



*wedding*  
PLANNING CHECKLIST  
BY HEY JACK



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## 18 Months

- START A FAVOURITES BOARD** - We recommend using [Canva](#). That will help you save inspiration to bring your dream wedding to life. Use it early and often—start by browsing Real Weddings galleries online and taking screenshots of weddings that suit your vibe.
- THINK ABOUT YOUR BUDGET** - Talk about who will pay for what. You might cover the entire thing, or maybe your families will each commit a specific amount. Whatever you do, don't spend one dollar until you have a budget. Need help? We've done the legwork for you. [Hey Jack Wedding Budget Spreadsheet](#).
- PLAN AN ENGAGEMENT PARTY** - Not everyone has one. Traditionally you or your fiancé's parents host, but anyone can throw it for you. If you're having one, you'll want to set a date and draft the guest list.
- DECIDE ON CITY AND SEASON** - Trust us, the first question everyone will ask you when they hear your engaged is where and when you're having the wedding. So, talk it out. Summer or spring? Close to home or a destination?
- START YOUR GUEST LIST** - Start with immediate family and friends, then move on to the rest of the invitees in order of importance (sounds harsh, but it's the best way to keep organised). Use our Guest List Manager to make it easy.
- RESEARCH RECEPTION VENUES** - When looking for your reception venue, consider the following: budget, guest list and distance to the ceremony site. Once you've found a few spots that may work for you, make a few appointments for site visits.
- FINALISE YOUR WEDDING BUDGET** - Be detailed when putting together your budget. Track big-ticket items like the venue and flowers, but don't forget to factor in smaller costs like postage, pamper appointments and invitations in our [Hey Jack Wedding Budget Spreadsheet](#) to avoid surprises later on.
- SEND ENGAGEMENT PARTY INVITES** - You can do it the traditional way and send out by mail, or you could also reinvent this tradition and send digitally via [Paperless Post](#). A fabulous Facebook event works the trick too!

## 14 Months

- SCHEDULE RECEPTION VENUE TOURS** - Congrats on making it this far in the venue search! Now it's time for a thorough walk-through of your final contenders. Make sure to create a list of questions before the tours so you can compare notes afterwards.
- ESTIMATE YOUR GUEST COUNT** - Finish up those family negotiations and get a robust estimate. You'll need it to find your venue. Need help prioritising your VIPs? Read our tips. [\(Create Blog\)](#)
- RESEARCH CEREMONY SITES** - Does your Reception venue have a designated place to hold your ceremony? If not, consider a church, park, or other stand-alone venues.
- BOOK YOUR RECEPTION VENUE** - Time to say "I do" to your venue. First, request a contract and review it carefully. Ask questions, and then ask some more. Once you're comfortable, it's time to sign on the dotted line and provide the venue deposit if required.
- CREATE YOUR WEDDING WEBSITE** - Start by adding the story of how you met and got engaged. The other essential info, like venue details and hotels, can come later. We found a straightforward platform to create it yourself, with a simple drag and drop method: [WIX WEBSITE](#)

## 12 Months

- BOOK YOUR CEREMONY SITE** - Make sure you request a contract and put down a deposit. Look to your Wedding Mood Board to get ideas on how you can decorate the space.
- BOOK YOUR CELEBRANT** - No matter where your wedding ceremony takes place, it's essential that your celebrant is someone who both you and your partner trust, and will set the tone for the entire day. They should be willing and able to get to know you as a couple.
- BLOCK OUT HOTEL ACCOMMODATION FOR GUESTS** - You might want to start with fewer rooms and then add more if needed (some hotels require you to pay in advance).
- BOOK YOUR WEDDING NIGHT HOTEL** - When you call to make a reservation, mention you're booking the room for your wedding night. You might get a free upgrade!
- WEDDING PLANNER** - Do you have the budget to squeeze it in? If so, we highly recommend it. Having some help with suppliers, styling, and on-the-day coordination is worth every cent in the lead up to your day.

