

a wedding checklist & timeline



the **BERHARDTS**
p h o t o g r a p h y



Our wedding // THE BASICS

Congratulations on your engagement! Take a few weeks to soak it all up before diving into wedding planning! Our hope is to make the journey a little less stressful and to remind you to laugh a little, smile a lot, and to not sweat about the small stuff. Let's get started!

OUR WEDDING DATE

LOCATION

CEREMONY TIME

ESTIMATED # OF GUESTS

WEDDING PARTY MEMBERS (PARTNER 1)

WEDDING PARTY MEMEBERS (PARTNER 2)

NOTES

Our wedding // DREAM WEDDING INSPIRATION

All events need a plan (even a contingency plan aka the plan B). Take a minute to note down ideas and thoughts on how you envision your wedding day!

CIRCLE YOUR IDEAL WEDDING STYLE: *Rustic Boho Modern Classic Elegant Garden Vintage*

RANK YOUR WEDDING PRIORITIES IN ORDER OF IMPORTANCE:

_____	Food	_____	Vows
_____	Bar	_____	Wedding Attire
_____	Music	_____	Honeymoon
_____	Photography <i>(this is a no brainer it's The Berhardts)</i>	_____	Rings
_____	Videography	_____	Wedding Planner
_____	Cake	_____	Budget
_____	Decor	_____	_____
_____	Flowers	_____	_____
_____	Stationery	_____	_____
_____	Venue	_____	_____

Answer the following questions to start brainstorming the big picture details:

_____	Will you have a morning, afternoon, or evening celebration?
_____	Will you have an indoor or outdoor celebration?
_____	Will you have a small, medium, or large wedding?
_____	Will you write your own vows?
_____	Will you have an intimate or large wedding party?
_____	Will you have children at the wedding?
_____	Will you have a buffet or plated meal, cocktail style or share platters?
_____	Will you have a cake or an alternative dessert?
_____	Will you have an open or hosted bar?
_____	Will you have a seating chart or open seating?
_____	Will you have live music or a dj?
_____	Will you hire an event planner?
_____	Will you provide your own decor, rent or organise a wedding stylist?
_____	Will you have wedding stationery printed or create a wedding website?

Our wedding // THE BASICS

THINGS I'VE LOVED ABOUT WEDDINGS I'VE ATTENDED

TRADITIONS WE'D LIKE TO INCLUDE IN OUR WEDDING

LIST OF WEDDING "MUST-HAVES"

LIST OF WEDDING "WOULD BE NICE TO HAVES"

NOTES



Planning Checklist // THE 12-MONTH ENGAGEMENT

Create a wedding email address and use this instead of your personal email. This will keep everything nice and organised and in one place.

WHERE TO BEGIN

- ☐ CREATE A GUEST LIST (ROUGH DRAFT)
You'll need to do this task first to determine the size of venue and overall wedding budget.
- ☐ ESTABLISH YOUR WEDDING BUDGET
- ☐ CHOOSE A WEDDING DATE
Select 2 additional dates for 2nd and 3rd options.
- ☐ BOOK CEREMONY & RECEPTION VENUE, PAY DEPOSITS
Make a list of your top choices and schedule appointments to tour each one before making your final decision.
- ☐ HIRE A WEDDING PLANNER IF REQUIRED
- ☐ START RESEARCHING PHOTOGRAPHERS (The Berhardts), FLORISTS & CATERERS
Pinterest is your new best friend! Start gathering inspo pictures to show your future vendors.
- ☐ _____
- ☐ _____

11 MONTHS BEFORE

- ☐ CHOOSE YOUR WEDDING PARTY MEMBERS
- ☐ MEET WITH YOUR CELEBRANT
Begin pre-marriage counseling if it's required.
- ☐ BOOK YOUR VENDORS & PAY DEPOSITS
Meet with each of your vendors, ask questions and pay any necessary deposits. Your list of vendors can include Photographers (The Berhardts), Videographer, Musician for ceremony, DJ or Band for reception, Caterer, & Florist.
- ☐ CHOOSE YOUR STATIONERY DESIGNER
Discuss scope of stationery needs and order Save the Dates to start!
- ☐ CREATE A WEDDING WEBSITE
- ☐ SEND OUT SAVE THE DATES
Keep it simple, include your wedding date, city & state of the wedding and your wedding website if you have one.
- ☐ BOOK PHOTOGRAPHER FOR ENGAGEMENT PHOTOS
Some photographers offer packages to include engagement and wedding day services. (Ahem! The Berhardts Photography)
- ☐ _____
- ☐ _____

