



IT'S TIME TO PLAN THE PERFECT CELEBRATION

THE BEST WEDDING PLANNING CHECKLIST EVER!

By pooling the decades of expertise that our Event Planners at LIUNA Station represent, we compiled the Best Wedding Checklist Ever. Armed with this invaluable tool, we believe that you will have a clear and concise guide on how to throw the most incredible wedding your friends and family has ever attended.



LIUNASTATION
EXTRAORDINARY EVENTS



INSPIRATION

If you haven't already thought about it, start browsing, clipping, saving and printing any ideas that speak to you as a couple. Yes, both of you need to be considered.

TIMING

When do you want to get married? Would you like a specific time of year? Traditionally, engagements have averaged a little more than a year. This gives you plenty of time to be thorough and be a little more hands-on with your planning. This does not mean that you can take your time! The time will fly by. That being said, the latest trend in wedding planning has seen many couples sprint straight to the nuptials without skipping a beat. Six-months has been the most popular timeframe with new Millennials bringing their Uber-savvy chops to bear on the social event of their lives. Motivated planners can also take advantage of the savings that some vendors will provide because you are filling time that might otherwise gone vacant.



BUDGET

This question often needs to be considered first and foremost. What do you have to spend? Where can you save money? Armed with this information, you are prepared to start the fun part. Time to start planning and booking!

THE GUESTS

With whom, would you like to share your day?

Remember to consider both sets of the parents and the guests they would like to share in their proud day. Understanding the size of your party will allow you to save time by only looking at venues that are suitable for your party. The size of your party can be the most important number that affects your budget.



THE SUPPORT

Who are you going to lean on the most when it comes to your wedding day? This is your bridal party – who is the Maid of Honour, the Best Man and the attending Bridesmaids and Groomsmen? The quicker you let the wedding party know the good news, the better. Not only are these the most special people to you as a couple, these are the loved ones that will help you out when you need it most.

THE VENUE AND THE DATE

The venue is one of the first and most important choices a newly engaged couple will make. The location and setting for your wedding will create the framework for your guest's memories and always be remembered as the place you were married. Do you plan on being married in a religious location? Do you want the ceremony to be at a different location than the reception? If your heart is set on a specific location or an outdoor wedding, then you may need to book further out on the calendar to secure a date. If you are going to use different locations for your ceremony and your reception, always remember to consider time for travel and pictures.





IMPORTANT THINGS TO REMEMBER

Both time and financial savings can often be gained by considering a venue that can accommodate multiple needs like wedding and reception options, DJ services, catering, entertainment and wedding planning. It is crucial to take advantage of this if you are trying to fast-plan your wedding in less than 6-months.

THE WEDDING OFFICIAL

Someone has to officially make your relationship official! There are usually way more weddings than officials, so book early and check this box off as quick as you can.



The next group of tasks should all be well underway by the time you are 6 to 8-months out in a traditionally planned wedding. If you are on the fast-track, hopefully you checked these boxes when you booked the venue, otherwise, you need to have these booked at least 3-months out from your day.



THE FOOD, MUSIC, MOOD AND MEMORIES

Allow for some time to do your research. There are more options for catering, DJs and photographers than any person can count, so rely on reputation and personal experience.

As mentioned, many venues will have in-house options for most of these services, so if you are trying to make your planning experience as easy as possible, lean on a venue that can check off as many boxes as you require. Once you narrow down your options for each of the vendors you need, start your research! Touch base with your caterer's social media feeds, go see the bands and scan through the portfolios of the photographers you like. Do all this before you get down to numbers – it will save you tons of time.

HERE IS WHAT NEEDS TO BE BOOKED

The Catering – Menu, Bar

The Photographer/Videographer

The Entertainment – DJ or Band

The Cake

Hotels for Out-of-Town Guests

Transportation

Hairdressing, make-up and aesthetics



THE FASHION

Let's face it. It begins and ends with the dress. It's time to go shopping. This can take time, but it should be fun at all times. At the same time, you need to round out the vision for the wedding party. Tuxes and dresses have to be bought and rented well ahead of time, so consider getting the wedding party involved in the planning if needed.