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### 10 Months

- CREATE A WEATHER "PLAN B"** - In case any weather disasters come up last-minute, it's a good idea to have a "plan B" in place. If your wedding is outdoors, consider a tent with sides, or an indoor space that can accommodate your guest list.
- RESEARCH & BOOK YOUR PHOTOGRAPHER** - Your photographer will be with you throughout your entire wedding day, so needless to say, they should be someone you really click with.
- RESEARCH & BOOK YOUR VIDEOGRAPHER** - A sample video can tell you a lot about a videographer, but not everything you need to know. You only get one chance to capture your wedding day video, so ask critical questions before you book. Check out some of [Hey Jack's love stories](#).
- RESEARCH & BOOK YOUR CATERER** - Finding out if their food tastes fantastic is only the starting point. Your caterer will play a huge role in coordinating the evening and will likely supply the bar too, so prep your questions beforehand and book in the one that resonates with your foodie vision best!
- RESEARCH ACOUSTIC ARTISTS FOR CEREMONY AND CANAPÉ HOUR** - When you hire an **acoustic duo**, you're putting your trust in them to help set the tone. Reviews are crucial and make sure they have plenty of videos to watch online, you should get a good idea from the moment you press play whether they'll be right!
- RESEARCH BANDS AND DJS FOR RECEPTION** - Ensure you've chosen something that fits with your style and overall personalities. If you love live music, hire an epic **Trio or Band** to bring the party. If you have a tighter budget or just prefer the epic bangers that a DJ can provide, go for it!
- CHOOSE YOUR WEDDING PARTY** - There's no set rule on how many you should have—whether you'd like just your bestie standing next to you, 10 on each side, or even bridesmen or grooms women. When you pop the question to your wedding party, make it clear how involved you'd like them to be.
- DRESS** - Instagram is the best for wedding dress inspo, as it's mostly real weddings and not just thin models. Save your favourite designers and ensure these fall in line with your budget, then get the gals together and book in a day to visit a few stores for try-ons.

### 7-9 Months

- ORDER SAVE-THE-DATES** - This is one of those milestones that make the planning you've done so far feel real! If you have a designer in mind, now is the time to order. You want to mail/email them between 7-9 months beforehand. As mentioned, a quick and novel way to send Save the dates is through [Paperless Post](#).
- BOOK YOUR WEDDING ENTERTAINMENT** - Ensure your music is 100% locked in at this stage.
- RESEARCH WEDDING INVITES AND PAPER GOODS** - Hint: If you have too much info for the invites, put some of it on your wedding website. [Paperlust](#) is a fantastic supplier for wedding invitations delivering Australia wide. Or, save some trees and go digital via [Paperless Post](#) (an excellent way to save some costs too).
- SCHEDULE ENGAGEMENT PHOTOS** - They're an extra cost, but an engagement photoshoot is well worth the money. Why? Besides the fact you'll get great images, it will also help you feel more comfortable having a camera pointed at you on your wedding day. Plus, you'll bond with your photographer! Test run before the real thing!
- BOOK FLORISTS** - Ask them to send photos of their work from past weddings to see if they fit with your Wedding Vision.
- DECIDE ON YOUR DRESS** - Pick your dress and purchase it! This leaves time for it to be custom-made, or if you're buying off the rack, alterations.

### 8 Months

- DECIDE ON WEDDING PARTY BOUQUETS** - Chat with your bridal party and get some advice on a particular style. This could help you with the decision making, and then lock in the florals!
- DECIDE ON WEDDING PARTY BOUTONNIERES** - There are so many options! Check out [Etsy](#) and [Pinterest](#) for some inspo here and order them as it could take a few months due to the customisation.
- DECIDE ON YOUR CEREMONY DECORATIONS** - This is something your planner and/or florist can give advice and help with. Refer to your mood board and get some help with specific décor/florals that would suit your style and budget. Book this all in.
- LIST POTENTIAL HONEYMOON OPTIONS** - Put together a list of all the places you might want to explore for your honeymoon. If you already know, start collecting hotel and restaurant ideas and read up on the most popular hot spots.
- PLAN THE DAY-AFTER BRUNCH** - Think of the morning-after brunch as a last thank-you to your guests before they head home. You can keep it low-key, as most guests will be dropping in on their way out.



