

Venue booked: your next 10 wedding planning tasks

Know what to do next, when to tackle it and what to ask your suppliers. A ready-made checklist you can use today.

Start with what is still outstanding

This is your starting checklist after booking a venue, rather than a complete wedding timeline. The timings below are measured from your venue booking. Your contracts and supplier deadlines take priority.

If your wedding is soon, contact essential suppliers promptly rather than waiting for these suggested windows. Mark anything already completed or covered by your venue package as done or not applicable.

Ceremony requirements vary across the UK. Check with your local registration service or religious ceremony provider. For England and Wales, start with the [official ceremony guidance](#).

Our planning details

Wedding date: _____ Venue: _____

Your checklist at a glance

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3. Update the budget after the venue booking · page 3
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8. Plan accommodation and transport · page 5
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For each task, write an owner, target date and notes. Tick the box when it is done or not applicable.

wedlockapp.com/resources/wedding-checklist-template/ · Updated 13 September 2026

☐ **Immediately**

1. Save your venue paperwork and deadlines

Keep the signed contract, booking confirmation and payment receipts together. Add payment dates and the final guest-number deadline to your calendar.

Done when: Your paperwork is saved and every venue deadline has a reminder.

Questions to ask or decisions to make

- What is included in our booking, and which extras cost more?
- When are payments and final numbers due?
- What happens if our plans or guest numbers change?

Owner: _____ Target date: _____

Notes: _____

☐ **First week**

2. Confirm your ceremony arrangements

Check whether the venue booking covers the ceremony as well as the reception. Contact the local registration service or your religious ceremony provider to confirm availability and the steps you need to take.

Done when: You know who will conduct the ceremony, how to book them and which local requirements to follow.

Questions to ask or decisions to make

- Do we need to book the ceremony provider separately?
- Is our preferred ceremony time available?
- What documents, appointments and deadlines apply to us?

Owner: _____ Target date: _____

Notes: _____

☐ First week

3. Update the budget after the venue booking

Record the full venue commitment, including outstanding payments. Subtract it from your agreed wedding budget, then set spending limits for the remaining essentials and keep some money aside for unexpected costs.

Done when: You have a remaining budget and realistic limits for your next bookings.

Questions to ask or decisions to make

- Are VAT, staffing and service charges included in each quote?
- Which costs depend on our final guest numbers?
- Are there delivery, setup or overtime charges?

Owner: _____ Target date: _____

Notes: _____

☐ First week

4. Check your provisional guest list

Compare your draft daytime and evening guest lists with the venue limits and any minimum charge. Agree how you will handle plus-ones and children before committing to more suppliers.

Done when: Your provisional numbers fit the venue and the budget.

Questions to ask or decisions to make

- Are ceremony, seated-meal and evening capacities different?
- Is there a minimum guest number or minimum spend?
- How are children and supplier meals counted and charged?

Owner: _____ Target date: _____

Notes: _____

☐ **First two weeks**

5. Contact photographers and optional videographers

Choose a small shortlist whose work you both like. Send your confirmed date, venue and approximate coverage needs, then compare availability and written quotes before booking.

Done when: You have checked availability and agreed who to book or your next decision date.

Questions to ask or decisions to make

- Are you available on our date, and who will attend?
- What coverage, edited images or films and delivery times are included?
- What are the payment terms and arrangements if you cannot attend?

Owner: _____ Target date: _____

Notes: _____

☐ **First two weeks**

6. Confirm catering and drinks arrangements

Find out what the venue provides and whether you need an external caterer. Request a sample menu and a full quote covering your provisional numbers, dietary needs and drinks plans.

Done when: You know what is covered, who is providing it and your next menu or tasting deadline.

Questions to ask or decisions to make

- Are tastings, drinks, tableware and serving staff included?
- How do you handle allergies and other dietary requirements?
- When do you need our menu choices and final numbers?

Owner: _____ Target date: _____

Notes: _____

☐ **First two weeks**

7. Check entertainment availability and venue rules

Decide what music or entertainment matters to you. Check venue restrictions before contacting bands, DJs or other performers, and include setup and sound requirements in your enquiry.

Done when: Your preferred entertainment fits the venue rules and you have checked availability.

Questions to ask or decisions to make

- Are there sound limits, a sound limiter or a required finish time?
- When can performers arrive and set up, and what power or equipment is available?
- What is included in the performance, breaks and setup price?

Owner: _____ Target date: _____

Notes: _____

☐ **First month**

8. Plan accommodation and transport

Check where you and travelling guests can stay and how everyone can get to and from the venue. Share useful options without promising rooms or transport you have not confirmed.

Done when: You have accommodation options, booking cut-offs and a practical transport plan.

Questions to ask or decisions to make

- Can guests reserve rooms, and when are rates or allocations released?
- Are accessible rooms and transport options available?
- What are the pickup arrangements, capacity and cancellation terms?

Owner: _____ Target date: _____

Notes: _____

☐ **Once the date, ceremony and guest list are settled**

9. Prepare your save-the-dates

Confirm who will receive a save-the-date. Include your names, wedding date and location, with accommodation or travel information where it is confirmed. You can send these digitally or on paper.

Done when: Your recipient list and confirmed details are ready to send.

Questions to ask or decisions to make

- Do we have the right contact details for each household?
- Which travel and accommodation details can we confidently share?
- If ordering stationery, what are the proofing, production and delivery times?

Owner: _____ Target date: _____

Notes: _____

☐ **Now, then weekly**

10. Assign the next actions and review dates

Choose an owner and target date for each outstanding task. Set a short weekly check-in to review replies, decisions and upcoming payments together.

Done when: Every open task has an owner, a next action and an agreed date.

Questions to ask or decisions to make

- Who is taking the next step for each task?
- When should we follow up on unanswered enquiries?
- Which decision or payment needs our attention next?

Owner: _____ Target date: _____

Notes: _____
