

Event Planning Checklist



Event Name _____

Date & Time _____

Location _____

8-12 Months Before Event

- ☐ Set your event date and preferred time
- ☐ Define event goals and objectives
- ☐ Create a preliminary guest list
- ☐ Determine a budget (include a buffer for surprises)
- ☐ Choose and book an event venue
- ☐ Hire an event planner (if needed)
- ☐ Create a detailed event timeline
- ☐ (Wedding) Start shopping for the dress

Research and book key vendors

- ☐ Caterer
- ☐ Photographer/Videographer
- ☐ Entertainment or DJ
- ☐ Florist
- ☐ (Wedding) Cake Baker
- ☐ (Wedding) Officiant

6-8 Months Before Event

- ☐ Send "Save the Date" invitations
- ☐ Choose event theme, colors, or branding
- ☐ Finalize menu and bar service options
- ☐ Book accommodations for out of town guests
- ☐ Confirm decor needs (rentals, lighting, centerpieces)
- ☐ Plan ceremony and/or event layout with venue staff
- ☐ (Wedding) Order the dress - made to order dresses can take 4-6 months or longer for designer or custom dresses

3-5 Months Before Event

- ☐ Order invitations or set up RSVP site
- ☐ Finalize guest list
- ☐ Schedule tastings (food, cake, etc.)
- ☐ Rent special items: chairs, tables, linens, tent, furniture
- ☐ Confirm vendors and get contracts signed
- ☐ Create a timeline for the day
- ☐ (Wedding) Begin alterations - most brides need 2-3 fittings and alterations can take 6-8 weeks for custom alterations

1-2 Months Before Event

- ☐ Mail invitations
- ☐ Confirm all vendor details
- ☐ Submit final floor plan and timeline to venue
- ☐ Schedule a walk-through at the venue
- ☐ Purchase or finalize event attire
- ☐ Arrange transportation or parking needs
- ☐ Plan seating chart (if needed)

2 Weeks Before Event

- ☐ Finalize RSVP headcount
- ☐ Confirm music playlist or cues with DJ/Band
- ☐ Print programs, place cards, signage
- ☐ Provide final guest count to caterer and venue
- ☐ Check weather forecast and confirm contingency plans
- ☐ Create and share a vendor contact list
- ☐ Plan seating chart (if needed)
- ☐ (Wedding) Final fitting & dress pickup. TIP: Bring shoes and under garments you'll wear to the fittings. Factor in time for veils and other accessories. Schedule hair/makeup appointments early so you know you can get in when you need to.

Day Before Event

- ☐ Pack emergency kit (scissors, tape, aspirin, etc.)
- ☐ Drop off decor and supplies at the venue
- ☐ Confirm arrival times with all vendors
- ☐ Walk through the venue setup
- ☐ Rehearsal or final run-through (if needed)
- ☐ Relax and rest!

Day of Event

- ☐ Arrive early
- ☐ Set up signage, seating, guest book, etc.
- ☐ Check sound and lighting
- ☐ Greet vendors and direct questions to coordinator
- ☐ Enjoy the event - you earned it!



Courtesy of Blue Tree Wedding & Event Venue.

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Contact List

Venue: _____ Phone: _____ Email: _____

Caterer: _____ Phone: _____ Email: _____

Photographer/
Videographer: _____ Phone: _____ Email: _____

Entertainment/
DJ: _____ Phone: _____ Email: _____

Florist: _____ Phone: _____ Email: _____

Baker: _____ Phone: _____ Email: _____

Officiant: _____ Phone: _____ Email: _____

Rental Co.: _____ Phone: _____ Email: _____

Bridal Shop: _____ Phone: _____ Email: _____

Other: _____ Phone: _____ Email: _____

Other: _____ Phone: _____ Email: _____

Other: _____ Phone: _____ Email: _____

Notes: _____



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