Planning Checklist // THE 12-MONTH ENGAGEMENT

10 MONTHS BEFORE

- ☐ START WEDDING OUTFIT(S) & WEDDING PARTY OUTFITS SHOPPING
Grab your crew, some refreshments and make a day of it!
- ☐ CREATE HONEYMOON BUDGET
- ☐ FINALISE YOUR GUEST LIST
Make sure you have everyone's physical address.
- ☐ START COMPILING DOCS YOU NEED FOR A MARRIAGE LICENSE & PASSPORT
Make arrangements to obtain copies of any missing birth certificates.
- ☐ _____
- ☐ _____

8 - 9 MONTHS BEFORE

- ☐ SCHEDULE TASTINGS
This is the fun part! Schedule tastings with your caterer and your cake baker and make your selections.
- ☐ PROVIDE A LIST OF ACCOMODATION FOR OUT OF TOWN GUESTS
Make a list of airbnb or hotels which are close to the venues in different price ranges.
- ☐ BOOK HOTEL ACCOMMODATION FOR NIGHT OF WEDDING
- ☐ _____
- ☐ _____

7 MONTHS BEFORE

- ☐ FINALISE INVITATION DESIGN WITH STATIONERY DESIGNER
Select and order invitation suite, making sure to set the rsvp date for 6-8 weeks prior to the wedding.
- ☐ SET UP GIFT REGISTRIES (OR OPT FOR A WISHING WELL INSTEAD)
Use the rule of 3 ... register at 1 higher end department store, 1 mid-range store (i.e. Target) and 1 boutique, specialty shop or Amazon.
- ☐ SELECT RING BEARERS AND FLOWER CHILD
- ☐ ORDER WEDDING BANDS (IF YOU HAVEN'T DONE SO ALREADY)
- ☐ MEET WITH CELEBRANT
Plan the ceremony and determine start time and approximate end time.
- ☐ BOOK HONEYMOON HOTEL, AIRFARE & TRANSPORTATION
- ☐ _____
- ☐ _____

Planning Checklist // THE 12-MONTH ENGAGEMENT

6 MONTHS BEFORE

- ☐ BOOK FITTING APPOINTMENTS FOR WEDDING OUTFIT(S) AND WEDDING PARTY OUTFITS
- ☐ BOOK HAIR & MAKE-UP ARTISTS
Book appointments for day-of as well as trial run appointments several weeks prior to wedding.
- ☐ CHOOSE & ORDER WEDDING FAVOURS
- ☐ CHOOSE & ORDER GIFTS FOR WEDDING PARTY & PARENTS
- ☐ ARRANGE TRANSPORTATION
You'll need transportation to and from the ceremony and reception for the to-be-wed couple as well as out-of-town guests if required.
- ☐ _____
- ☐ _____

4 - 5 MONTHS BEFORE

- ☐ MAKE RESTAURANT RESERVATIONS FOR REHEARSAL DINNER
- ☐ WRITE YOUR VOWS
- ☐ PURCHASE SHOES & WEDDING ACCESSORIES
- ☐ COMPOSE DAY-OF WEDDING TIMELINE (*ROUGH DRAFT* - Talk to your photographer about your timeline to see how you can capture the best possible photos of your wedding day i.e. sunset portraits etc.
- ☐ FINALISE ARRANGEMENTS WITH MUSICIANS (*DJ, BAND*)
Meet with ceremony & venue musicians, select the music and/or play-lists.
- ☐ ASSEMBLE INVITATIONS & DETERMINE POSTAGE NEEDED
Have a fully assembled invitation weighed to determine postage, don't forget about the postage needed for the return RSVP envelope!
- ☐ ADDRESS THE INVITATIONS
Hire a calligrapher for guest addressing or ask your stationer about printed envelope addressing options.
- ☐ _____
- ☐ _____

