

The Complete Wedding Planning Checklist

6ix Event Collective · Your Vision, Our Expertise

Couple's Names:

Wedding Date:

Total Budget:

12+ Months

Venues, vendors & vision

9–12 Months

Book key creatives

6–9 Months

Stationery & details

4–6 Months

Invitations & planning

2–4 Months

Final details

Day Of & After

Enjoy every moment

12+ Months Before the Wedding

6ix Event Collective · Venues, Vendors & Vision

12+ MONTHS BEFORE THE WEDDING

→ Foundation First

- Set your overall wedding budget — include a buffer of 10–15%
- Determine your guest count (rough estimate)
- Hire a wedding planner or coordinator
- Discuss vision, style & priorities as a couple
- Create a wedding email address for vendors

→ Venues & Key Vendors

- Research & book your ceremony venue
- Research & book your reception venue
- Set your wedding date
- Start your wedding website
- Begin guest list (both sides of the family)
- Discuss wedding party roles & ask attendants

→ Creatives & Extras

- Research & book photographer
- Research & book videographer
- Start bridal gown shopping (allow time for alterations)
- Research honeymoon destinations & set budget

9–12 Months Before the Wedding

6ix Event Collective · Book Key Creatives

9–12 MONTHS BEFORE THE WEDDING

→ Ceremony & Entertainment

- Book officiant / ceremony leader
- Book caterer (if not venue-included)
- Book band or DJ
- Book florist / floral designer
- Discuss ceremony music & song selections

→ Attire & Beauty

- Finalize and order wedding dress
- Choose & order bridesmaids attire
- Book hair & makeup artists (and trial dates)

→ Logistics & Planning

- Book transportation (limo, shuttle, vintage car)
- Start building your wedding registry
- Choose wedding cake / dessert table
- Research rehearsal dinner venue
- Book hotel room blocks for out-of-town guests
- Begin planning honeymoon (book flights/hotel)

6–9 Months Before the Wedding

6ix Event Collective · Stationery & Details

6–9 MONTHS BEFORE THE WEDDING

→ Stationery & Decor

- Order wedding invitations & stationery suite
- Design & finalize ceremony programs
- Finalize floral arrangements & decor vision
- Schedule cake tasting & finalize design

→ Attire & Accessories

- Order groom & groomsmen attire (suits, tuxedos)
- Purchase wedding bands
- Purchase wedding day accessories (veil, shoes, jewelry)
- Arrange accommodations for wedding night

→ Vendors & Details

- Book rehearsal dinner venue
- Plan & book honeymoon activities & excursions
- Finalize catering menu & dietary accommodations
- Begin planning rehearsal dinner details
- Consider wedding insurance policy
- Confirm vendors — check in with all booked vendors

4–6 Months Before the Wedding

6ix Event Collective · Invitations & Planning

4–6 MONTHS BEFORE THE WEDDING

→ **Invitations & Guest List**

- Mail save-the-dates — earlier for destination weddings
- Finalize guest list & collect mailing addresses
- Order rehearsal dinner invitations
- Finalize wedding website with all info for guests

→ **Ceremony Planning**

- Write your ceremony vows (if personal vows)
- Plan ceremony order of events / run of show

→ **Decor, Beauty & Extras**

- Order wedding favours & guest gifts
- Plan decor details: centrepieces, signage, table names
- Book wedding day makeup & hair trials
- Plan & book day-after brunch (optional)
- Finalize honeymoon bookings & documents
- Create day-of emergency kit list

2–4 Months Before the Wedding

6ix Event Collective · Final Details

2–4 MONTHS BEFORE THE WEDDING

→ **Invitations & Legal**

- Mail formal invitations — 8 weeks before wedding
- Confirm RSVPs system (website, phone, card)
- Apply / obtain marriage licence — check local requirements

→ **Attire & Beauty**

- Schedule dress fittings & alterations
- Attend hair & makeup trial
- Schedule engagement photos (if not done)
- Plan morning-of schedule for bridal party

