

Wedding Reception Checklist

10-12 MONTHS PRIOR

- Set the date
- Decide budget
- Hire planner
- Visit venues
- Write guest list
- Choose catering
- Build Pinterest idea board
- Create Wedding website
- Browse Invitations

6-9 MONTHS PRIOR

- Order Invitations/Save the dates
- Order Decor
- Book wedding cake
- Book DJ/entertainment
- Book photographer
- Order save the dates
- Choose wedding favors
- Plan send-off
- Dress shopping
- Suit shopping
- Reception wardrobe
- Book florist
- Book wedding cake
- Select menu

3-5 MONTHS PRIOR

- Select reception songs
- Buy guest book
- Book transportation
- Check in with photographer
- Dance lessons

6-8 WEEKS PRIOR

- Make seating chart
- Order menus + place cards
- Figure out toasts
- Check in with vendors
- Complete DIY projects
- Create Bridal Shower List
- Get Marriage License

3-5 WEEKS PRIOR

- Confirm RSVPs
- Create reception schedule

1-2 WEEKS PRIOR

- Write vendor checks and gratuities
- Check in with bridal party
- Check in with in-laws
- Check in with rehearsal dinner host
- Confirm seating chart
- Finalize decor
- Finalize favors
- Confirm clean up plans
- Distribute day-of point of contact person's info
- Assign someone to bring wedding extras

DAY BEFORE

- Check in with vendors/planner
- Pack an emergency day of kit
- Set aside everything for day of
- Get plenty of rest