

Planning Your Wedding

This checklist can be the starting point for planning your wedding and will help you to arrange stationery, services, venues and other requirements in an organised and practical way.

Tasks to do as soon as possible...

- ◆ Inform family and friends of your plans
- ◆ Decide on the type of ceremony you would like
- ◆ Arrange a meeting with your priest, minister, registrar etc and book your date
- ◆ Set the budget and produce a too do list
- ◆ Choose chief bridesmaid, best man, and any other attendants
- ◆ Draw up a guest list - it is a good idea to get both sets of parents involved
- ◆ Visit possible venues and meet with their co-ordinaters making sure you get details of packages and costs
- ◆ Book Venue, and accommodation for the wedding night
- ◆ Decide on a colour scheme or theme
- ◆ Start looking for a wedding dress and attendants' outfits
- ◆ Book photographer, videographer, and reception entertainment, DJ and Disco, Band, Pianist etc

Three months before...

- ◆ Order all your wedding stationery
- ◆ Arrange a second meeting to discuss the service with whoever will be conducting your ceremony
- ◆ Choose the hymns and the music
- ◆ Order the wedding cake
- ◆ Choose a florist
- ◆ Discuss your dress and fitting dates
- ◆ Trial hair and make up styles
- ◆ Check passports for your honeymoon
- ◆ Choose wedding rings
- ◆ Book wedding cars
- ◆ Organise a gift list

Two months before...

- ◆ Provide your stationer with the order of service details
- ◆ Send out all invitations
- ◆ Send out thank you cards as gifts arrive
- ◆ Purchase favours, table gifts and accessories
- ◆ Choose presents for attendants
- ◆ Check details of all bookings and arrangements you have made

One month before...

- ◆ Book hair appointments etc for the morning of the wedding
- ◆ Clarify all arrangements and timings
- ◆ Contact your bank etc with details of name change

Two weeks before...

- ◆ Try on full wedding outfit and shoes
- ◆ Confirm the number of guests with the venue and provide them with a table plan and any special requirements

One week before...

- ◆ Stage a rehearsal if required
- ◆ Confirm final details with reception venue
- ◆ Provide the band, DJ etc with details of the "first" dance
- ◆ Provide photographer with 'must have' shots
- ◆ Confirm all arrangements and timings

The day before...

- ◆ Arrange for the cake to be delivered to venue
- ◆ Have the luggage delivered to venue
- ◆ Arrange for any decorations, favours etc to be delivered to the venue
- ◆ Relax, and have an early night

On the day...

- ◆ Allow plenty of time to get ready
- ◆ The mother of the bride and bridesmaids leave first, followed by the bride and her dad
- ◆ The groom and the best man should make their own way, and be there at least 15min before the bride
- ◆ It is traditionally the best man's job to ensure that guests have transport between the ceremony and reception

Above all enjoy yourself! After all, it is your day.