



NAAN

weddings & events

Dream in color

BRIDE _____

GROOM _____

ENGAGEMENT DATE _____

WEDDING DATE _____

Wedding planner

To make planning your wedding both manageable and enjoyable, we have put together this organiser to help you plan the day of your dreams. It is divided into sections that cover different aspects of your wedding, from the ceremony to the honeymoon. These sections include plenty of basic information, ideas and suggestions along with space to make your own notes and revisions. There is also a countdown to help keep you on track, an expenses worksheet, an important contacts list and a to-do list, so you can tick off your achievements as you go.

Print out these sheets and put them into a folder. Once the big day has passed, they could become one of your wedding keepsakes.



The Essentials

- Where to start
- Getting organised
- Who does what
- To-do checklist
- Countdown
- Questions for specialists
- Expenses
- After the wedding
- Honeymoon
- Addresses

Guests & Invites

- Guest list
- Stationery
- Invitation wording
- Gift list

Fashion & Beauty

- Bride's attire
- Groom's attire
- Groomsmen's attire
- Bridemaids' attire
- Flowergirls' attire
- Rings & jewellery
- Hair & beauty

The Ceremony

- Church wedding
- Civil wedding
- Ceremony plan
- Flowers
- Transport
- Photography
- Wedding photo list
- Video
- Weddingmoons

The Reception

- Venue
- Music & entertainment
- Speeches
- Cake
- Drinks



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WHERE TO START



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the date

This may seem obvious, but knowing how much time you have to work with could make all the difference to the way you plan your wedding. The time of year you choose to marry will impact on your budget and the availability of reception venues and other services. You may like your wedding to coincide with a visit from overseas family members or to fit in with your work schedule, so be sure to talk this over.

the size of the wedding

Do you see it as an intimate event with just close friends and family, or had you envisaged a large wedding with 150 guests or more? Do a quick headcount – it might surprise you.

budget

This is directly related to the size of the wedding. At this early stage, it's hard to know how much you might have to spend, but by throwing around some figures you will soon realise if your expectations match those of your partner. Weddings can cost anywhere from \$2000 to in excess of \$80,000, so establish a ballpark figure now. (You can always revise it once you've done a bit more research.) The areas where your budget will be spent are fashion, rings, stationery, ceremony, flowers, transport, photography, video, music, reception venue, cake, catering, alcohol, wedding-night accommodation and the honeymoon.

who's paying

If you are paying for the wedding yourselves, then it really is *your* wedding and you can call the shots. Things get slightly trickier when parents chip in or pay for the entire thing, as this will obviously entitle them to a say in how the money is spent. Another option is for the parents to pay for one element of the wedding, such as the reception or photography. This way, you can make many decisions for your wedding, while accepting some financial assistance.

notes



style

Weddings are as individual as the couples who plan them. The venue, attire, entertainment and menu will all hinge on the style you choose, so keep this in mind. You may already have a clear view of how you see the day unfolding. Describe it and see if it matches your partner's ideas. Discuss what you liked and disliked about friends' weddings to see if you're both on the same wavelength. Look through past issues of *Bride & Groom* (available online) and search the internet for inspiration.

religious or civil ceremony

You probably know where you stand on this question. Also discuss your parents' expectations and whether or not they will impact on your decision.

the wedding party

Six bridesmaids may not be his idea of the ultimate wedding party, yet she may have secretly selected them years ago. Likewise, his pick for bestman might leave her gasping, so it's important to discuss this now. If you disagree, try to talk it through calmly, expressing why you think they might not be suitable. But remember that these are your partner's friends and they may have a history that pre-dates your relationship by many years. This could be one area where compromise is the only way.

Once you've established these key factors, it's time to get organised. Start a wedding-planning file in which you keep all correspondence, ideas, quotes, contact details, samples etc. If everything is in one place, it's less likely to get lost.

Based on your respective skills and interests, decide who should take care of planning the various aspects. It will be much easier if you share the tasks. Before booking anything, get written quotes and then discuss which options suit you best.

