WEDDING PLANNING

The Cupla Wedding *Planning Checklist*

Every step from “we’re engaged” to “we did it”, planned by two.

How to use this checklist

1

Pick an owner for each task: me, you or together.

2

Tick it off when it’s done.

3

Keep it somewhere you’ll both see it.

Our big *three*

Our budget _____

Our guest count _____

Our date (or date window) _____

Agreed on _____

	TASK	OWNER, CIRCLE ONE	DONE BY

01 After getting engaged *(first two weeks)*

☐	Enjoy being engaged before you book anything	Me You Together	
☐	Tell close family and friends yourselves	Me You Together	
☐	Ask whether family plans to contribute financially	Me You Together	
☐	Agree on a total budget you're both comfortable with	Me You Together	
☐	Agree on a rough guest count	Me You Together	
☐	Pick a season or rough date window	Me You Together	
☐	Decide the feel: big or small, local or destination	Me You Together	
☐	Set up one shared wedding to-do list	Me You Together	
☐	Pick a weekly 20-minute planning check-in time	Me You Together	

02 12 or more months before

☐	Turn your budget into line items	Me You Together	
☐	Draft your first guest list together	Me You Together	
☐	Consider a wedding planner, and book one if you want one	Me You Together	
☐	Shortlist and visit venues together	Me You Together	
☐	Book the venue and confirm the date in writing	Me You Together	
☐	Book your officiant or celebrant	Me You Together	
☐	Choose your wedding party	Me You Together	
☐	Book your photographer, plus a videographer if you want one	Me You Together	
☐	Look into wedding insurance to protect your deposits	Me You Together	
☐	Start one folder for contracts and receipts	Me You Together	
☐	Start a countdown to the day you can both see	Me You Together	

	TASK	OWNER, CIRCLE ONE	DONE BY

03 9 to 11 months before

☐	Book your caterer, if the venue doesn't include one	Me You Together	
☐	Book your band or DJ	Me You Together	
☐	Book your florist	Me You Together	
☐	Start shopping for wedding outfits	Me You Together	
☐	Set up a wedding website, if you want one	Me You Together	
☐	Reserve hotel rooms for traveling guests	Me You Together	
☐	Agree on honeymoon timing and start researching	Me You Together	
☐	Check your passports are valid for honeymoon travel	Me You Together	
☐	Review your budget against bookings so far	Me You Together	

04 6 to 8 months before

☐	Send save-the-dates	Me You Together	
☐	Order wedding outfits, leaving time for alterations	Me You Together	
☐	Choose what your wedding party will wear	Me You Together	
☐	Set up your gift registry	Me You Together	
☐	Book hair and makeup	Me You Together	
☐	Book transport for the day	Me You Together	
☐	Book rentals the venue doesn't supply	Me You Together	
☐	Book your cake or dessert maker	Me You Together	
☐	Plan the ceremony structure with your officiant	Me You Together	
☐	Book the honeymoon	Me You Together	

	TASK	OWNER, CIRCLE ONE	DONE BY

05 4 to 5 months before

☐	Finalize the guest list and collect addresses	Me You Together	
☐	Order invitations and stationery	Me You Together	
☐	Do your menu tasting and confirm the menu	Me You Together	
☐	Plan the music: ceremony, first dance and must-plays	Me You Together	
☐	Choose and order your wedding bands	Me You Together	
☐	Plan a rehearsal or welcome dinner, if you're having one	Me You Together	
☐	Book where you'll stay on the wedding night	Me You Together	
☐	Book your first outfit fitting	Me You Together	
☐	Check marriage license rules where you're marrying	Me You Together	

06 2 to 3 months before

☐	Send invitations with an RSVP date about a month out	Me You Together	
☐	Write your vows, if you're writing your own	Me You Together	
☐	Confirm details and dates with every vendor	Me You Together	
☐	Plan the order of the ceremony and reception	Me You Together	
☐	Do a hair and makeup trial	Me You Together	
☐	Book your marriage license appointment	Me You Together	
☐	Share pre-wedding party dates with whoever's hosting	Me You Together	
☐	Order favors, signage and other small extras	Me You Together	
☐	Buy gifts for your wedding party and parents, if giving any	Me You Together	

07 The final month

☐	Chase any missing RSVPs	Me You Together	
☐	Give final numbers to the venue and caterer	Me You Together	
☐	Make the seating plan	Me You Together	
☐	Have your final outfit fitting	Me You Together	
☐	Write a day-of timeline and share it with vendors	Me You Together	
☐	Give day-of jobs to a trusted friend or coordinator	Me You Together	
☐	Collect your marriage license, where one is needed	Me You Together	
☐	Write your speeches, if you're giving any	Me You Together	
☐	Break in your wedding shoes	Me You Together	
☐	Confirm your honeymoon bookings and travel documents	Me You Together	

