             | <input type="checkbox"/> Bridesmaid Jewellery          |
| <input type="checkbox"/> 2nd Reception Dress         | <input type="checkbox"/> Floral Bouquets               |
| <input type="checkbox"/> Boob Tape                   | <input type="checkbox"/> Invitation Suite / for photos |
| <input type="checkbox"/> Shape wear                  | <input type="checkbox"/> Garter                        |
| <input type="checkbox"/> Bride getting ready outfit  | <input type="checkbox"/> Perfume                       |
| <input type="checkbox"/> Bridesmaid's/robes          | <input type="checkbox"/> Hair Comb                     |
| <input type="checkbox"/> Bridesmaid Flip Flops       | <input type="checkbox"/> Hair Spray                    |
| <input type="checkbox"/> Bride Flip Flops / slippers | <input type="checkbox"/> Hair Bands + Bobby Pins       |
| <input type="checkbox"/> Bride ceremony shoes        | <input type="checkbox"/> Nail kit                      |
| <input type="checkbox"/> Bridesmaid ceremony shoes   | <input type="checkbox"/> Mirror                        |
| <input type="checkbox"/> Bride reception shoes       | <input type="checkbox"/> Snacks + Drinks               |
| <input type="checkbox"/> Bridesmaid reception shoes  | <input type="checkbox"/> Curling Iron                  |
| <input type="checkbox"/> White Sneakers              | <input type="checkbox"/> Phone Chargers                |
| <input type="checkbox"/> Emergency Kit               | <input type="checkbox"/> Music                         |
| <input type="checkbox"/> Bridesmaid Gifts            | <input type="checkbox"/> Lipstick                      |
| <input type="checkbox"/> Bridal Planner/ Binder      | <input type="checkbox"/> First Aid Kit                 |
| <input type="checkbox"/> Wooden/White Hangers        | <input type="checkbox"/> _____                         |
| <input type="checkbox"/> Clutch                      | <input type="checkbox"/> _____                         |
| <input type="checkbox"/> Veil                        | <input type="checkbox"/> _____                         |



# PHOTOGRAPHY

## *Shot List*

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### GETTING READY DETAILS

- girls*
- Wedding dress on hanger
  - Bridesmaid dresses on hanger
  - Brides Shoes
  - Brides Jewelry
  - Engagement ring with wedding bands
  - Brides flower bouquet
  - All flower bouquets together
  - Invitation
  - Brides Perfume
  - Garter
  - Bride + Grooms rings

### GETTING READY DETAILS

- girls portraits*
- Finishing touches hair
  - Finishing touches makeup
  - Bride + Bridesmaids in robes/pj's
  - Girls pouring mimosas/champagne
  - Clinking glasses
  - Candid moments between bride + bridesmaids
  - Putting on veil
  - Brides mom helping put on dress
  - Bride putting on shoes + jewelry
  - Bride looking at herself in the mirror
  - First look with brides father
  - Group Shot

### OTHER

- portraits*
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

### GETTING READY DETAILS

- guys*
- Suit
  - Shoes
  - Cuff links/clips
  - Watch
  - Cologne
  - Boutonniere

### GETTING READY DETAILS

- guys portraits*
- Candid shots of guys hanging out
  - Groomsmen putting on suits
  - Groom getting ready in mirror
  - Groom putting on shoes
  - Groom fixing tie, buttons, cuff links
  - Putting on boutonniere
  - Portrait of Groom
  - Group shot

### PORTRAITS

- bride + groom*
- First look with bride + groom
  - Candid during first look
  - Portraits of just the Bride
  - Portraits of just the Groom
  - Posed portraits of Bride + Groom
  - Candid of Bride + Groom

### PORTRAITS

- bride + groom*
- Bride + Brides posed + candid
  - Bride with each bridesmaid
  - Close up of all flower bouquets
  - Portraits of each bridesmaid
  - Groom + Groomsmen variety of poses
  - Groom with each groomsmen
  - Portraits of each groomsmen
  - Group shot of bridal party portraits
  - Candid shots of bridal party
  - Brides with groomsmen
  - Groom with bridesmaids





*Timeline*

# VIDEOGRAPHER

## *Shot List*

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### Decor

- Capture venue details: Record establishing shots of the venue, decorations, and any unique elements.
- Bride and groom preparation: Capture candid moments of the couple getting ready, including hair, makeup, and attire.
- Carefully pack fragile or valuable items to avoid damage during storage.
- Interviews: If requested, conduct interviews with the couple, family, and friends for personalized video messages.
- Ceremony setup: Record the ceremony area before guests arrive, including details like the altar, seating, and decorations.
- Ceremony coverage: Capture the entire ceremony, including the processional, vows, exchange of rings, and recessional.
- Reception setup: Document the reception area before guests enter, focusing on table settings, centerpieces, and décor.
- Reception coverage: Record speeches, toasts, first dance, parent dances, cake cutting, and other important reception moments.
- Guest interactions: Capture candid shots of guests enjoying the wedding, dancing, and interacting with each other.
- B-roll footage: Capture extra footage of the venue, décor, flowers, and other details that can enhance the final video.
- Candid moments: Keep an eye out for emotional and spontaneous moments that reflect the atmosphere of the day.
- Couple's session: Set aside time for a private session with the couple to capture intimate shots.

### MISC. NOTES

*Timeline*

# WEDDING TAKEDOWN

## *checklist*

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### Decor

- Start with taking down large decorations like arches, backdrops, and hanging installations.
- Remove table centerpieces, floral arrangements, and any decorative elements from tables.
- Carefully pack fragile or valuable items to avoid damage during storage.
- Collect all candles and candle holders.
- Take down any lighting elements such as fairy lights, lanterns, and string lights.
- Remove aisle runners or ceremony decor.

### Tableware and Rentals

- Collect and stack chairs and tables for rental pickup or return.
- Remove tablecloths, napkins, and any other linens for washing or return.
- Consolidate dinnerware, glassware, and flatware for rental pickup or return.
- Empty and clean any rented serving dishes or equipment.
- Clean any rental items before returning them.

### Trash and Recycling

- Provide clearly marked trash and recycling bins for guests to dispose of their waste during the event.
- After the event, thoroughly check the venue for any trash or debris left behind.
- Empty all trash cans and recycling bins and dispose of the waste properly.

### Catering and Food

- Coordinate with the catering team to remove leftover food and beverages.
- Ensure all catering equipment, such as chafing dishes, is returned or picked up.
- Properly dispose of any leftover perishable food items.

### Vendor Items

- Collect any items that need to be returned to vendors (rentals, decor items, etc.).
- Ensure vendors have clear instructions on where to pick up their equipment or items.

*Timeline*

# WEDDING TAKEDOWN

## *checklist*

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### Venue Clean-Up

- Sweep and mop floors to remove any spills or debris.
- Wipe down surfaces, including tables, chairs, and any furniture.
- Vacuum carpets if necessary.
- Return the venue to the condition it was in before the event.

### Final Checks

- Walk through the entire venue to make sure nothing is left behind.
- Confirm that all lights are turned off and any rented equipment is powered down.
- Lock up the venue if required.

### After Clean Up

- Thank your cleanup crew and anyone who assisted with the process.
- Return any rented items or equipment according to the vendor's instructions.
- Take a moment to appreciate the successful event and the memories made!

Extras