It's a good idea to open a special bank account for wedding expenses into which you (and your parents, if they're involved) can deposit money and pay bills from. This will help you keep tabs on what you are spending, as will setting up a spreadsheet.

wedding-planning wisdom

- ♥ Work out your priorities.
- ♥ Start early.
- ♥ You can never be too organised.
- ♥ Learn to compromise.
- ♥ Have fun. It's not supposed to be a chore.
- ♥ Delegate tasks to people you can trust.
- ♥ Accept help when it's offered.
- ♥ Planning the wedding involves you both.
- ♥ You don't have to spend a fortune to have a great day.
- ♥ Stick to your budget – if you overspend on one area, cut back on another.
- ♥ Don't take too long to make major decisions.
- ♥ Once you have set a date, book all your suppliers.
- ♥ Do your research.
- ♥ Get all your quotations in writing.
- ♥ Subscribe to *Bride & Groom* magazine.
- ♥ Use our online checklists.



the bride's mother

- ♥ Helps with the wedding arrangements, including consulting with the groom's family about invitations and keeping a checklist of replies.
- ♥ Can help the bride choose her wedding gown and the attendants' outfits.
- ♥ Consults the groom's mother about her choice of wedding outfit when choosing her own clothes.
- ♥ On the day, leaves the house just before the bride, usually with the attendants. She is the last person to be seated at the ceremony.

the bride's father

- ♥ On the day, is the last to leave the house and escorts his daughter to the ceremony.
- ♥ Walks up the aisle with the bride on his right arm and stands on her left.
- ♥ Gives the bride away and takes his seat after the vows.
- ♥ Makes the first speech, proposing a toast to the couple.

the bestman

- ♥ Organises the groom's stag night.
- ♥ Ensures the ushers know their duties and have their buttonholes and a seating plan for the family seats, as well as the Order of Service sheets.
- ♥ Helps the groom get ready and get to the ceremony on time.
- ♥ Stands on the groom's right as the bride arrives.
- ♥ Presents the rings to the groom at the appropriate moment in the ceremony.
- ♥ Liaises with the Master of Ceremonies or, if there is none, organises the order of wedding speeches and announces the cutting of the cake.
- ♥ Reads out some of the texts and emails from absent friends.
- ♥ Returns any hired suits.

notes



the bride

- ♥ Usually takes charge of planning the wedding with help from the groom and/or her mother.
- ♥ Plans key elements of the wedding such as the venue, photographer, celebrant etc. in consultation with the groom.
- ♥ Organises decoration of the ceremony venue and reception, helped by the florist, bridesmaids.
- ♥ Chooses attire and accessories for herself, her bridesmaids, flowergirls and pageboys.
- ♥ Sends out invitations if the bride's parents prefer not to.
- ♥ Compiles the wedding gift list with the groom.
- ♥ Writes thank-you letters for the wedding gifts.
- ♥ Chooses the wedding rings with the groom.

the groom

- ♥ Helps the bride plan the wedding.
- ♥ Chooses his bestman and groomsmen.
- ♥ Chooses wedding attire in consultation with the bride.
- ♥ Pays for the wedding rings and gives them to the bestman just before the ceremony.
- ♥ Organises transport from the ceremony venue to the reception for himself and his bride (unless it is more convenient for the bride or her father to order the transport).
- ♥ Arranges and pays for the honeymoon (many couples share this cost).
- ♥ Makes a speech at the reception in reply to the father of the bride's speech, in which he thanks the parents and guests, and proposes a toast to the attendants.

the parents

- ♥ May contribute to the cost and help organise the wedding.

the chief bridesmaid

- ♥ Is called the matron of honour, if married.
- ♥ Helps the bride with wedding arrangements.
- ♥ Organises any pre-wedding parties for the bride.
- ♥ Is responsible for the bridesmaids, flowergirls and pageboys, and makes sure they know their duties.
- ♥ Helps the bride dress for the wedding.
- ♥ Helps the bride with her train and holds her bouquet during the ceremony.
- ♥ Helps the bride change after the reception and takes charge of the wedding gown (returning it, if hired).



