

WEDDING PREPARATION MASTER CHART

Client Reference: _____ Target Date: _____

TIMELINE	PRIORITY TASKS	STATUS / NOTES
12+ Months	Establish total budget & guest count Research & book ceremony/reception venues Hire professional wedding planner	<i>Pending</i>
9-10 Months	Select & book photographer & videographer Finalize catering menu & tastings Purchase wedding attire & schedule fittings	<i>Pending</i>
6-8 Months	Send "Save the Date" cards Book floral designer & decor rentals Arrange guest accommodations & room blocks	<i>Pending</i>
3-5 Months	Finalize music selection & entertainment Order wedding cake & desserts Confirm officiant & ceremony schedule	<i>Pending</i>
2 Months	Mail formal invitations Apply for marriage license Finalize hair & makeup trials	<i>Pending</i>

TIMELINE	PRIORITY TASKS	STATUS / NOTES
1 Month	Confirm final guest count to vendors Finalize seating chart & place cards Confirm arrival times with all suppliers	<i>Pending</i>