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## 6 Months

- BOOK HONEYMOON (FLIGHTS AND HOTELS)** - It's time to firm up plans and make those flight and hotel reservations. Then make a list of any activities you want to do while you're there as well. Too busy? Consider using a travel agent.
- BUY OR RENT MENSWEAR** - This is the time to secure accessories like bowties, tux shirts and cummerbunds (if you need them). Schedule tuxedo or suit fitting - Get the boys together for a day out to suit up. Tip - If you have someone overseas, get them to go to a local tailor and get measurements.
- LIST OUT WEDDING RING OPTIONS** - Visit jewellery stores and ask friends for recommendations. You'll want to give yourselves a couple months to browse, research pricing and revisit rings that catch your eye.
- MAKE A TRANSPORTATION PLAN** - Consider both luxuries (such as limos for you and your families) and essentials (like parking). Then outline what it is you need, do your research and narrow down your options. Are you having a remote wedding and require a bus charter from the venue to the nearest township?
- LIST YOUR ACCESSORIES** - There are actually a lot of pieces you'll need to finish off your wedding day look, including under-the-dress essentials, shoes and jewellery. List them out to keep track of what you'll need to buy.
- LIST CEREMONY EXTRAS TO BUY** - Is there anything you'll need for your ceremony that won't be provided by your venue, florist or rental company? Details like your aisle décor, flower girl and ring bearer props, or a custom refreshment station will make your ceremony feel more personal.
- BUY RECEPTION EXTRAS** - Start shopping so you can tick off some of those items from your reception extras list. After each purchase, subtract the price from your budget to help you keep track.
- DECIDE ON A BRIDAL SHOWER OUTFIT** - Whether it's a little white dress or something that fits the colour or theme, now is the time to figure out what you're wearing to your bridal shower.
- ORDER YOUR WEDDING RINGS** - It's time to order your wedding rings. Want to really personalise it? Engrave the inside with a meaningful phrase or your wedding date.
- BOOK TRANSPORTATION** - Make your final decision on what vehicles you'll use and how many you'll need. Draw up a contract and sign—only after double-checking all the essential details, like the date and time.
- COLLECT ADDRESSES FOR INVITES** - Reach out to family and friends via Facebook, Email and Text and populate all the addresses in a spreadsheet.

## 3 Months

- SEND YOUR INVITES!** - Get them off and start the ball rolling with who is/isn't coming, so you have plenty of time to follow up.
- LIST GIFTS YOU NEED TO BUY** - Keep track of who you'll need gifts for, including your parents and bridal party and any other friends or family members who deserve a big "thank you" for their support on your wedding day.
- PLAN YOUR BIG EXIT** - Will you drive off into the sunset together? Or casually walk out of the party with all of your guests? Either way, an exit is a fun, last photo op of the day - Chat to your videographer (if he stays until the end) about how they can creatively capture this moment and any ideas to get some cool footage.
- BUY TOSS EXTRAS FOR YOUR CEREMONY EXIT** - Have a venue with restrictions? Rose petals are the fun alternative to confetti, flowers and rice.

## 2 Months

- BUY SHOES FOR TUXEDO OR SUIT** - Buy or hire the groomsmen's shoes
- BUY WEDDING SHOES** - Decide on your perfect shoes for the day (also buy or prepare a back-up option for Reception, leave them at the Reception the day prior).
- MAKE A HONEYMOON PACKING LIST** - Put to-dos that don't go in your suitcase on your list too, like making copies of your passports, turning on an international cell service plan and putting the mail on hold.
- DECIDE HOW THE GUESTS WILL SHARE PHOTOS** - TIP: Use The Guest Photo Sharing App, so you don't miss any of your guests' wedding photos. <https://apps.apple.com/au/app/the-guest-photo-sharing/id1105933454>



