

Make a copy of this document to use it yourself!

(File > Make a copy)

Wedding Planning Schedule

Use ☒ to mark off the tasks you've completed on the below schedule (it allows for a quick-glance review of what you need to do)

Schedule

- 12 months ahead of time
 - Lock-in venue
 - Book photographer
 - Wedding dress
 - Set up wedding website
- 9 months ahead of time
 - Book hair
 - Book catering/food
 - Start wedding website
- 6 months ahead of time
 - Finalize wedding party additions
 - Finalize wedding website
 - Send "save the dates"
 - Send wedding party invitations
- 3 months ahead of time
 - Send invitations/RSVPs (with RSVP deadline)
 - Order wedding party gifts (especially if customized)
 - Rent bridal preparation suite/Airbnb
 - Finalize processional music
 - Order mementos/souvenirs
- 1 month ahead of time
 - Final vendor payments (often due)
 - Get marriage license for signing
 - Final seating chart
 - Build wedding arch/arbor
 - Print Wedding Run of Show Guide and Master of Ceremonies Script copies (20 and 3 respectively)
- 1-3 days before
 - Cut any final fresh flowers/shrubs

- Organize decor for transport
- Wedding Day
- 1 month after
 - Write and send thank you cards

Wedding Day

Date

Venue

Schedule

8:00 AM – 11:30 AM: Venue Setup and Wedding Party Gets Dressed

Bride: Hair and makeup (8-10am), heads to venue (arrive by 11am)

Wedding Party: Get dressed and assist with any setup needs (venue rental starts at 9am)

11:30 AM – 12:30 PM: Venue Review, Bride Gets Dressed

Check on venue setup and meet for travel to pictures.

12:30 PM – 2:00 PM: Photographs

Take family and group photos first, then move to the wedding party and end with couple's photos

2:00 PM – 3:00 PM: Return to Venue, Final Preparations, Sign Wedding Certificate

Arrive back at the venue to finalize any last-minute details.

3:00 PM – 3:30 PM: Guest Arrival

Guests can begin arriving and settling in, possibly seated at reception tables.

3:30 PM: Recording Start

Start the recording on the ceremony recording cameras before the Master of Ceremony's announcement.

3:30 PM – 3:45 PM: Ceremony (Short)

A 15-minute ceremony will take place on stage in the reception room

3:45 PM – 4:00 PM: Quick celebration with the wedding party. Family helps with getting food to buffet tables.

4:00 PM – 4:45 PM: Dinner Service

Guests can be served dinner now that the formalities are done.

4:45 PM – 5:00 PM: Toasts and Speeches

After dinner, allow time for speeches from family and the wedding party.

5:00 PM – 5:15 PM: Cake Cutting

Follow the toasts with the cake cutting ceremony.

5:15 PM – 5:30 PM: Couple sneaks out for golden hour photos while guests eat

5:30 PM – 5:45 PM: First Dance + Parent Dances

Begin the dancing part of the evening first dances

5:45 PM – 9:00 PM: Additional Dancing and Reception Festivities

7:00 PM: Fake "Send Off" for Photographs

9:00 PM – 9:30 PM: Send-Off and Farewells

9:30 PM – 11:30 PM: Breakdown

Master of Ceremonies Announcements (Print 3 Copies)

Guest Arrival – 3:10 PM

"Good afternoon, everyone! We're so excited to have you all here to celebrate this special day. As the couple prepares to join us, please feel free to take a seat at the reception tables, get comfortable, and enjoy some refreshments. The ceremony will begin shortly!"

Ceremony – 3:30 PM

"Welcome, everyone! We're about to begin the ceremony. Please take your seats as we welcome the beautiful bride and her wedding party to the stage. Please silence your phones and put them away so we can all fully enjoy this moment."

After Ceremony – 3:45 PM

"Let's all take a moment to congratulate [the couple]! They'll be taking a few private moments together before rejoining the reception. Please enjoy some drinks while we prepare for dinner."

Dinner – 4:00 PM

"Ladies and gentlemen, dinner is now served! Please use the plates at your table to help yourselves to the buffet and enjoy some delicious food while we continue celebrating. We'll have toasts and speeches after dinner."

Toasts and Speeches – 4:45 PM

"Thank you all for a wonderful dinner! Let's raise a glass to [the couple]. We'll next have a few words from family and the wedding party. Please give them your full attention as they share their love and best wishes."