IMAGE TEAM

Book your hairdresser and make-up artist for the big day. Try and give them 3-4 months notice, especially if they are in high demand. Wedding hair and make-up are unique unto themselves so use experienced artists.





CALLING ALL GUESTS

At the 6-month mark it becomes time to start taking care of invitations and cards. Do not underestimate the time it takes to select the cards and RSVP, address and seal all of the envelopes and then posting. You can send the invites out around 3-4 months away from the day.

THE REGISTRY

You loved ones will want to shower you with gifts. By registering, you make it easy for your guests to give thoughtful gifts that you will appreciate. Take the time to register and then check that box.



THE FLOWERS

No wedding can be complete without flowers. Now is the time to make arrangements with a florist. You are getting down to the 4-5 month mark; so check this box while it still feels like you have time.

IDEAS THAT THE WEDDING PARTY CAN BE INVOLVED IN

The Wedding Social Media Page/Website

Emcee and/or Organizing

the speeches and acknowledgments

Bridal Shower or Bachelor Party

Dress and Tux Purchases/Rentals

Decorations

Transportation of out-of-town relatives





THE SOUNDTRACK

Start picking music. Whether it's a DJ or a band, you are going to want to cover all the favourites that will make your soundtrack special.

3-MONTH CRUNCH

It's go time! This is when you start finalizing the details.

The most momentous of the final tasks is generally buying the wedding rings.



A FEW BOXES TO CHECK OFF

Dress Fittings

Flower Delivery and Design

Menu considerations

Wedding Day Itinerary

Table Settings and Details

Programs

Send the Invites

THE HOME STRETCH

Get the wedding license! Get the final fitting of your dress done! Confirm all of your vendors! The list comes quick at this point. You need to start finalizing the day – when and where should everyone be? Take the time to break in your footwear, book a massage and absolutely ask for help – you're getting married.





THE QUICK LIST

12 MONTHS

- Inspiration – begin to think of colour palettes and vision for your big day
- Timing – choose a date and a time of year
- Budget – come up with a budget of what you want to spend
- Guests – begin to think of your guest list, have a rough number in mind
- Choose your wedding party
- Choose your venue (including church or ceremony space)
- Engagement Pictures
- Wedding Dress and Tux purchase or rental
- Book your hair and makeup

9 MONTHS

- Send out your Save the Dates
- Choose your wedding official
- Choose your caterer if your venue does not offer catering
- Choose your photographer
- Choose your videographer
- Choose your entertainment- will you have a DJ or a band?
- Begin cake testing
- Reserve accommodation for out of town guests
- Limo or shuttle bus services for yourself, wedding party and your guests to and from the venue
- Choose your bridal party attire and accessories
- Set up your wedding social media page/website
- Plan your Bridal Shower
- Plan your Bachelor and Bachelorette parties
- Décor – begin to work with your florist and décor company
- Plan your honeymoon



THE QUICK LIST

6 MONTHS

- Create and set up your gift registry
- Begin sampling floral arrangements
- Hair and makeup trial

3 MONTHS

- The soundtrack- pick your music with your DJ/Band and finalize details
- Purchase wedding rings
- Schedule dress fittings
- Finalize reception menu and bar details
- Organize a wedding day timeline
- Finalize décor and floral details
- Design your ceremony programs
- Send invitations
- Apply for marriage license
- Book spa and beauty treatments for bridal party
- Finalize stationary details
- Gather wedding favours
- Organize rehearsal dinner

1 MONTHS

- Confirm date, time and location with all vendors
- Confirm honeymoon reservations
- Pack for honeymoon
- Pick up marriage license
- Final dress fitting
- Final hair and makeup trial
- Break in your footwear



THE QUICK LIST

2 WEEKS

- Send your final guest list to your venue and caterer
- Seating chart to be completed and sent to printer
- Follow up with guests who have not RSVP'd
- Update registries
- Make arrangements for your home and pets for while you are on your honeymoon
- Assign wedding day duties – gift table, guestbook etc.
- Submit your final itinerary to your venue, vendors and caterer

DAY OF

Enjoy your special day and trust in the professionals you have hired!



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