	TASK	OWNER, CIRCLE ONE	DONE BY

08 The final week

☐	Confirm arrival times with every vendor	Me You Together	
☐	Prepare final payments and any tips in labeled envelopes	Me You Together	
☐	Drop off decorations and items at the venue	Me You Together	
☐	Pick up your outfits	Me You Together	
☐	Pack an emergency kit	Me You Together	
☐	Pack for the honeymoon	Me You Together	
☐	Rehearse the ceremony	Me You Together	
☐	Block out a few hours together with no wedding talk	Me You Together	

09 The wedding day

☐	Eat a proper breakfast	Me You Together	
☐	Give the wedding bands and vows to whoever's carrying them	Me You Together	
☐	Hand the payment envelopes to your coordinator	Me You Together	
☐	Exchange notes or small gifts, if you planned to	Me You Together	
☐	Sign the marriage paperwork with your officiant and witnesses	Me You Together	
☐	Take a few minutes alone together after the ceremony	Me You Together	
☐	Leave the clean-up to the people you've assigned	Me You Together	

10 The week after

☐	Return rentals and anything you borrowed	Me You Together	
☐	Check your marriage paperwork has been filed	Me You Together	
☐	Order official copies of your marriage certificate	Me You Together	
☐	Start the name change paperwork, if either of you is changing	Me You Together	
☐	Start your thank-you notes while the day is fresh	Me You Together	
☐	Get your wedding outfits cleaned or stored	Me You Together	
☐	Leave reviews for the vendors you loved	Me You Together	
☐	Back up your photos once they arrive	Me You Together	

SHORT ON TIME

The simple wedding *checklist*

For small weddings and short engagements.

	TASK	OWNER, CIRCLE ONE	DONE BY
☐	01 Agree on your budget, guest count and date	Me You Together	
☐	02 Book the venue	Me You Together	
☐	03 Book your officiant or celebrant	Me You Together	
☐	04 Check marriage license rules where you're marrying	Me You Together	
☐	05 Book a photographer	Me You Together	
☐	06 Sort food and drink	Me You Together	
☐	07 Choose your outfits	Me You Together	
☐	08 Invite your guests	Me You Together	
☐	09 Choose your wedding bands	Me You Together	
☐	10 Plan the music	Me You Together	
☐	11 Plan the order of the day	Me You Together	
☐	12 Collect RSVPs and confirm final numbers	Me You Together	
☐	13 Confirm every booking a week before	Me You Together	
☐	14 Get married and sign the paperwork	Me You Together	
☐	15 Send your thank-you notes	Me You Together	

Key *contacts*

ROLE	NAME	PHONE	EMAIL	NOTES
Venue				
Officiant				
Photographer				
Caterer				
Florist				
Music				

Vendor *appointments*

WHAT	WHO	DATE	TIME

NEXT STEP

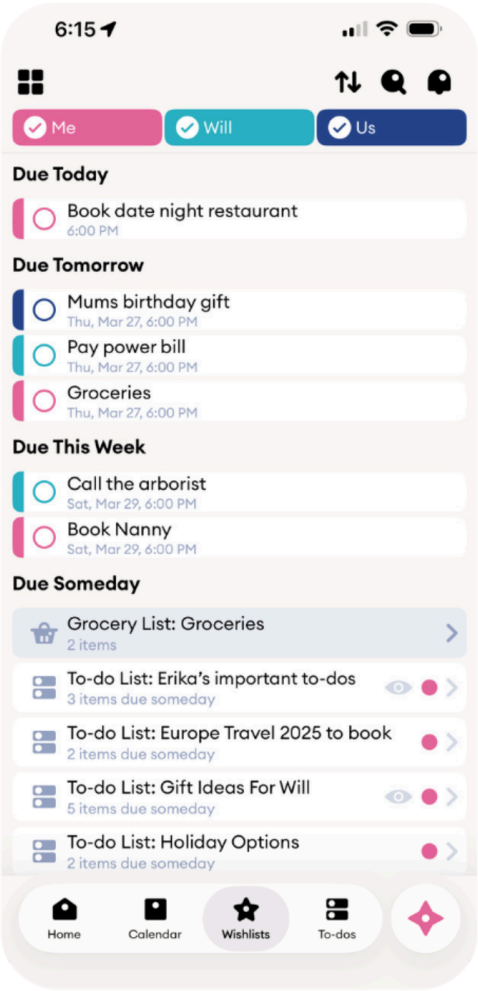
Plan it together *in Cupla.*

Put this list in one shared to-do list, see every appointment together, and count down to the day.

Download Cupla, free on the App Store and Google Play.

Download on the App Store

Get it on Google Play



The full guide: **cupla.app/blog/wedding-planning-checklist/**

Get closer with Cupla.