TO-DO CHECKLIST

- ☐ Organise your engagement party.
- ☐ Choose the date, day and time of your wedding.
- ☐ Discuss your budget with those who are putting money towards the event.
- ☐ Decide on your wedding theme/style.
- ☐ Decide on the ceremony and reception venues.
- ☐ Compile a guest list in consultation with both families.
- ☐ Discuss details of the ceremony with officiant (minister, priest or celebrant).
- ☐ Choose your attendants and ushers.
- ☐ Choose and book the photographer/videographer.
- ☐ Choose and book the caterers.
- ☐ Choose and book the musicians/DJ.
- ☐ Choose and book the flowers.
- ☐ Choose and order wedding invitations and stationery.
- ☐ Choose and book transport to and from the ceremony and reception.
- ☐ Choose and order wedding attire for yourselves and your attendants.
- ☐ Order your wedding bands.
- ☐ Choose and order the wedding cake.
- ☐ Apply for the marriage licence.
- ☐ Select and have fittings for the wedding gown and bridesmaids' attire and accessories.
- ☐ Select and have fittings for the groom and groomsmen's suits and accessories.
- ☐ Compile a gift list and organise a register, if applicable.
- ☐ Decide where you want to go on honeymoon and make reservations.
- ☐ Book a hotel room for the wedding night.
- ☐ Organise time off work for the wedding and honeymoon, plus a few planning days beforehand.
- ☐ Send invitations. Keep a spreadsheet of RSVPs as they return. See guest list checklist.
- ☐ Arrange the wedding rehearsal.
- ☐ Re-confirm the details of all your major services the week before the wedding.
- ☐ Buy gifts for the attendants and your future spouse.
- ☐ Arrange where the bridal party will dress on the day.
- ☐ Help out-of-town guests with accommodation.
- ☐ Notify anyone required to make a speech.
- ☐ Write your vows (if you've decided to do your own).
- ☐ Write out place cards.
- ☐ Arrange reception seating details.
- ☐ Give a list of invitees for your stag/hen's night to your maid of honour/bestman.
- ☐ Book appointments with your makeup artist and hairstylist for a trial run and the wedding day.
- ☐ Wear in your wedding shoes.
- ☐ Make sure all legal documents (marriage licence, pre-nuptial agreements, passports etc.) are in order.
- ☐ Organise table settings and other decorations.
- ☐ Check bestman has the rings and service sheets.
- ☐ Pack for your honeymoon.
- ☐ Schedule some quiet time for you and your fiancé to relax before the big day.

notes



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6-12+ months

- ♥ Discuss the budget and type of wedding and who will pay for what.
- ♥ Choose the date, the time of year and time of day.
- ♥ Decide on the wedding colour scheme and/or theme.
- ♥ 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 ushers.
- ♥ Start looking for the bridal gown.
- ♥ Start beauty treatments.
- ♥ Choose and book the officiant.
- ♥ Choose and book the florist.
- ♥ Choose and book the photographer and/or videographer.
- ♥ Choose and book the musicians/DJ.
- ♥ Order transportation to and from the ceremony and reception.
- ♥ Talk to a wedding planner, if desired.
- ♥ Organise your engagement party.
- ♥ Choose the bridal gown.

Your wedding's vital stats:

Date.....

Time.....

Location/s.....

Overall budget.....

Size of guest list.....

Number of attendants.....

Officiant.....

Contact details of wedding planner (if applicable)



3-6 months

- ♥ Choose and order the groom's clothes and accessories.
- ♥ Choose and order the groomsmen's and bridesmaids' attire and accessories.
- ♥ Choose the design of the wedding invitations and stationery – and order.
- ♥ Decide on your table settings.
- ♥ Choose and book the makeup artist and hairstylist.
- ♥ Choose the style/flavour of the wedding cake – and order.
- ♥ Purchase the wedding rings and organise engraving, if applicable.
- ♥ Compile a gift list and organise a register, if applicable.
- ♥ Decide on any readings/songs to include in the ceremony and invite participants.
- ♥ Discuss details of the ceremony with your officiant.
- ♥ Reserve any hire 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.
- ♥ Organise time off work for the wedding and honeymoon, plus a few planning days beforehand.
- ♥ Choose the song and arrange lessons for your first dance.