→ **Logistics & Vendors**

- Plan & purchase gifts for wedding party
- Create seating chart (draft version)
- Finalize ceremony readings & assign readers
- Confirm rehearsal dinner details & send invites
- Create photo shot list for photographer
- Confirm videographer shot list / key moments
- Draft wedding reception timeline
- Finalize menu with caterer
- Confirm hotel room blocks & share with guests

1–2 Months & 1–2 Weeks Before

6ix Event Collective · The Home Stretch

1–2 MONTHS & 1–2 WEEKS BEFORE

1–2 Months Before

- Confirm final RSVPs & finalize headcount
- Finalize seating chart
- Final dress fitting & pick up gown
- Confirm all vendor details & finalize timelines
- Prepare final vendor payments / tips in envelopes
- Create final master timeline & share with vendors
- Share timeline with wedding party & key family members
- Order custom place cards & final paper goods
- Confirm transportation schedule & pickup times
- Break in wedding shoes!
- Confirm day-of emergency contact list
- Submit name change paperwork if needed (post-wedding)
- Arrange for someone to manage cards & gifts on the day
- Plan rehearsal logistics (time, who attends)
- Purchase honeymoon essentials (travel adapters, etc.)

1–2 Weeks Before

- Confirm final headcount with caterer
- Reconfirm all vendors (final call / email)
- Deliver decor items / rentals to venue if needed
- Prepare vendor tip envelopes & final payments
- Pack for honeymoon
- Delegate day-of tasks to trusted people
- Practice vows aloud
- Pick up wedding rings
- Confirm marriage licence is in order
- Steam / press wedding gown
- Prepare wedding day emergency kit — Pins, tape, stain pen, meds...
- Get a manicure/pedicure
- Confirm rehearsal dinner details with all attendees
- Rest, hydrate & take care of yourself

Wedding Day

6ix Event Collective · Soak In Every Moment

WEDDING DAY

→ Morning

- Eat a proper breakfast — don't skip it!
- Hair & makeup appointment
- Get dressed with bridal party
- First look (if planned)

→ Photos & Ceremony

- Wedding party photos
- Family formals
- Ceremony begins
- Sign marriage licence / certificate

→ Reception

- Cocktail hour
- Grand entrance into reception
- First dance
- Dinner & toasts
- Cake cutting
- Parent dances
- Open dancing
- Bouquet & garter toss (if included)
- Grand send-off / sparkler exit

■ *Most Important: SOAK IN EVERY SINGLE MOMENT* ■

After the Wedding & Budget Tracker

6ix Event Collective · Wrap Up & Track

AFTER THE WEDDING & BUDGET TRACKER

After the Wedding

- Return rented items (suits, décor, etc.)
- Send thank-you cards within 2–3 months
- Review & tip vendors if not done
- Leave vendor reviews online
- Preserve wedding dress
- Change name on legal documents (if applicable)
- Update social security, passport, licence, bank
- Enjoy your honeymoon!
- Print and frame favourite wedding photos
- Create wedding album with photographer

Budget Tracker Categories

- Venue (Ceremony) & Venue (Reception)
- Catering & Bar
- Photography & Videography
- Florals & Décor
- Wedding Dress & Alterations
- Groom / Groomsmen Attire
- Hair & Makeup
- Music / DJ / Band
- Officiant & Transportation
- Wedding Cake / Desserts
- Stationery & Invitations
- Favours & Guest Gifts
- Wedding Rings
- Honeymoon
- Rehearsal Dinner
- Miscellaneous / Buffer

Track: **Estimated** | **Actual** | **Deposit Paid** | **Balance Due**

Vendor Contact Sheet

6ix Event Collective · Keep All Key Contacts in One Place

VENDOR CONTACT SHEET

Keep all your key contacts in one place. Each entry should include: Company Name | Contact Person | Phone | Email

Wedding Planner			
Ceremony Venue			
Reception Venue			
Officiant			

Caterer			
DJ / Band			
Cake Designer			

Photographer			
Videographer			
Florist			
Hair Stylist			
Makeup Artist			

Transportation			

Ready to plan the wedding of your dreams?

Let 6ix Event Collective handle every detail — so you can enjoy every moment.

www.6ixevent.com · hello@6ixevent.com