

2 Year Wedding Planning Checklist

+24 Months Before

- Decide your overall wedding style (classic, rustic, modern, luxury, festival, etc).
- Set a realistic budget and identify who is contributing.
- Choose your ideal season and rough date range.
- Research local venues (Norfolk-focused if using **Rate Source Venue Select**).
- Set a realistic budget and identify who is contributing.
- Draft your guest list (A-list + B-list).

12-18 Months Before

- Book registrar or church.
- Book photographer and videographer.
- Book entertainment (DJ, band, acoustic musician).
- Book catering (if external).
- Book florist.
- Book décor/styling company.
- Book cake maker.
- Book hair & makeup artists.
- Book transport (cars, buses, etc).
- Book accommodation for guests if needed.
- Purchase wedding insurance (highly recommended).

Supplier Checklist:

- Confirm all suppliers hold Public Liability Insurance.
- Confirm DJs/bands have PAT-tested equipment.
- Confirm all suppliers understand venue access times and restrictions.

18-24 Months Before

Venue:

- Availability:** What dates are open in your preferred season?
- Capacity:** Daytime, evening, ceremony, and dining capacities.
- Exclusivity:** Is the venue exclusive-use or shared with other events?
- Accommodation:** On-site rooms, room rates, and booking policies.
- Catering:** In-house only or external caterers allowed?
- Corkage:** Fees for bringing your own alcohol.
- Noise Restrictions:** Cut-off times for music and bar service.
- Outdoor Options:** Backup plan for bad weather.
- Accessibility:** Disabled access, parking, and transport links.
- Decor Rules:** Candles, confetti, hanging décor, etc.

Supplier Policies:

- Do external suppliers need Public Liability Insurance (PLI)?
- Do they require PAT-tested equipment (DJs, bands)?
- Are there preferred or restricted supplier lists?

Payment Terms:

- Deposits, instalments, cancellation policy.

Insurance:

- Does the venue require you to have wedding insurance?

Your Actions:

- Shortlist 3-5 venues.
- Book venue show-arounds (**Rate Source Venue Select** can arrange and pre-qualify options).
- Secure your date with a deposit.



9–12 Months Before

- Choose wedding dress and bridal party outfits.
- Choose groom and groomsmen attire.
- Finalise colour palette and décor theme.
- Send Save the Dates.
- Order wedding rings.
- Plan your honeymoon and check passport validity.

6–9 Months Before

- Menu tasting and catering decisions.
- Finalise ceremony structure and readings.
- Book accommodation for yourselves.
- Create your gift list (if using one).
- Arrange any required legal documents for marriage.
- Confirm delivery/collection times with all suppliers.

3–6 Months Before

- Send formal invitations.
- Create your seating plan draft.

Confirm Timings with the Venue:

- Arrival
- Ceremony
- Drinks reception
- Wedding breakfast
- Speeches
- First dance
- Evening food
- Music cut-off
- Confirm dietary requirements with guests.
- Book or finalise stag/hen parties.
- Schedule hair & makeup trials.
- Final dress fittings.

1–3 Months Before

- Finalise seating plan.
- Provide final numbers to the venue.
- Share supplier schedule with all vendors.
- Confirm PLI and PAT certificates are up to date.
- Prepare wedding day timeline for bridal party.
- Write vows and speeches.
- Purchase gifts for bridal party/groomsmen and parents.
- Confirm honeymoon bookings and travel insurance.

1–2 Weeks Before

- Collect suits, dresses, accessories.
- Confirm delivery times with florist, cake maker, décor team.
- Pack an emergency kit (needle & thread, plasters, safety pins, tissues, etc).
- Prepare envelopes for supplier payments due on the day.
- Reconfirm timings with venue coordinator.
- Break in your wedding shoes.

1 Day Before

- Drop off décor items at the venue (if allowed).
- Lay out outfits and accessories.
- Charge phones and cameras.
- Have a calm evening – early night recommended.