



### WEDDING PLANNING CHECK LIST

Not all the following items will apply to your wedding, so don't panic if you haven't considered everything on the list! The important thing is to do it your way and enjoy it as much as possible.

And of course, one of the benefits of getting us to help is that we're experts at organising perfect wedding days - even at short notice - which leaves you free to concentrate on enjoying the build up to your big day.

#### 12 months or more before the big day

- Announce your engagement
- Speak to a wedding planner / co-ordinator for help with your big day.
- Agree a budget with your partner and family
- Start visualising the type of wedding you'd like
- Start to get a scrapbook together of ideas for the things you would like at the wedding
- Pick preferences for date and time
- Decide how you will divide your expenses
- Agree on the size of your guest list for the ceremony and reception
- Provisionally book a registrar for the ceremony
- Visit potential locations and book your venue
- Finalise your wedding date after checking with important guests

#### Months 12-9

- Choose your attendants and bridesmaids
- Book the caterer
- Select your florist
- Select your photographer and videographer
- Book the band, musicians, pipers etc for the ceremony and reception
- Order the wedding vehicles
- Look into hotels for your guests and for your own wedding night
- Decide on your colour scheme

#### Months 9-6

- Choose your dress
- Choose your attendants' dresses/outfits
- Order the cake
- Finalise the guest list
- Reserve any rental equipment such as chairs, tables, crockery etc (your caterer may have this under control)



# SIMPLY SPECTACULAR EVENTS

## Months 6-4

- Choose the groom's outfit
- Order invitations and stationery
- Send out "save the day" cards to guests
- Finalise the decorations for the ceremony and reception
- Book the honeymoon
- Select the music for the ceremony
- Confirm your wedding list
- Make arrangements for the rehearsal and wedding dinner/breakfasts

## Months 4-2

- Confirm registrar for ceremony
- Write and address the invitations
- Buy the rings
- Order bridal favours / gifts for guests
- Choose gifts for your attendants
- Consult beauticians and hairdressers and book them for the day

## 2 months to go

- Send out invitations
- Get your marriage licence
- Order alcohol for the day (your caterer may have this under control)
- Check your passports are in order
- Confirm accommodation for your guests

## 1 month to go

- Finalise all details
- Double check all reservations and bookings
- Pick up the rings
- Have your final dress fitting
- Contact guests who haven't replied
- Review seating plan
- Confirm rehearsal arrangements

## 2 weeks to go

- Pack for the honeymoon
- Enjoy your stag and hen parties
- Confirm final numbers with the venue and caterer



## SIMPLY SPECTACULAR EVENTS

### 1 week to go

- Pick up dresses and outfits
- Check all your travel documents
- Have a massage!

### 2 days to go

- Have your rehearsal
- Enjoy a wedding dinner with key guests

### The day before

- Have a manicure and pedicure
- Try and get a good night's sleep!

### THE BIG DAY

- Try to eat something for breakfast
- Have your hair and make up done
- Enjoy the day!

### Need some help?

If you would like us to take some of the organising off your plate, please don't hesitate to contact us for an informal chat.

We'd be delighted to listen to your plans and make suggestions wherever you feel you need more help. Just tell us how much support you want - we'll happily take on as much or as little as you need. And rest assured we won't take over. It always remains your day.

We are experts at organising perfect weddings. We have an extensive and reliable contact book of venues and suppliers, and we're completely unflappable, which leaves you free to enjoy the build up to your big day.

Call us now on 07980 511606

**And all the best for your big day!**

**Carolyn Walker**

**Simply Spectacular Events**