Wedding Reception Checklist

10-12 Months Prior

- ○ Decide budget
- ○ Find planner
- ○ Set the date
- ○ Write guest list
- ○ Visit venues
- ○ Book caterer
- ○ Book DJ/entertainment
- ○ Book photographer
- ○ Build a website
- ○ Order save the dates
- ○ Select reception songs
- ○ Pick reception activities
- ○ Send invitations
- ○ Order decor
- ○ Choose wedding favors
- ○ Plan send-off

6-9 Months Prior

- ○ Dress shopping
- ○ Suit shopping
- ○ Reception wardrobe
- ○ Choose decor
- ○ Book florist
- ○ Book wedding cake
- ○ Select menu

3-5 Months Prior

- ○ 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

3-5 Weeks Prior

- ○ Confirm RSVPs
- ○ Create reception schedule

1-2 Weeks Prior

- ○ Pull money for vendor trips
- ○ Check in with bridal party
- ○ Confirm seating chart
- ○ Finalize decor
- ○ Finalize favors
- ○ Confirm clean up plans
- ○ Distribute day-of point of contact person's info

Day Before

- ○ Check in with planner/coordinator
- ○ Pamper
- ○ Set aside everything for day of
- ○ Get plenty of rest