notes



2 months

- ♥ Address and send out the invitations. Keep a spreadsheet of RSVPs 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.
- ♥ Check that all passports, certificates and legal documents are in order.
- ♥ Buy gifts for the attendants and your fiancé/fiancée.
- ♥ Schedule any fittings required for the bride and bridal party.
- ♥ Confirm music for the ceremony and reception.
- ♥ Arrange where the bridal party will dress on the day.
- ♥ Help out-of-town guests with accommodation requirements.
- ♥ Notify anyone required to make a speech.
- ♥ Write your vows (if you've decided to do your own).
- ♥ Give a list of invitees for your stag/hen's night to your maid of honour/bestman.

notes

COUNTDOWN two months to go



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1 month

- ♥ Apply for a marriage licence.
- ♥ Chase up late RSVPs and finalise guest list.
- ♥ Write out place cards for the reception.
- ♥ Arrange reception seating details.
- ♥ Have final wedding gown fitting, with shoes to be worn on the day.
- ♥ Have final fittings for the groom and all the attendants.
- ♥ Meet officiant to check all formalities are in order.
- ♥ Organise your wedding rehearsal.
- ♥ Do a trial run with your makeup artist and hairstylist.
- ♥ Finalise your vows and order of service.
- ♥ Confirm all arrangements with major service providers such as the florist, caterer, photographer, musicians etc.
- ♥ Attend your stag/hen's night.

notes

COUNTDOWN one month to go



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3 weeks

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday



2 weeks

- ♥ Try on the bridal gown with all the accessories.
- ♥ Wear in your wedding shoes.
- ♥ Make sure all garments are clean and wrinkle-free.
- ♥ Check that place cards and all other table settings are in order.
- ♥ Give final numbers to your caterer.
- ♥ Confirm the wedding-day schedule with all participants.
- ♥ Organise for someone to look after any out-of-town guests due to arrive.

Monday.....

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Tuesday.....

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Wednesday.....

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Thursday.....

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Friday.....

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Saturday.....

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Sunday.....

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COUNTDOWN two weeks to go



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1 week

- ♥ Have the wedding rehearsal.
- ♥ Groom to: arrange for the bestman to have the rings and service sheets on the day.
- ♥ Check that suits and any hire items are collected.
- ♥ Check all the honeymoon arrangements and pack your suitcases.
- ♥ Ensure that the bride's mother or an appropriate person is responsible for taking home the bride's gown and accessories after the wedding.
- ♥ Arrange for the bestman to return the groom's and attendants' hired suits.
- ♥ Make final checks on all arrangements.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday



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the day before

Check everything is going to schedule (if it's not: delegate!). then just relax.

7:00 am

8:00 am

9:00 am

10:00 am

11:00 am

12:00 pm

1:00 pm

2:00 pm

3:00 pm

4:00 pm

5:00 pm

6:00 pm

7:00 pm

8:00 pm

9:00 pm

10:00 pm

11:00 pm

COUNTDOWN the day before



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COUNTDOWN on the day

Girls

Your times

7.30	Wake up. Eat a substantial breakfast, shower and put on a button-up shirt to prevent spoiling your hair or makeup. If your gown is strapless don't wear a bra.	
9.00	Hair. Time your hair trial or allow an hour for each person, depending on the number of hairstylists, plus any travel time needed.	
11.00	Makeup. Allow 40 minutes for the bride and each of the bridesmaids.	
	Flowers. These should be picked up or dropped off at some point in the morning by someone outside of the bridal party.	
12.30	Lunch. Remember to eat as you may not have a chance to during the rest of the afternoon.	
1.00	Dress. Once hair and makeup is done, the bridesmaids should put on their dresses before helping the bride into her gown.	
1.45	Photos with parents and bridesmaids.	
2.20	Bride, her attendants and parents depart for ceremony (based on the venue being half an hour away).	
2.50	Bride, her attendants and parents arrive at the ceremony venue.	

Guys

9.00	Wake up, shower and shave. Eat a substantial breakfast.	
10.00	The lads often have a bit more time on their hands before the wedding, which could be spent doing any last minute set-up jobs or just relaxing.	
12.30	Lunch. Remember to eat as you may not have a chance to during the rest of the afternoon.	
1.50	Depart for ceremony venue (based on the venue being half an hour away).	
2.20	Groom and groomsmen arrive at the ceremony venue to greet guests and check everything is in order.	