Cake Cutting – 5:00 PM

"I hope you all enjoyed your dinner, are you ready for dessert? Let's all gather around as they make the first ceremonial cut. And don't worry, there's plenty of delicious cake to go around!"

First Dance + Parent Dances – 5:30 PM

"Ladies and gentlemen, please join me in welcoming the newlyweds to the dance floor for their first dance as a married couple! After that, we'll have the parent dances, and then we all can join in and celebrate!"

Fake Send-Off for Photos – 7:00 PM

"Alright, it's time for a fun moment! [The couple] will now have their 'send-off' for some photos, but don't worry—they'll be right back to continue the festivities! Let's give them a big cheer!"

Food/Catering

- Food
 - Appetizers
 - Would be nice to do something cheap/easy (Costco food replated, etc) for a quick appetizer
 - Main course
 - Drop-off catering (looking into options) served buffet style
 - Indian food
 - Chinese food
 - Dessert
 - Cheese tier wedding cake (tiers of cheese wheels)
 - Figs and rosemary to decorate
 - Variety of premade desserts
 - Costco or US Chef Store desserts
 - Beverages
 - Mulled wine(?)
 - Regular bar
 - Non-alcoholic cider
 - Consideration:
 - Need vegan and gluten free options
- Linen
 - Need white linen for tables
- Plating

- Fancy/disposable plastic plates and silverware and napkins
- Will need 1.3x plates more than attendees

Catering Options/Quotes

- Pick-up:
 -
- Drop-off Catering:
 -
- Full Catering:
 -

Entertainment

- Guestbook
 - Large
 - Unlined
 - Encourage signatures, messages, and art
 - Provide a nice set of colored pens
- Photobooth
 -
- Main entertainment
 -
- Music/DJ
 - (define any desired/banned songs and other guidance)

Ceremony

Wedding Party / Processional

Entrance:

- Officiant
- Groom's mom and dad
- Groom
- Best man / mother of the bride
- Groomsfolk/bridesfolk: In pairs
- Maid of Honor
- Ring bearer
- Flower girl
- Bride + father of the bride

Exit:

- Bride + groom
- Ring bearer + flower girl
- Best man + maid of honor
- Groomsfolk + bridesfolk
- Officiant

Ceremony

- Location
- Standing positions
- Notable requirements (for photography, decor, etc)
- Guidance on tone
- Order
 - Processional
 - Officiant introduction and remarks
 - Declaration of intent (the “I do” part)
 - Exchange of vows
 - Exchange of rings
 - Pronouncement and first kiss
 - Recessional
 - Post recessional: champagne toast amongst wedding party before reentering reception hall

Processional Music

- TBD

Venue Details and Setup

[Venue Photos](#)

Supplied by Venue:

- Parking (though somewhat limited)
- Audio system
- Kitchen (it's downstairs, but can be used for food staging)
- Additional room from 12pm onward for wedding party prep
- 200 chairs (dark red fabric, see photos)

- 20 x 8" tables
- 30 x 6" tables
- Ladders (to hang lights, decoration, etc)

Notes/Restrictions:

- Booked from [time] to [time]
- BYOB allowed
- No vendor locks, can use any vendors
- No confetti
- No flames (candles, etc)
- 200 guest limit

Layout

- 12 "full" tables
 - Six on each side
 - Each made of two 6" tables end to end
 - All facing 45° away from the stage
 - Each seating 12 guests
- Head table for just bride and groom near the stage
- Podium on the other side of the stage (but not on it) for speeches

Decor

Pinterest Board: [\[link here\]](#)

Colors



Eucalyptus, dark green, cedar rose, terracotta, burgundy, paprika

Tables

- White table cloths
- Rustic orange runners
- Eucalyptus garlands (or pine garlands) and other autumnal decor
- Dried flowers (if they can be acquired for free during the summer)
- Souvenirs on plates?
- Plastic pitchers of cider on tables?
- Nice plastic plates
- Nice plastic glasses
- Nice plastic silverware
- Nice disposable napkins (fall colored, folded into leaf with ribbon:
<https://www.youtube.com/watch?app=desktop&v=1N6Uzwejlfs>)