ADDITIONAL NOTES

Planning Checklist // THE 12-MONTH ENGAGEMENT

3 MONTHS BEFORE

- ☐ MAIL WEDDING INVITATIONS
Create a spreadsheet to record guest responses.
- ☐ ATTEND FITTING APPOINTMENTS
- ☐ CONFIRM ORDER OF CEREMONY WITH OFFICIANT
- ☐ SCHEDULE REMAINING SPA APPOINTMENTS FOR WEEK BEFORE WEDDING
Mani's, pedi's, facials and massages you'll need every ounce of pampering with all the work you've done!
- ☐ ORDER DAY-OF STATIONERY ITEMS
Some things to consider are a Seating Chart, Menus, Wedding Programs, Place-cards, Welcome Letters, Favour Tags, Welcome Signage, Bar Signage, Table Numbers and Guestbook Print. Ask for eco friendly printing options.
- ☐ _____
- ☐ _____

2 MONTHS BEFORE

- ☐ FINALISE DAY-OF TIMELINE
Now share the heck out of this thing ... the more who have this, the better! You can even go as far as creating little at-a-glance cards to give to the wedding party, family and vendors.
- ☐ SEND OUT REHEARSAL & REHEARSAL DINNER INVITATIONS
- ☐ SCHEDULE FINAL OUTFIT FITTINGS
- ☐ FINALISE FINANCIAL & LEGAL WEDDING REQUIREMENTS
Ex. Marriage license, joint banking account, name change paperwork.
- ☐ TOUCH BASE WITH VENDORS
Do a quick touch-base with your vendors and discuss day-of timeline. Communicate your photography & videography.
- ☐ ORDER THANK YOU CARDS
You can give your wedding photographer a heads-up that you would like to have a photo from your wedding day printed on Thank you cards
- ☐ _____
- ☐ _____

ADDITIONAL NOTES

Planning Checklist // THE 12-MONTH ENGAGEMENT

1 MONTH BEFORE

- ☐ CONFIRM TRANSPORTATION SCHEDULE WITH DRIVERS
- ☐ ATTEND FINAL OUTFIT FITTING
- ☐ CREATE THE SEATING CHART (*ROUGH DRAFT*)
- ☐ GIVE TENTATIVE GUEST COUNT TO CATERER AND RECEPTION VENUE
- ☐ ATTEND BACH PARTIES
- ☐ CONFIRM SCHEDULE WITH SHUTTLE DRIVERS
- ☐ ASSEMBLE WEDDING FAVOURS
- ☐ CONTACT OUT-OF-TOWN GUESTS TO CONFIRM ITINERARIES (*IF REQUIRED*)

2 WEEKS BEFORE

- ☐ PREPARE FINAL PAYMENTS & TIPS TO VENDORS (*WHERE APPLICABLE*)
- ☐ BREAK IN YOUR WEDDING SHOES!
- ☐ ENSURE THE WEDDING PARTY HAVE ALL THE ACCESSORIES, NECESSARY ATTIRE
- ☐ CHASE DOWN REMAINING RSVPs
- ☐ GIVE FINAL HEADCOUNT TO CATERER
- ☐ FINALISE SEATING PLAN & PLACE CARDS
- ☐ HOST A LUNCHEON/DINNER FOR THE WEDDING PARTY MEMBERS & GIVE GIFTS
- ☐ CONFIRM ALL HONEYMOON ARRANGEMENTS
- ☐ DELEGATE! DELEGATE! DELEGATE! WEDDING DAY TASKS
Assign specific tasks to family or friends for situations (other than members of the wedding party). Tasks can include personal attendants, decorators, guestbook attendant, vendor check-in, set-up and clean-up crew, ensure your vendors have the assigned point of contact name and phone number.

