

The Wedding Countdown

The countdown begins

6 to 12 months ahead

- Plan an engagement party
- Set a wedding date
- Set time for your marriage
- Prepare a budget
- Contact your chosen reception venue and reserve your place
- Contact an officiant/cleric to preside at the ceremony
- Start compiling the guest list
- Decide on the type of wedding and the size

Hiring time

6 months ahead

- Set your menu and bar requirements
- Select a caterer
- Choose a Florist
- Choose your retinue
- Hire a baker
- Hire a photographer and/or videographer and pay the necessary deposits
- Select a designer to make the wedding apparel
- Choose and hire musicians for the reception
- Finalise colour schemes
- Finalise guest list
- Select gifts for the registry
- Start planning your honeymoon

Letting everyone know

1 to 3 months ahead

- Send out invitations
- Order the wedding cake
- Finalise ceremony plans
- Purchase gifts for the bridal party
- Finalise floral arrangements
- Attend final dress fitting
- Finalise all legal requirements such as your marriage contract
- Select first dance song and confirm with band
- Give caterer and baker preliminary guest count
- Arrange necessary rentals for reception
- Schedule wedding rehearsal
- Select and order wedding rings

The itty bits

3 weeks ahead

- Call guests who have not yet responded
- Plan reception seating arrangements
- Meet with hair stylist and make-up artist for trial run
- Finalise transport arrangements

Say goodbye to being single

1 week ahead

- Give final guest count to caterer
- Pack your honeymoon suitcase
- Create a detailed schedule of activities for your wedding day
- Select someone responsible to be in charge of this schedule
- Pick up rings
- Pick up dress
- Get car checked/serviced if necessary

Your wedding day

- Eat a good breakfast
- Attend hairstylist and make-up appointments
- Give yourself plenty of time to get ready
- Relax and have fun



I do....

The ceremony

Date: _____ Time: _____
Location: _____ Officiant: _____
Address: _____ Organist: _____

Hymns

Readings

Witnesses

Prelude: _____
Processional: _____
Recessional: _____
Other: _____

Other ceremony particulars to consider

- ❖ approximate length of ceremony:
- ❖ photographer/videographer allowed:
- ❖ min/max number of guests accommodated:
- ❖ confetti:
- ❖ dressing room:
- ❖ special vow requests:

The perfect place

Venue: _____
Contact: _____
Address: _____
Phone: _____
Date reserved: _____
Time reserved: _____
Confirmed: _____

Min/max number of guests: _____
Number of tables: _____ Gift table: _____
Size of tables: _____ Cake table: _____
Linens: _____
Chairs: _____
Crockery: _____
Cutlery: _____ Cost per head: _____
Menu type: _____ Number of guest per Weirton: _____



Wedding Planner
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The dress

Designer:

Address:

Phone:

The bride

| | |
|------------|------------------|
| Bust: | Ordered (date): |
| Waist: | First fitting: |
| Length: | Second fitting: |
| Other: | Final fitting: |
| | Collection date: |
| Veil: | Jewellery: |
| Head-dress | Garter: |
| Shoes: | Miscellaneous: |

Maid of honour

Flower girl

| | |
|-----------------|-----------------|
| Ordered (date): | Ordered (date): |
| Name: | Name: |
| Phone: | Phone: |
| Bust: | Bust: |
| Waist: | Waist: |
| Length: | Length: |
| Shoe size: | Shoe size: |
| Other: | Other: |

Bridesmaid

Bridesmaid

Bridesmaid

| | |
|------------|------------|
| Name: | Name: |
| Phone: | Phone: |
| Bust: | Bust: |
| Waist: | Waist: |
| Length: | Length: |
| Shoe size: | Shoe size: |
| Other: | Other: |



Wedding Planner

Dear diary

Having a list of all relevant contact numbers and appointments will ensure that you know what is happening at all times. Keep these numbers handy.

