



THE WEDDING PLANNER

**You know that you have a wedding to plan but don't know where to start?
Why not follow this step by step guide which will tell you what to start planning
when.....**



12 MONTHS

- Announce Your Engagement
- Work out a Maximum Budget and decide who's paying for what
- Select a wedding coordinator if required
- Choose your Wedding Style & Theme
- Choose a wedding date
- Determine number of guests and draw up a list
- Book your venue
- Research wedding suppliers, set up appointments and review portfolios
- Start a wedding file with all of your ideas and confirmations
- Discuss honeymoon destinations
- Begin a diet or exercise plan, if required



9 MONTHS

- Select and book caterers, musicians, DJ, photographer and Videographer
- Discuss menu options with caterers and get estimates for food and drink
- Meet with Marriage officer to discuss ceremony
- Choose your bridal party (Best man, Groom, Bridesmaids, Flower Girls, Maid of Honour)
- Visit bridal stores to find a dress or book a designer



6 MONTHS

- Discuss what is required of service providers, making a list of photos required for photographer, playlist for DJ
- First fitting for bridal gown and bridal party's outfits
- Select and order headpiece, veil, gloves & shoes, as well as bridesmaid accessories
- Decide on wedding invitation and other stationery, placing order
- Determine order of ceremony and choose wording for programme
- Buy wedding rings or speak to jewellery designer
- Finalise details with wedding coordinator
- Research airline, hotel and car rental reservations for guests
- Consult a travel agent about the honeymoon
- Register for gift registry
- Order wedding cake



4 MONTHS

Discuss ceremony with marriage officer, including hymns and special requirements.
Start marriage counselling
Decide on clothes and accessories for groom and groomsmen
Create information cards and maps to include with invitations
Order table cards and place print order for programmes and service sheets
Review and approve stationery
Book wedding night accommodation for bride and groom
Book wedding transport
Book honeymoon and organise visas and passports, check travel insurance



3 MONTHS

Decide on speech makers
Write or choose wedding vows
Book beauty and body treatments
Meet with makeup artist and hairdresser to discuss options
Buy or order wedding favours for reception
Send out invitations with gift registry details, accommodation list & map
Discuss kitchen tea and hens party ideas
Organise leave from work



2 MONTHS

Finalise music requirements for ceremony and reception
Finalise details with florist, see a mock arrangement
Purchase ceremony accessories such as candles, wine glasses etc
Secure a dressing room for you and your bridesmaids
Purchase gifts for wedding party members
Draw up marriage contract and wills with lawyer
If changing your surname, inform banks etc



1 MONTH

Confirm all orders, bookings and details with service providers
Final fitting of wedding gown and groom's outfit
Give estimated numbers to caterer and confirm menu
Trial run for hair and make up
Give final numbers to caterer and draw up seating plan



2 WEEKS

Create a detailed wedding day schedule for bridal party, ushers and service providers and discuss
Call anyone who has not responded to the invitation



1 WEEK

Confirm date, time, delivery to venue and special requests with all suppliers

Meet marriage officer and members of the bridal party for rehearsal

Discuss order of events and who's who with photographer / videographer

Collect rings as well as all outfits for bridal party

Pick up tickets for honeymoon, buy traveller's cheques, start packing



THE DAY BEFORE

Groom, best man and groomsman to collect suits

Check reception venue and décor are ready, and that the cake and flowers are delivered

Double-check transport arrangements

Have manicure / pedicure and a de-stress massage,

Check dress is ironed and shoes are clean

Pack an emergency kit of beauty items



ON THE DAY

Eat a healthy breakfast

Start make-up and hair sessions early

Relax and have fun



AFTER WEDDING

Arrange for transport of gifts

Take wedding dress to dry cleaner

Arrange for all hired décor to be returned