DELEGATE TASKS (*list the people who are helping and create a message group to help with updates*)

--

Planning Checklist // THE 12-MONTH ENGAGEMENT

THE WEEK BEFORE

- ☐ HAVE WEDDING RINGS CLEANED
- ☐ PACK DAY-OF AND WEDDING NIGHT ESSENTIALS
- ☐ PACK FOR HONEYMOON
- ☐ CONFIRM ALL SERVICES AND ARRANGEMENTS ONE LAST & FINAL TIME
Make sure all parties involved have a day-of timeline and everyone knows their responsibilities on the wedding day.
- ☐ PICK UP WEDDING ATTIRE
- ☐ ASSEMBLE WEDDING DAY EMERGENCY KIT
- ☐ DELIVER SIGNAGE, PROGRAMS, MENUS, TABLE NUMBERS, ETC. TO WEDDING VENUES
- ☐ HAIR, NAILS, MASSAGE ... MARGARITA.

ADDITIONAL NOTES



Wedding Venue // VENUE SELECTION WORKSHEET/CHECKLIST

IDEAL VENUE LOCATIONS

CAPACITY REQUIREMENT

LIST OF VENUE “MUST-HAVES”

LIST OF VENUE “WOULD BE NICE TO HAVES”

Venue Checklist

When meeting with a venue, be sure to review all of the following items on this list to get a clear picture on what is offered and any additional fees you might expect.

- | | |
|--|--|
| <input type="checkbox"/> Venue availability | <input type="checkbox"/> Exclusive use pricing or availability |
| <input type="checkbox"/> Appropriate guest capacity | <input type="checkbox"/> Venue insurance |
| <input type="checkbox"/> Outdoor or Indoor options | <input type="checkbox"/> Any additional staffing charges |
| <input type="checkbox"/> Appropriate payment terms | <input type="checkbox"/> Appropriate ABC license |
| <input type="checkbox"/> Sufficient parking | <input type="checkbox"/> Any clean-up fees |
| <input type="checkbox"/> Sufficient security | <input type="checkbox"/> Appropriate decoration policy |
| <input type="checkbox"/> Disability options | <input type="checkbox"/> In-house catering |
| <input type="checkbox"/> Event insurance | <input type="checkbox"/> Outside vendors policy |
| <input type="checkbox"/> Meets audio requirements | <input type="checkbox"/> Covid policy |
| <input type="checkbox"/> Sufficient lighting | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Appropriate restroom facilities | <input type="checkbox"/> _____ |

The Decor // CHECKLIST

Don't forget to plan a meal for your vendors the day of the wedding. It's the nice thing to do but it's also likely you'll score a little wiggle room when you ask for something extra.

CEREMONY

- | | |
|--|---|
| <input type="checkbox"/> Welcome Sign | <input type="checkbox"/> Candles/Lanterns |
| <input type="checkbox"/> Other Signage (Unplugged Ceremony, Gift Table, etc) | <input type="checkbox"/> Vow Books |
| <input type="checkbox"/> Order of Service Sign | <input type="checkbox"/> Confetti |
| <input type="checkbox"/> Reserved Seating Sign | <input type="checkbox"/> Entrance Decor |
| <input type="checkbox"/> Ceremony Arch | <input type="checkbox"/> Wedding Programs |
| <input type="checkbox"/> Ceremony Backdrop | <input type="checkbox"/> Vow Books |
| <input type="checkbox"/> Aisle Runner | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Aisle Decor | <input type="checkbox"/> _____ |

RECEPTION

- | | |
|--|---|
| <input type="checkbox"/> Signage (Welcome Sign, Parking, Other, etc) | <input type="checkbox"/> Bathroom Toiletry Basket |
| <input type="checkbox"/> Table Plan I Seating Chart | <input type="checkbox"/> Garden Games |
| <input type="checkbox"/> Decorative Candles/Lanterns | <input type="checkbox"/> Cake Table |
| <input type="checkbox"/> Lounge Seating | <input type="checkbox"/> Dessert Table |
| <input type="checkbox"/> Fairy Lights, Balloons, etc | <input type="checkbox"/> Bar or Drinks Station |
| <input type="checkbox"/> Guest Book Table | <input type="checkbox"/> Umbrellas, Blankets, etc |
| <input type="checkbox"/> Photobooth Station | <input type="checkbox"/> Chairback Decor |
| <input type="checkbox"/> Cake Stand & Knife | <input type="checkbox"/> Head Table Garland |
| <input type="checkbox"/> Dance Floor | <input type="checkbox"/> Bar Menu Sign |
| <input type="checkbox"/> Getaway Car Decorations | <input type="checkbox"/> _____ |

