01 / BOOKINGS & BIG DECISIONS

Wedding planning timeline

A fillable A4 planner for weddings in South East Queensland.

Wedding date	Venue or ceremony location	Guest count

12+ MONTHS OUT OR WHEN YOU START

Set your budget and book the venue

- [ ] Make a draft guest list so you know how many seats to look for.
- [ ] Use our Wedding Budget Planner to set a limit and compare quotes.
- [ ] Compare minimum spend, inclusions, accessibility and wet-weather capacity.
- [ ] Choose your date and book the ceremony and reception locations.
- [ ] Record deposit dates and check the venue's change and cancellation terms.

Notes **Read our wedding budget tips**

9 TO 12 MONTHS OUT

Book your key suppliers

- [ ] Book your celebrant and arrange to submit your marriage notice.
- [ ] Book photo and video coverage and check the cost of extending it.
- [ ] Book catering and coordination if your venue doesn't include them.
- [ ] Choose your music and book your MC or entertainment as needed.

Notes

6 TO 9 MONTHS OUT

Plan outfits, styling and guest logistics

- [ ] Check outfit and alteration lead times and book hair and makeup.
- [ ] Book flowers, styling and hire using the venue's setup and access rules.
- [ ] Arrange any shuttles, accommodation blocks and accessible drop-off points.
- [ ] Arrange any public-site permit and confirm who handles the booking.
- [ ] Book a tasting or menu appointment if your caterer offers one.

Notes

PLANNING IN LESS TIME?

Start with venue availability, key suppliers and the marriage notice period.

The middle months

Work back from your venue and supplier deadlines when you set your own dates.

3 TO 6 MONTHS OUT

Draft the schedule and send invitations

- [ ] Draft the day around the ceremony, meal service and transport times.
- [ ] Allow time for travel, congratulations, family photos and portraits.
- [ ] Check portrait light and agree on guest arrival time with your team.
- [ ] Set the RSVP deadline ahead of the venue's final numbers deadline.
- [ ] Send invitations with travel details and ask about dietary and access needs.

Notes

2 TO 3 MONTHS OUT

Plan the ceremony and reception details

- [ ] Talk through vows, readings, music cues and two adult witnesses.
- [ ] Choose the menu, plan reception formalities and arrange any supplier meals.
- [ ] Arrange outfit fittings, rings and any hair and makeup trials.
- [ ] Ask your venue about rehearsal access and arrange it with your celebrant.

Notes

4 TO 8 WEEKS OUT

Turn replies into a seating and photo plan

- [ ] After the RSVP deadline, follow up anyone who hasn't replied.
- [ ] Build the seating plan and mark dietary requirements at each relevant seat.
- [ ] List family photo groups by name and choose a helper who knows your guests.
- [ ] Tell us which loved ones you especially want photographed or filmed.
- [ ] Send final numbers and the seating plan by your venue's deadline.

Notes

AUSTRALIAN MARRIAGE NOTICE

Give your Notice of Intended Marriage to an authorised celebrant at least one month and no more than 18 months before the wedding in most cases.

Check Australian Government marriage requirements

Open our Wedding Day Timeline Guide and sample schedule

03 / FINAL CONFIRMATIONS & HANDOVER

The final fortnight

Send the final schedule to your team and give each remaining job to someone.

ABOUT TWO WEEKS OUT

Review the final wedding day schedule with us

- [ ] Send us your final day schedule, including addresses and coverage hours.
- [ ] Arrange a phone call with us or ask if we can join your ceremony rehearsal.
- [ ] Review aisle cues, audio, portrait timing and any surprise moments with us.
- [ ] Put the wet-weather location, decision time and decision-maker on the run sheet.
- [ ] Ask your MC to cue the videographer before introducing each speaker.

Notes

FINAL WEEK

Give suppliers the schedule and confirm access

- [ ] Send the same dated run sheet to your venue, celebrant, MC and suppliers.
- [ ] Confirm supplier arrival times, loading access, parking and final payments.
- [ ] Give suppliers the name and number of the person handling day-of questions.
- [ ] Send any late guest or dietary changes directly to the venue and caterer.

Notes

FINAL DAYS

Pack, drop off and hand over

- [ ] Pack your outfits, touch-up kit and the small details you'd like photographed.
- [ ] Label signage and decorations, and confirm who brings and collects them.
- [ ] Hand over rings, vow cards and ceremony items to the people carrying them.
- [ ] Confirm who takes gifts and cards home and who returns any hire items.

Notes

DEADLINES & FINAL CHECK-IN

RSVP deadline

Final numbers due

Final schedule due

Final payments due

Phone call or rehearsal date, time and location

04 / WEDDING DAY RUN SHEET

Your wedding day

Add times, locations and cues. Share the dated version with your suppliers.

Day-of contact and phone

MC and phone

Wet-weather location

Rain decision time and who makes the call

Time	Moment	Location	Person / cue / notes
	Preparations / coverage starts		
	Depart / travel / setup		
	Guests arrive		
	Ceremony		
	Congratulations		
	Family and group photos		
	Couple portraits		
	Reception entrance / dinner		
	Speeches / MC cues video		
	First dance / formalities		
	Photo and video coverage ends		
	Other / transport / pack-down		

Run sheet version / date

Notes or extra timing to confirm

See our Wedding Day Timeline Guide and sample schedule

05 / PEOPLE & CONTACTS

Who needs to know?

Keep family photo names and day-of contacts together for your final check-in.

Family photo helper and phone	Family photo meeting spot

	Family photo groups by name	Notes or order
1		
2		
3		
4		
5		
6		

Tell us if you'd love a candid photo with someone and when you'll be together.

Supplier or responsibility	Contact name	Phone
Venue / coordinator		
Celebrant		
Photo and video		
Catering / transport		
Other		

KEEP PLANNING

Read our wedding budget tips

Wedding Day Timeline Guide and sample schedule

Further reading

WedShed planning checklist **Fairymead House wedding planner**