Venue

- Warm white christmas lights on runners and around venue (where it looks good)
- Any spare fall stuff around bar, guest-book, and entrance
- Signs to guide guests to 2nd floor (either stairs or elevator)
- Welcome table - In hall by bar

- Guest book
- Wedding programs
- Seating chart (if designated)
- Mementos/souvenirs (if not on plates)
- Photobooth?
- Bathroom baskets (mints, safety pins, hair ties, feminine products, etc.)
- External signs/decor to guide guests (probably some white/gold balloons near the parking lot turn-in)

Flowers

Costco

- Bulk flower options: <https://www.costco.com/floral.html>
- Garlands: <https://www.costco.com/-30'-fresh-cedar-garland.product.100425606.html>
- Need to process upon delivery (cut fresh ends, strip leaves, remove dead parts, get in water), then can arrange later

Consider planting (for later use)

-

Dried flowers/plant ideas:

- Red dogwood branches
- Indian Teasel Dipsacus (thistle)
- Protea flowers
- Eucalyptus
- Pampas grass

Setup Tasks

- Setup:
 - Ceremony background / wedding arch
 - Ceremony stairs (to stage)
 - Bring up alcohol and non-alcoholic drinks to bar
 - Tables and decor

Breakdown Tasks

- Pack up:
 - Leftovers
 - Alcohol
 - Non-compostable decor

- Table cloths and runners
- Put away:
 - Tables
 - Chairs
 - Sound equipment
- Trash:
 - Disposable dishes
 - Leftover non-acholic beverages (cider, etc.) – Kitchen sink?
- Compost:
 - Compostable decor
 - Unwanted leftover food (if any)
- Cleaning:
 - Sweep floors
 - Wipe down bar

Photography/Videography

- Approach
 - Would like a professional photographer
 - Less concerned about a professional videographer
 - Wedding party photos before the event
 - Work out a “shot list” with the photographer to ensure nothing is missed
 - Need an indoor photography location backup
- Booked:
 - Photographer information
 - Photographer guidance/limitation
 - Photographer shot list requirements
 - Photographer payment amount and dates

Pre-Wedding Tasks

Invites/Communications

- Save the dates
 - Digital
- Invitations
 - Printer
 - Guest link with addresses: [link]
 - RSVP method
 - RSVP statuses: [link]

- Website

Wedding Dress

- Style preferences
- Local shops (look for nonprofits and sample sales)
- Alternations (may require research for handling beading, etc.)

Hair/Makeup

- Makeup
 - Vendor
 - Preferences
 - Trial date (if any)
- Hair
 - Vendor
 - Preferences
 - Trial date (if any)

Wedding Party Attire

- Examples/links
- Cost/buying guidance
- Timeline for purchases
- Financial assistance (if offered)

Photography Preparation

Photo Permits

Shots List

Wedding Run of Show Guide (Print 20 Copies)

Dear Wedding Party & Volunteers,

We cannot express how grateful we are to have each of you by our side on this special day. Your support, love, and willingness to help make our wedding unforgettable mean the world to us. From setup to celebrations, your presence and contributions are what will make this day truly magical.

Thank you for your time, energy, and all the little things (seen and unseen) that will help everything come together beautifully. We are so lucky to have such incredible friends and family standing with us.

Let's celebrate, dance, and create memories that will last a lifetime!

With love and appreciation,

[the couple]

1. Wedding Day Timeline

Morning Preparation

8:00 AM – 11:30 AM | Venue Setup & Wedding Party Getting Ready

- **Wedding Party:** Assist with decorations and final venue setup as needed.
- **Bride & Bridesmaids:** Hair and makeup (Bride will get dressed last).
- **Groom & Groomsmen:** Final setup tasks, then get dressed.
- **Setup Volunteers:** (add setup tasks when finalized)

Pre-Ceremony

11:30 AM – 12:00 PM | Venue Review & Travel to Photo Location

- Final venue walkthrough by designated coordinator.
- Wedding party meets at **[location]** for photos.

12:00 PM – 2:00 PM | Off-Site Photography ([Location])

- **Photo Order:**
 1. Family and group shots first
 2. Wedding party photos.
 3. Couple's photos at the end.

2:00 PM – 3:00 PM | Return to Venue & Final Preparations

- Wedding party freshens up.
- **Bride & Groom sign wedding certificate.**
- Family assists in getting buffet food ready.