TABLE DECOR

- | | |
|--|---|
| <input type="checkbox"/> Floral Centerpieces | <input type="checkbox"/> Glasses/Plates/Cutlery/Napkins |
| <input type="checkbox"/> Seating Placecards | <input type="checkbox"/> Wedding Favours |
| <input type="checkbox"/> Table Runners | <input type="checkbox"/> Children's Activity Packs |
| <input type="checkbox"/> Table Numbers | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Menus | <input type="checkbox"/> _____ |

DECOR NOTES



Stationery Guide // STATIONERY CHECKLIST

Use this checklist to ensure you have everything you need to instruct your guests and set the mood. Not everything on this list is essential so mark the items that are important to you and cross off the items that aren't. Feels good to check things doesn't it?

BEFORE THE WEDDING

- ☐ Save The Dates (*order 9-12 months in advance*)
- ☐ Wedding Invitations (*order 4-6 months in advance*)
- ☐ Rehearsal Dinner Invitations (*order 3-4 months in advance*)
- ☐ Bach party Invitations (*order 3-4 months in advance*)
- ☐ Thank you Cards (*order 2-3 months in advance*)

AT THE WEDDING

Order 6-8 weeks in advance; Finalise 3-4 weeks in advance

- | | |
|---|--|
| <input type="checkbox"/> Programs | <input type="checkbox"/> Guest Book Sign |
| <input type="checkbox"/> Menus | <input type="checkbox"/> Cards & Gifts Sign |
| <input type="checkbox"/> Escort Cards/ Placecards | <input type="checkbox"/> Bar Menu Sign |
| <input type="checkbox"/> Seating Chart | <input type="checkbox"/> Dessert/ Cake Sign |
| <input type="checkbox"/> Favour Tags / Stickers | <input type="checkbox"/> Memorial Table Sign |
| <input type="checkbox"/> Welcome Sign | <input type="checkbox"/> Table Numbers |
| <input type="checkbox"/> Unplugged Wedding Sign | <input type="checkbox"/> Reserved Signs |



Flowers // CHECKLIST

Before the wedding: Ask your florist to keep aside a flower stem or some foliage so your photographers can use them to style wedding detail photos at your getting ready location. After the wedding: Put them in between pages of a book to preserve them!

THE BRIDAL PARTY

- ☐ Main bouquet(s)
- ☐ Throw Bouquet
- ☐ Hairpiece
- ☐ Person of Honor Bouquet
- ☐ Person of Honor Hairpiece & Wedding Party Bouquets
- ☐ Wedding Party Hairpieces

BOUTONNIERES

- ☐ Main boutonniere(s)
- ☐ Wedding Party
- ☐ Ring Bearer
- ☐ Fathers
- ☐ Grandfathers
- ☐ _____
- ☐ _____

CEREMONY

- ☐ Alter
- ☐ Free-standing Arrangements
- ☐ Aisle
- ☐ Entrance
- ☐ Guestbook Table
- ☐ _____
- ☐ _____

- ☐ Flower Child Bouquet
- ☐ Flower Child Hairpiece
- ☐ Person Of Honor Hairpiece
- ☐ _____
- ☐ _____
- ☐ _____

CORSAGES

- ☐ Partner 1 Mother
- ☐ Partner 2 Mother
- ☐ Partner 1 Grandmother
- ☐ Partner 2 Grandmother
- ☐ _____
- ☐ _____
- ☐ _____

CORSAGES

- ☐ Head-table Centerpiece
- ☐ Guest Table Centerpieces
- ☐ Gift Table
- ☐ Free-standing Arrangements
- ☐ _____
- ☐ _____
- ☐ _____



the **BERHARDTS**
p h o t o g r a p h y



theberhardts.com.au