The Wedding

3.00	Ceremony. Your celebrant or minister should be able to give you an indication of how long this will take, usually about 20-30 minutes. Allow an extra 15 minutes for any unexpected delays.	
3.45	Mingle with guests and have photos with family members. To ensure this happens quickly, provide the MC and photographer with a list of who needs to be in each photo.	
4.15	Wedding party photos. If you're having these offsite, make sure you allocate travelling time.	
5.45	Bride and groom arrive at the reception.	
6.00	Dinner and speeches. Speeches generally take place before or directly after the entrée, leaving the speechmakers free to enjoy their dinner.	
8.30	Cutting the cake. The bridesmaids may pass around the cake.	
9.00	The first dance, then the bride and groom are free to enjoy the party with their guests.	
12.00	Bride and groom depart. It's traditional for them to leave before their guests; if you're planning on partying into the night, have the MC announce that guests are free to leave as they wish.	



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Notes.

Notes.

the day after



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florist

Will you personally be the florist for our wedding? Yes ☐ No ☐

Do you have a portfolio of your work? Yes ☐ No ☐

How far in advance do we need to make a booking?

Are you familiar with the ceremony and reception venues? Yes ☐ No ☐

What kind of experience and formal training do you have?

What type of design do you specialise in?

Approximately how many weddings do you do per year?

When is the deposit and balance due?

How do you price your flowers and what is the cost of delivery and set-up?

Are there any additional charges (e.g. travel)? Yes ☐ No ☐

What flowers are in season and are they a cheaper option?

What kind of containers and hire items do you offer (e.g. vases, plants, trees, candelabras)?

Other questions

band/DJ/musicians

Have you had experience in weddings? How many have you played at?

Have you received any formal training? Yes ☐ No ☐

Do you have references? Yes ☐ No ☐

Is it possible to see one of your gigs or get an audio demo? Yes ☐ No ☐

How far in advance do we need to make a booking?

Do you have the appropriate music and variety for our function? Can we see a playlist? Yes ☐ No ☐

What size is your music library?

Can we pass on a list of songs we do and don't want played? Yes ☐ No ☐

Are you capable of acting as MC? Have you done so before?

What will you be wearing?

What equipment do you provide?

What time will you arrive to set up your equipment?

How much space do you need?

How often do you need a break, and for how long? Will you play a CD while on a break?

Do you provide background music for the mealtime? Yes ☐ No ☐

Do you offer lighting effects and a microphone for speeches? Yes ☐ No ☐

Can you work in conjunction with a DJ/band? Yes ☐ No ☐

When is the deposit and final payment due?

What are your overtime charges and any additional charges (i.e. travel)?

What band, if any, would you say you most likely resemble (in terms of musical style)?

Other questions



Are you a full-time caterer? Yes ☐ No ☐

How much experience have you had with weddings?

Have you handled events of my type and size? Yes ☐ No ☐

Do you specialise in a particular food or service style? Yes ☐ No ☐

How far in advance do we need to make a booking?

Can you arrange a tasting of the dishes we're interested in serving? Yes ☐ No ☐

Will you provide waiting staff? What is the staff-to-guest ratio?

What is the staff dress code?

Can you provide a list of references? Yes ☐ No ☐

What kind of kitchen facilities will you require?

Do you work with fresh or frozen food?

How many menu selections do you have? What are the cost variances per person?

Are china, glassware and utensils included or at an extra cost?

Is food provided for the photographer, videographer, band or DJ? Yes ☐ No ☐

What type of food items do you recommend for my budget and the number of guests?

If we choose a buffet style, is the service charge included or is it extra? Yes ☐ No ☐

Can you accommodate special dietary requirements? Yes ☐ No ☐

Do you have a special menu and prices for children? Yes ☐ No ☐

Do you provide alcohol and other beverages? If so, do you have a flexible wine list? If you don't provide beverages, when should we get them to you? Is there a corkage fee?

Do you have the correct glassware for the beverages being served? Yes ☐ No ☐

How much time is needed to set up?

What deposit is required?

Is there an overtime charge? What about breakages?

When are the final headcount and payment due?

Other questions.....

[illegible]

We are happy to assist you in every detail of
your wedding planning

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