

CHECKLIST · WEDDING

Wedding checklist.

From the engagement to after the big day – step by step, so you can simply enjoy your day.

COUPLE

WEDDING DATE

GUESTS

1 First steps

12+ months before

- ☐ **Set the date**
with one or two alternatives
- ☐ **Set the budget**
with a buffer for surprises
- ☐ **Draft a first guest list**
a rough number is enough for the venue search
- ☐ **Find and book the venue**
on justroom.at – direct and commission-free
- ☐ **Reserve registry office or church**
dates go early
- ☐ **Enquire a celebrant**
for a non-religious ceremony
- ☐ **Hire a wedding planner**
if you want one

2 Book suppliers

9–12 months before

- ☐ **Decide on style and theme**
romantic, rustic, modern, vintage
- ☐ **Book photographer and video**
compare portfolios and packages
- ☐ **Plan catering and menu**
often directly through the venue
- ☐ **Enquire music**
band, DJ, music for the ceremony
- ☐ **Choose dress and suit**
allow for delivery times
- ☐ **Plan the honeymoon**
check passports

3 Plan the details

6–9 months before

- ☐ **Send save-the-dates**
especially to guests travelling far
- ☐ **Book the florist**
bouquet, table and room decoration
- ☐ **Plan the wedding cake**
arrange a tasting
- ☐ **Choose the rings**
engraving takes time
- ☐ **Create a gift list**
or a cash gift idea
- ☐ **Ask your witnesses**
and talk through their roles

4 Invite & organise

3–6 months before

- ☐ **Send invitations**
with RSVP date and directions
- ☐ **Ask for menu preferences**
vegetarian, vegan, allergies
- ☐ **Organise rooms for guests**
reserve a block at the hotel
- ☐ **Create a schedule for the day**
template: run of show
- ☐ **Dress fittings and alterations**
book appointments early
- ☐ **Plan transport**
shuttle, wedding car

5 Fine-tuning

1–3 months before

- ☐ **Confirm final guest numbers**
to venue and caterer
- ☐ **Create the seating plan**
place cards and name cards
- ☐ **Prepare documents for the registry office**
birth certificate, ID, proof of address
- ☐ **Send music wishes to band or DJ**
including no-gos
- ☐ **Hair and make-up trial**
bring reference photos
- ☐ **Prepare vows and speeches**
start early

6 The final weeks

1–4 weeks before

- ☐ **Record final RSVPs**
finalise the seating plan
- ☐ **Rehearsal with celebrant or priest**
order of ceremony and entrance
- ☐ **Final fitting**
break in your shoes
- ☐ **Envelopes for suppliers**
balances and tips
- ☐ **Gifts for witnesses and parents**
small gesture, big impact
- ☐ **Pack an emergency kit**
pins, plasters, painkillers

7 On the wedding day

The big day

- ☐ **Have a good breakfast**
and drink enough water
- ☐ **Hand the rings to someone**
usually the witnesses
- ☐ **One contact for all questions**
so nobody needs to ask you
- ☐ **Hand over payments and tips**
via your witnesses
- ☐ **Enjoy the day**
you have prepared everything

8 After the wedding

The weeks after

- ☐ **Send thank-you cards**
within 4–6 weeks
- ☐ **Collect photos and videos**
and share them with guests
- ☐ **Handle a name change**
ID, bank, insurance
- ☐ **Check the final bills**
venue and suppliers
- ☐ **Clean and store the dress**
or sell it
- ☐ **Make a photo book**
a lovely keepsake

NOTES

Still looking for a wedding venue?

Over 100 event venues and seminar hotels across Austria – your enquiry goes straight to the venue, free and commission-free.

www.justroom.at/en/wedding-venues