Wedding Ceremony

3:00 PM – 3:30 PM | Guest Arrival & Seating

- Guests are directed to the **reception tables**, where they will remain for the ceremony.

3:30 PM – 3:45 PM | Ceremony

- Short, **15-minute ceremony** on the **stage in the reception room**.

3:45 PM – 4:00 PM | Quick Wedding Party Celebration & Setup

- **Bride & Groom take a private moment.**
- Family helps bring food to buffet tables.

Reception & Celebration

4:00 PM – 4:45 PM | Dinner Service

- Buffet-style dinner begins.

4:45 PM – 5:00 PM | Toasts & Speeches

- Short toasts from **parents, best man, and matron of honor**.

5:00 PM – 5:15 PM | Cake Cutting

- Bride & Groom cut into their cake.

5:15 PM – 5:30 PM | Golden Hour Shots

- Bride & Groom sneak out for photographs at golden hour.

5:30 PM – 5:45 PM | First Dance + Parent Dances

- Bride & Groom first dance.
- Followed by parent dances.

6:00 PM – 9:00 PM | Dancing & Festivities

- Dance floor opens!

7:00 PM | Fake “Send-Off” for Photographs

- Staged send-off to capture exit photos before guests leave.

9:00 PM – 9:30 PM | Real Send-Off & Farewells

- Thank everyone and encourage the guests not assisting with breakdown to exit.

9:30 PM – 11:30 PM | Breakdown & Cleanup

- Assist in packing decorations and clearing the venue.
 - (add setup tasks when finalized)
-

2. Roles & Responsibilities

Wedding Party

- **Bride & Groom:** Show up, look amazing, and enjoy the day!
- **Best Man & Matron of Honor:**
 - Help keep wedding party on schedule.
 - Assist with speeches/toasts.
- **Bridesmaids & Groomsmen:**
 - Assist in set up (if needed).
 - Participate in photos.
 - Help guide guests when needed.

Volunteers & Vendors

- **Venue Setup Crew (Morning Volunteers)**
 - Arrange tables/chairs per floor plan.
 - Place linens, centerpieces, and guest book table.
 - Set up wedding arch
 - **Family Helpers**
 - Assist with buffet food placement.
 - **Bartender**
 - Set up bar area.
 - Ensure compliance with venue's BYOB rules.
 - Check all guest IDs.
 - **MC / Announcement Person (TBD)**
 - Make event announcements throughout the night.
 - Guide guests to key moments (dinner, speeches, dancing).
-

3. Key Contact Information

- **Bride:**
- **Groom:**

- **Matron of Honor:**
- **Master of Ceremonies:**
- **Officiant:**
- **Best Man:**
- **Groomsman:**
- **Venue Contact:** [TBD]
- **Photographer:** [TBD]
- **Caterer:** [TBD]
- **Mother of the Bride:**
- **Father of the Bride:**

Appendix

Venue Photos

Resources

- “Wedding Hacks”
 - https://www.reddit.com/r/weddingplanning/comments/193g348/are_there_any_actual_money_saving_wedding_hacks/
 - Honestly, not a ton of great tips in this, but a lot of brides noting that prices are absurd everywhere
 - Costco wedding hacks: https://www.reddit.com/r/Weddingsunder10k/comments/1348a0g/costco_weddings/
 - Super great list of ideas/hacks from a wedding <https://www.reddit.com/r/weddingplanning/comments/yztti2/comment/ix22wqy/>
- Processional song ideas
 - https://www.reddit.com/r/weddingplanning/comments/13q87qj/what_song_are_you_walking_down_the_aisle_to/

About the Author

Hi! I’m Renee Gittins, a game developer, entrepreneur, and a hands-on planner who much prefers life when it’s efficient and stress-free! While planning my own wedding, I realized how overwhelming it can be to juggle logistics, schedules, and all the little details—so I put together

this structured wedding guide to help others navigate the process with ease.

I'm sharing this template for free because I believe that everyone deserves a smooth, well-organized wedding day without the hassle of reinventing the wheel. If you found this guide helpful and would like to show your appreciation, you're welcome to send a small donation here:

<https://paypal.me/reneegittins>

Thank you, and I wish you a beautiful and stress-free wedding day! ❤️

With Magic,

Renee