

# tie the knot

THE PERFECT WEDDING PLANNER

## wedding checklist

first things first

- Discuss the budget and type of wedding and who will pay for what.
- Choose the date, the time of year and time of day.
- Compile a guest list in consultation with both families.
- Book the ceremony site.
- Book the reception venue.
- Choose and book the caterers.
- Decide on the attendants and ask each of them.
- Start looking for the bridal gown.
- Start beauty treatments.
- Choose and book the officiant.
- Choose and book the florist.
- Choose and book the photographer/videographer.
- Choose and book the musicians/DJ.
- Order the transportation to and from the ceremony and reception.
- Talk to a wedding consultant, if desired.

three - six months

- Decide on the wedding colour scheme and/or theme: clothes, flowers, stationery, decorations etc.
- Choose the bridal gown.
- Choose and order the groom's clothes and accessories.
- Choose and order the groomsmen's and bridesmaids' clothes and accessories.
- Choose the design of the wedding invitations and stationery - and order.
- Choose and book the makeup artist and hairdresser.
- Choose the style/flavour of the wedding cake - and order.
- Purchase the wedding rings and organise engraving.
- Groom and groomsmen to have suit fittings.
- Compile a gift list and register for gifts.
- Decide on any readings/songs to include in the ceremony and invite participants.
- Discuss details of the ceremony with officiant.
- Reserve any rental items required for the ceremony and/or reception.
- Book a hotel room for the wedding night.
- Decide where you want to go on honeymoon and make reservations.
- Ask for time off work for your wedding, honeymoon and a few planning days, if required.

Notes:

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two months

- Address and send out the invitations. List acceptances and refusals as they return.
- Finalise the menu, drinks and service staff with the caterer and give the number of guests expected.
- Give the florist details of the wedding colour scheme and/or theme and select the flowers.
- Order corsages for the mother of bride and groom.
- Check that all passports, certificates and legal documents are in order.
- Start a list of all wedding gifts received.
- Buy gifts for the attendants and your fiancé/fiancée.
- Schedule any fittings required for the bride and bridal party.
- Confirm music and instruments for the ceremony and reception.
- Arrange where the bridal party will dress on the day.
- Organise and book accommodation for out-of-town guests.
- Notify anyone required to make a speech.
- Write your vows (if you've decided to do your own).

one month

- Apply for a marriage licence.
- Chase up late RSVPs and finalise guest list. Write out place cards for the reception.
- Buy cake boxes for guests unable to attend and address labels for these.
- Arrange reception seating details. Liaise with the venue if you plan to display your wedding gifts there.
- Have final wedding gown fitting, with shoes to be worn on the day.
- Have final fittings for groom and all the attendants.
- Visit the hairdresser with hair accessories. Book an appointment for the wedding day.
- Meet officiant to check all formalities are in order. Agree on a date for the wedding rehearsal.
- Organise your wedding rehearsal and dinner.
- If you are making your own wedding cake, now's the time to apply almond paste - it needs at least two weeks to dry out.
- Do a trial run with your makeup artist.
- Finalise your vows and order of service.
- Confirm all arrangements with the florist, caterer, car hire, photographer, musicians etc.

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