



MY WEDDING NOTEBOOK

Everything you need to organise your dream wedding

WEDDING PLANNING - A COMPREHENSIVE CHECKLIST

It's time to begin the countdown to your big day. Remember, you can ask your husband-to-be to get involved in many of these decisions and tasks as well as seeking guidance from other members of your bridal party. This is a comprehensive list, so you can always take your pick and create your own list on the basis of this.

12-6 MONTHS AHEAD:

- It's a given but: announce your engagement
- Arrange for both families to meet if they haven't already done so
- Have an engagement party
- Decide on the size of the wedding, and perhaps the style you want, colour theme
- Start making the Guest List to have an idea of numbers
- Set a budget
- Set the wedding day and time
- Choose your wedding officiant (the person who performs the ceremony). Fees vary but usually affordable and depending on whether you have pre-wedding counselling, ceremony/vows customisation etc
- Open a wedding bank account
- Choose your best man, groomsmen, maid-of-honour and bridesmaids
- Decide on whether to have a religious or non-religious ceremony
- Choose and book your desired ceremony venue
- Visit reception venues and book/reserve your favourite
- Purchase wedding insurance (optional)
- Arrange a meeting with your minister/priest if it is going to be a church wedding or the local mayor's office if a civil ceremony
- Choose transportation
- Choose photographer and book him/her (good idea to go through your 'must-have' shots too)
- Choose videographer if you are planning to have this
- Select a florist and discuss your ideas, decide on real or silk flowers and get quotes
- Start thinking about the wording of your invitations
- Begin making or order your stationery/invitations
- Find your perfect wedding dress
- Choose the bridesmaids dresses
- Book your music requirements (live, DJ etc) and other entertainment you are planning
- Send out 'save the date' cards
- Start thinking about the honeymoon location, dates, length etc
- Start making anything which you are doing yourself. Great with everything that is done!
- If you're having an outdoor wedding, reserve rental equipment such as tents, chairs, etc.
- Start researching hotels for out of town/country guests and see if you can get reduced group rates
- Start thinking about your ceremony decoration. TIP: if there are two weddings in the church that day, contact the other bride to share the flower costs. Same with the venue if this is an option (Friday + Saturday weddings).

6-4 MONTHS AHEAD:

- Confirm arrangements with the minister / priest / mayor
- Give notice of marriage, if necessary



MY WEDDING NOTEBOOK

Everything you need to organise your dream wedding

- Groom should organise suit hire / purchase
- Choose and purchase the wedding rings
- Order your wedding cake; good to taste a sample from different bakers
- Choose your gift list company or decide how you would like to do this. There are many options e.g. professional gift list company, wishing for money (towards wedding, honeymoon, deposit on a house etc) or contribute to a chosen charity
- Reserve any necessary rental equipment i.e. chairs, sound system, microphones etc.
- Organise the schedule for dress fittings for you and your bridesmaids and maid of honour
- Shop for and order/purchase/rent bridal accessories: veil, shoes, jewellery etc
- Book and confirm and confirm florist (make sure you sign a contract)
- Book and confirm the caterer (make sure you sign a contract)
- Book and confirm the DJ or band (make sure you sign a contract)
- Book and confirm photographer (make sure you sign a contract)
- Book and confirm videographer (make sure you sign a contract)
- Plan and book your honeymoon
- Start making your wedding favours if you're making your own
- If you are announcing your engagement in the local newspaper, book a photo session / choose an existing photograph
- Finalise ceremony decorations
- Choose your ring bearer
- Choose your toastmaster(s)

4-2 MONTHS AHEAD:

- Send out invitations with gift list information
- Confirm your booking with the registrar
- Finalise your honeymoon arrangements
- Discuss make-up and hair ideas with your stylist and book your appointments
- Finalise the menu with the venue / caterers
- Write those all-important wedding vows
- Organise what you want for your guest book (buy or DIY)
- Create your order of service program
- Bride: select flower girl dress and send details on to the parents
- Purchase your wedding favours
- Purchase or make the grooms gift / brides gift (whichever applies)
- Run engagement announcement in local newspaper
- Ensure bridesmaids have purchased their accessories
- If you are changing name, complete all the proper documents
- Groom: purchase accessories (cufflinks, tie, shoes etc)

2-1 MONTH AHEAD:

- Choose gifts for the bridal party (maid of honour, brides maids, best man, grooms men)
- Chase up any outstanding RSVPs
- Finalise the guest list and confirm in writing the final numbers for your suppliers
- Draw up your final seating plan
- Book any beauty appointments i.e. hair, make-up



MY WEDDING NOTEBOOK

Everything you need to organise your dream wedding

- Finalise transportation
- Organise stag and hen parties
- Remind your fiancé, dad and best man to write their speeches
- Have a final dress fitting with lingerie and shoes
- Brief the photographer on your 'must-have' shots
- To be extra careful to re-confirm all your suppliers and ask if there is any info they are missing from you, or have any questions
- If you are having a dinner the day before, book and finalise the venue for this
- Book a hotel room for the wedding night
- Finalise grooms attire and have a final fitting
- Order alcohol and wine if not provided by the caterer
- Get your wedding licence
- Finalise wedding vows
- Finalise and print the wedding program / order of service
- Finalise song list with DJ
- Finalise / buy guest book + pens
- Write and finalise speeches
- Wear in your wedding shoes

1 - 2 WEEKS BEFORE:

- Make a final Confirmation of everything; photographer, flowers, music, cars, venue etc.
- Arrange for the cake to be delivered to venue
- Pack for your honeymoon
- Double-check that your outfit is complete
- Have a final hair and make-up practice and groom to have final trim at the hairdressers
- Write the place cards and finalise the table seating arrangements
- Finalise the table plan to hang / put in reception
- Pick up your wedding dress
- Bride: pick up 'something old, something new, something borrowed and something blue'
- Plan your Wedding Day itinerary
- Plan your receiving line
- Leave your honeymoon travel details with a family member
- Confirm final headcount with the venue, caterer, baker and alcohol provider
- Confirm final ceremony details with the officiant
- Drop off wedding favours, guest book and seating chart at reception venue

THE DAY BEFORE:

- Have a manicure and pedicure
- Help to decorate the venue
- Give your wedding party their gifts
- Pick up suit for the groom
- Rehearse the ceremony with the officiant and wedding party
- Attend rehearsal night dinner if you are having one
- Relax and get a good night's sleep



MY WEDDING **NOTEBOOK**

Everything you need to organise your dream wedding

THE WEDDING DAY

- Bride or Groom: take a relaxing bath or shower and enjoy the moment of solitude
- Have breakfast; you'll need your energy
- Get dressed
- Relax and enjoy the day!

AFTER THE BIG DAY:

- Take the wedding presents home
- Return any hired items
- Send out wedding cake to those unable to attend
- Send out 'thank you' cards
- Share wedding photos and videos with your guests