
My Croatian Wedding

WEDDING PLANNER CHECKLIST





12 MONTHS TO GO

- decide the type of the wedding and the number of guests to invite
- start writing the guest list and collect the contact data (email addresses, phone numbers, etc.)
- determine the wedding budget
- think about the ceremony (official, not official) and about the season
- decide whether to have a religious ceremony too
- set an appointment with the authorities
- choose the day of the wedding by giving several options to be able to agree upon one with the master of ceremony, the authorities and the most important guests
- choose the wedding planner team, who will coordinate the background work
- choose the witnesses
- choose the bridesmaids
- check 2 or 3 locations
- fix menu tastings at the locations
- finalize the date of the wedding
- book the location and set the prepayment
- finalize the menu for the wedding dinner and fix the trial dinner
- make a list of florists and get their portfolio
- make a selection of photographers and ask for their portfolio
- make a selection of videographers and ask for their portfolio
- decide whether a band or a DJ should play at the wedding party, and get contact data
- start checking wedding dresses, and thinking about the type of the dress
- look for a superbaker for the wedding cake and fix an appointment





7 TO 9 MONTHS TO GO



- buy or book the wedding dress
- buy the accessories (jewelry, shoes, etc.)
- choose the color of the bridesmaids' dress
- book the florist
- book the photographer
- book the videographer
- book the DJ or the band
- confirm the menu and the wedding cake
- book the rooms of those guests who are coming from far away and organise thier transport to the location of the wedding
- have a website made for you that will contain all the necessary information about your big day (e.g. location, map, timing, program, present, etc.)
- send out the date of the wedding and the link of the website for the guests
- start organizing the honeymoon
- start writing the vows for the wedding ceremony
- start writing the text of the printed invitation
- start thinking about the type of the trial dinner and the guests to be invited
- continuously work on the guest list



4 TO 6 MONTHS TO GO

- finalize the guestlist
- check the validity of the passports
- finalize the accommodation of the guests together with them
- book the transfer between the hotel(s) and the location of the wedding
- choose some guests who will help at the ceremony
- order the printable invitations and seating cards, and other items if necessary and the 'thank you' gifts
- put the program of the wedding together and send it to the guests.
- finalize the drinks that will go along the menu at the reception
- finalize the decoration of the location of the ceremony and that of the dinner/ party
- book the honeymoon trip
- buy lingerie for the honeymoon ;)
- check the suit of the groom, take it to the taylor if necessary



2 TO 3 MONTHS TO GO

- discuss what are the most important momentums the photographer and the videographer should capture
- try on again the chosen wedding dress
- choose the hair sytlist and the make-up artist, book appointments for trials
- buy the wedding rings and presents to one another
- choose the person who will bring the rings to the ceremony
- finalize and buy the groom's accessories (cuffs, shoes, handkerchief, tie, etc.)
- organize the stag party
- organize the hen party
- check how the 'thank you' gifts will reach the location of the wedding
- send out the printed invitation cards
- finalize the wedding vows
- get the official papers for the wedding from the respected authorities
- decide on the possible name changes after the ceremony



1 MONTH TO GO

- check if every guest, who needs, has accommodation
- book parking places for guests
- meet and discuss plans with the photographer
- meet and discuss plans with the videographer
- fix the playlist with the band or DJ
- check and confirm with those guests thier
- attendance who have not yet replied
- close the guest list
- finalize the person of the master of ceremony and his/her responsibilities and tasks
- start creating the seating
- last wedding dress check, where the bride should go with someone who will help her dresss-up on the big day



2 WEEKS TO GO

- finalize the seating and check the seating cards
- finalizing the program with the wedding planners, the photographer and the videographer
- finalize the transport and place of the flowers and decoration
- final check with the authorities regarding the official papers and the date
- wedding emergency package (extra lipstick, plaster, stockings, painkiller, etc.)
- start wearing the high-heel shoes for some timeto make them comfortable
- put the rings to a safe place collect something new, something used, something borrowed and something
- blue plan how you'll wait for the arriving guests
- discuss the speeches, who, when and how long will speak
- pack your things for the honeymoon

4-5
DAYS LEFT

A COUPLE OF DAYS TO GO

- get the wedding permission
- walk-through the location of the ceremony and the reception/party
- trial dinner
- check of the wedding checklist together with the wedding planner
- final check of the seating
- manicure and pedicure
- choose someone to manage the decoration
- have a trim and color your hair if necessary, trim the groom's hair too
- handing over the original documents to the authorities
- fix the date for the transport of the wedding bouquet
- check the hair style and make-up with the stylists
- store the wedding dress and suit safely
- handing over of the seating cards, the menu card, etc. to the wedding planner
- choose someone you trust, who can handle last minute issues together with the wedding planner
- choose a person who can help the photographer and videographer identifying who is who among the guests and the family





1-2
HOURS LEFT

ON THE BIG DAY

- check if the rings and the pillow for the rings are at hand
- check if the flowers for the parents are there
- reward ourselves with a glass of champagne before the ceremony
- and finally, relax and let the wedding planners take over

...AND AFTERWARDS?

- send out the thank you letters together with the photos to the guests
- check the invoices
- clean / take back the wedding dress
- relax and start your honeymoon