AYEDU

Planning Timeline Checklist

What to do when, from engagement to the day after

A checklist is only useful once you know what you want — so answer the questionnaire first, then work this list. The order matters more than the dates: each stage depends on decisions made in the one before it.

HOW TO USE THIS

- Write your wedding date in, then count backwards to set each stage.
- Don't skip forward — later stages assume the earlier answers exist.
- Tick nothing you haven't confirmed in writing.

Wedding date

Today's date

PART 1

12+ months out

Decisions, not deposits

Foundations

- [ ] Complete the questionnaire
- [ ] Agree the total budget
- [ ] Draft the guest count
- [ ] Choose your season
- [ ] Decide number of days
- [ ] Pick the region or country
- [ ] Talk to both families
- [ ] Decide who is planning

Notes

First bookings

- [ ] Shortlist venues
- [ ] Visit or video-tour venues
- [ ] Book the venue
- [ ] Book a planner if using one
- [ ] Set the date formally
- [ ] Send save-the-dates

Venue shortlist and what decided it

Who is paying for what

PART 2

9 to 6 months out

Vendors and the shape of the day

Book the core team

- [ ] Photographer
- [ ] Videographer
- [ ] Caterer
- [ ] Florist & decor
- [ ] Music / DJ / band
- [ ] Officiant
- [ ] Cake
- [ ] Hair & makeup
- [ ] Transport
- [ ] Stationery

Style and traditions

- [ ] Agree the style direction
- [ ] Build a vision board
- [ ] Confirm cultural ceremonies
- [ ] Confirm attire per event
- [ ] Order attire
- [ ] Choose colour palette

Traditions that must be included

Quotes received and still to chase

Decisions waiting on family input

PART 3

5 to 2 months out

Details, numbers and paperwork

Guests and logistics

- [ ] Finalise the guest list
- [ ] Send invitations
- [ ] Hold room blocks
- [ ] Open RSVP tracking
- [ ] Collect dietary needs
- [ ] Plan guest travel info
- [ ] Book accommodation
- [ ] Arrange visa letters

Legal and admin

- [ ] Marriage licence requirements
- [ ] Book the registrar
- [ ] Wedding insurance
- [ ] Name-change paperwork
- [ ] Rings ordered
- [ ] Vendor contracts filed

PART 4

The final month

Confirm everything, decide nothing new

Confirmations

- [ ] Final headcount to caterer
- [ ] Final payments scheduled
- [ ] Run-of-day timeline shared
- [ ] Seating plan finalised
- [ ] Vendor arrival times confirmed
- [ ] Rehearsal scheduled
- [ ] Emergency kit packed
- [ ] Point person for the day named

Who is handling what on the day?

After the wedding

- [ ] Final vendor payments
- [ ] Return rentals
- [ ] Thank-you notes
- [ ] Review your vendors
- [ ] Collect photos & video
- [ ] Preserve attire

If something isn't confirmed in writing four weeks out, treat it as not booked and chase it today.

You know what to do, and when

AyeDu turns your questionnaire answers into a live checklist with dates, owners, and reminders for every stage above.

Start planning free on AyeDu