Important numbers and appointments

| | Name | Phone | Date | Time | Details | Confirm |
|-----------------------|------|-------|------|------|---------|---------|
| Ring designer | | | | | | |
| Florist | | | | | | |
| Invitations/menu | | | | | | |
| Designer/dressmaker | | | | | | |
| Officiant | | | | | | |
| Travel agent | | | | | | |
| The best man | | | | | | |
| Page boy /ring bearer | | | | | | |
| Flower girl/s | | | | | | |
| Maid of honour | | | | | | |
| Bridesmaid/s | | | | | | |
| Gift registry | | | | | | |
| Photographer | | | | | | |
| Videographer | | | | | | |
| Caterer | | | | | | |
| Baker | | | | | | |
| Reception venue | | | | | | |
| Transportation | | | | | | |
| Entertainment-music | | | | | | |
| Antinuptual lawyer | | | | | | |

Styling

Hair and make-up

| | | |
|----------|-------------------------|-------|
| Salon: | Trial appointment date: | Time: |
| Address: | | |
| Phone: | Wedding day: | Time: |

Grooming

| Type | Date | Time | Cost |
|----------|------|------|------|
| Manicure | | | |
| Pedicure | | | |
| Massage | | | |
| Facial | | | |
| Sun bed | | | |
| Wax | | | |



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The gents attire

Contact company: _____
Address: _____
Phone: _____

The groom

Date of fittings: _____
 Collection date _____
 Jacket size: _____
 Shirt: _____
 Waist: _____
 Sleeve: _____
 Shoe size: _____

The best man

Name: _____
 Phone: _____
 Jacket size: _____
 Shirt: _____
 Waist: _____
 Sleeve: _____
 Shoe size: _____

Usher

Name: _____
 Phone: _____
 Measurements: _____

Name: _____
 Phone: _____
 Measurements: _____

Name: _____
 Phone: _____
 Measurements: _____

Page boy/ Ring bearer

Name: _____
 Phone: _____
 Measurements: _____

Notes: _____

Counting your pennies

The scope of your wedding does depend on your budget, but this need not mean anything less than perfect. Use our budget guidelines to get the most out of your money.

| Expenses | Amount | Bride & Groom | Groom's family | Bride's family |
|-------------------------------|--------|---------------|----------------|----------------|
| Newspaper notification | | | | |
| Rings | | | | |
| Hers | | | | |
| His | | | | |
| Invitations | | | | |
| Antenuptual contract | | | | |

| Expenses | Amount | Bride & Groom | Groom's family | Bride's family |
|-----------------------------------|--------|---------------|----------------|----------------|
| Brides | | | | |
| Dress | | | | |
| Head-dress | | | | |
| Underwear | | | | |
| Shoes | | | | |
| Hair | | | | |
| Make-up | | | | |
| Salon treatments | | | | |
| Going away outfit | | | | |
| Grooms | | | | |
| Suit | | | | |
| Shirt | | | | |
| Tie | | | | |
| Shoes | | | | |
| Going away outfit | | | | |
| Retinue hers | | | | |
| Outfits | | | | |
| Accessories | | | | |
| Styling | | | | |
| Retinue his | | | | |
| Outfits | | | | |
| Accessories | | | | |
| Styling | | | | |
| Thank-you gift for retinue | | | | |
| Gifts for guests | | | | |
| Photography | | | | |
| Videography | | | | |
| Wedding cake | | | | |
| Car hire | | | | |
| Ceremony | | | | |
| Ceremony fee | | | | |
| Marriage licence | | | | |
| Flowers | | | | |
| Musicians | | | | |
| Reception | | | | |
| Venue hire | | | | |
| Crockery, linen, glass etc | | | | |
| Table and chair hire | | | | |
| Catering | | | | |
| Bar-beverages | | | | |
| Reception music | | | | |
| Musicians | | | | |
| Flowers | | | | |
| Décor | | | | |
| Honeymoon | | | | |
| Transport | | | | |
| Accommodation | | | | |
| Food | | | | |
| Entertainment | | | | |
| Other | | | | |



Questions to ask your venue

- 1) What backup support does the venue offer in case of bad weather and power failure?
- 2) What does the venue packages include and exclude and are the packages inflation linked?
- 3) Is there a coordinator that you have met before your wedding day onsite for your wedding duration?
- 4) Does the venue work around you or do you work around the venue?
- 5) Does the venue offer a one-stop service (can they organise everything from décor, flowers, beauty technicians etc and all they all in-house employed)?
- 6) Can the venue offer any financial assistance?
- 7) Has the company been financially stable for the last five years? (Ask for a bank rating code)
- 8) Can they design your wedding according to your budget and needs?
- 9) Is the venue able to give you the last three years telephone numbers to assist you in the company's credentials?
- 10) What photo opportunities does the garden offer?

For more advise and assistance regarding this matter contact Conrad or Anita on

(011) 957 0117 or 073 254 8671.



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