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## 2 Months - continued

- FINALISE CEREMONY READINGS** - Narrow down your favourites and shorten longer selections (in total the passages should be about four to five minutes long). Then send to your readers so they can get familiar with it.
- BUY WEDDING PARTY GIFTS** – Get onto some unique and personalised gifts for your bridal party, so you can give them out the night before the big day!
- BUY GIFTS FOR YOUR PARENTS** - Shop for gifts that are simple, sentimental and that speak to your relationship. Even a card filled with words of thanks and love is enough. Then plan a moment before the wedding to give it to them.
- WORK ON THE SEATING CHART** - The RSVPs should have started coming in. If they haven't, pick up the phone and start calling guests!
- START YOUR WEDDING RUN SHEET** - It's never too early to start planning out your day-of timeline. Use our sheet here.
- FINALISE YOUR CEREMONY OUTLINE** - Schedule a follow-up meeting with your celebrant to go over ceremony timing and details. If it helps, celebrants will always recommend an order or proceedings and work from another outline to create your traditional ceremony flow, so don't stress about this.
- BUY OR MAKE A DAY-OF EMERGENCY KIT** - You'll be much more at ease if you have a plan for small things that might go wrong. Put your maid of honour in charge of keeping a kit filled with quick-fix essentials.
- MAKE NAIL AND SPA APPOINTMENTS** - Plan some pampering for the week of your wedding (it'll help you relax if you have any jitters). Save your mani for the day before, so your nails don't chip, or go for gel—it lasts longer.
- FINISH SHOPPING FOR THE HONEYMOON** - Plan ahead, and you'll avoid having to pick up last-minute, overpriced items in the hotel gift shop. But don't forget to save some space for things you'll want to buy while you're on your honeymoon too.
- PREPARE YOUR TOASTS** – If you plan to say a few words, get some notes down now so you're not stressing the day before!
- NAIL YOUR SOUNDTRACK** – choose your Ceremony and Reception music (get some advice from the band if you need help).

## 1 month

- CONFIRM PAYMENTS WITH VENDORS** - Make sure you've paid up with your pros (or have agreed on a final payment plan) so it's not hanging over your head in the lead-up. Go over the schedule and give them day-of contact info and running sheet.
- CONFIRM DETAILS WITH THE WEDDING PARTY**- Get them together in person and go through everything, or send them an email (and make sure they read it!). This is also the time to confirm any VIP toasts.
- FINISH THE SEATING CHART** - Ask your venue coordinator for a floor plan. Having a visual can make it easier to experiment with different arrangements and help you really see how your Reception will flow.
- PROVIDE GUEST COUNT TO THE RECEPTION VENUE AND CATERER** – This is really important to ensure they have enough time to prepare the day, so ensure this is sent on time!
- DISCUSS RUNNING SHEET AND SCRIPT WITH YOUR MC** – Make sure you get all of the details down on how you'd like things to run, capturing the little moments like timing of bridal party intro, to inviting bridal party up during the first dance.
- CLEAN AND PICK UP RINGS** – Have your engagement ring cleaned so the sparkle is easily captured in photos. Pick up your wedding rings and give them to your ring bearer in preparation.
- FINAL DRESS FITTING** – don't forget to bring your shoes & accessories!

## 1 Week

- CREATE A TO-DO LIST FOR THE DAY BEFORE THE WEDDING** - Assigning different bridesmaids/family members different tasks – don't forget to assign tasks for after the day too!



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## 1 Day

- IT'S MANI-PEDI TIME!
- SPRAY TAN -
- ATTEND WEDDING REHEARSAL (IF REQUIRED)
- GIVE OUT YOUR WEDDING PARTY GIFTS
- HAVE A CHAMPAGNE - and get to bed a reasonable time, because, beauty sleep

## The Aftermath

- RETURN TUXES AND ALL RENTAL PIECES
- REVIEW YOUR WEDDING VENDORS - Obsessed with the way your cake turned out? Couldn't have done it without your planner? Rate your wedding pros, so other couples know who to hire.
- FINISH THANK-YOU CARDS - Ideally, you should get them out within two months of the wedding.
- CHANGE YOUR NAME - Once you have your marriage certificate in hand, you'll be able to start the paperwork - woo!
- ORDER YOUR PHOTO ALBUM - There are countless album styles to choose from.
- ENJOY YOUR HONEYMOON - Soak in all of the married life bliss!