

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

- Write vendor checks and gratuities
- Check in with bridal party
- Check in with in-laws
- Check in with rehearsal dinner host
- Confirm seating chart
- Finalize decor
- Finalize favors
- Confirm clean up plans
- Distribute day-of point of contact person's info
- Assign someone to bring wedding extras

Day Before

- Check in with vendors/planner
- Pack an emergency day of kit
- Pamper
- Set aside everything for day of
- Get plenty of rest