

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





You've decided to take the big plunge and are now wondering how to plan the perfect wedding. Managing such a major event can seem a little daunting, so we've put together this planner as a guide to help you organise your big day and keep things running smoothly. While some weddings are lavish events with hundreds of guests, others are simple, intimate occasions shared with close family and a few friends. If you're planning an informal wedding you do not need to observe many of the formalities, but there are still some points of etiquette and traditions that you may find useful.

Before you begin, you and your partner should sit down and discuss what you both expect from your wedding day. Communication is paramount when it comes to organising your wedding, and expressing your expectations and wishes from the start will prevent misunderstandings and disagreements later on. Discuss the venue, season, theme and decide on the style of wedding you want, bearing in mind that what the bride and her attendants wear will set the mood and influence the flowers, transport, ceremony and reception. Another decision you need to make early is where you will hold the reception and who will take the photographs, as most weddings take place on the weekend and sometimes reception venues and photographers are booked up to a year or more in advance.

Your wedding is probably the biggest event you will ever have to organise. But, by taking things one step at a time, you can make this a fun and exciting experience culminating in one of the best days of your lives. The Wedding Countdown will help you prioritise tasks and set a schedule leading up to the big day. We hope you find this version of our planner useful in helping you achieve a relaxing engagement and enjoyable wedding day.

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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.

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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

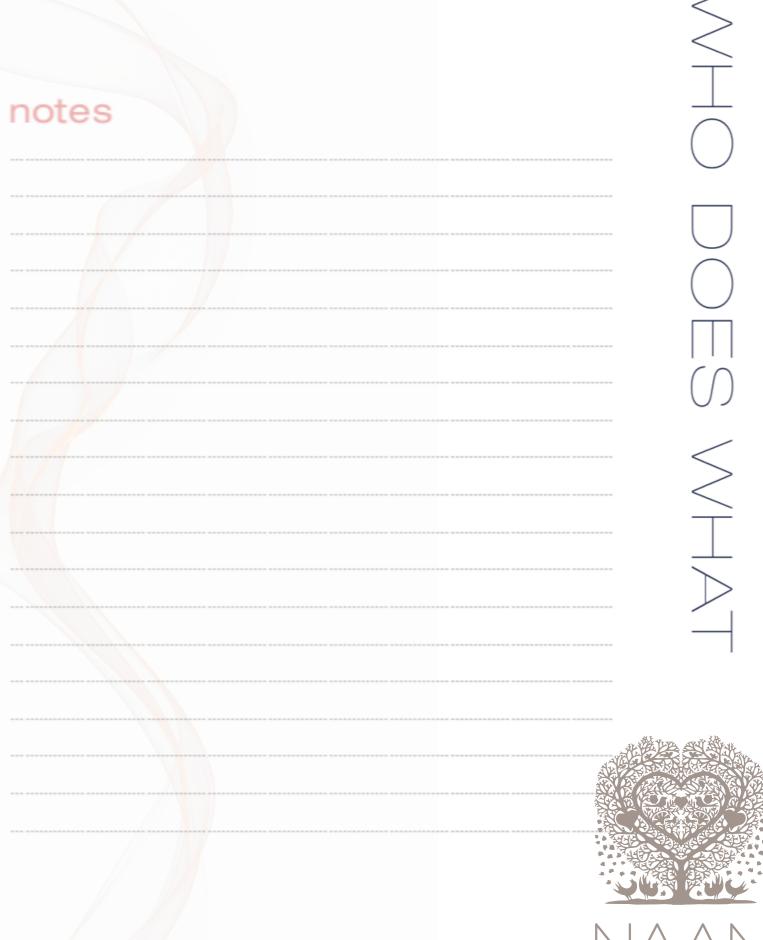
- Helps with the wedding arrangements, including consulting with the groom's family about invitations and keeping a checklist of replies.
- Can help the bride choose her wedding gown and the attendants' outfits.
- Consults the groom's mother about her choice of wedding outfit when choosing her own clothes.
- 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.





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).





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





weddings & events

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
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.

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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.

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3 weeks

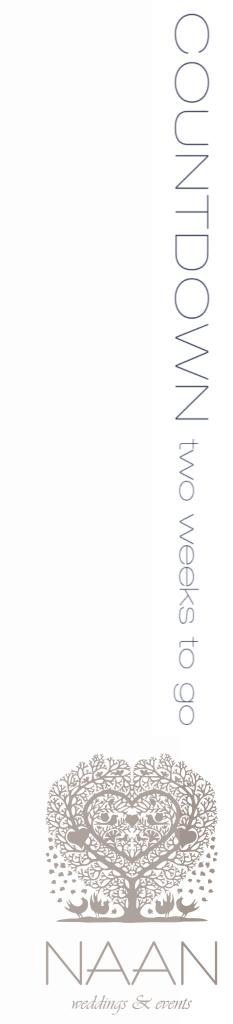
Monday	 	
Tuesday		
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Wednesday		
Thursday		
Thursday		
Friday		
Saturday		
Sunday		
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2 weeks

- 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	
Guesday	
Wednesday	
Thursday	
riday	
aturday	
Sunday	



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.
- w 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		
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Sunday		





Check everything	is going to	schedule	(if it's not:	delegate), then	iust relax.
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7:00 am	 		
8:00 am			
9:00 am			
11:00 am			
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1:00 pm			
2:00 pm			
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5:00 pm			
6:00 pm			
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11:00 pm	 		



	Girls	Your tin	nes
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.		

	Guvs	
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.	







the day after Notes





church officiant	wedding planner (,)
Do we have to be a member of this church? Yes No	How long have you been in the business?
Are we required to attend pre-marital counseling? If so, how many sessions? Yes No Number	
What is the cost to book the church?	How many weddings have you planned?
How far in advance do we need to make a booking?	
How many people can the church hold?	Can we see some photos of weddings you have coordinated?
Are we allowed to take photos and video the ceremony? Yes No No	
Are there restrictions regarding flowers, candles and other decorations? Yes No No	
May guests throw confetti or other options such as birdseed, rose petals or rice, or blow bubbles? Yes No	
Is there wheelchair access? Yes No No	What is your style and approach?
To what extent can we personalise the content of the ceremony?	
Are there music restrictions? Yes No No	How many weddings do you usually attend on one weekend? In a month?
Are there restrictions regarding the day of the week, or the time the ceremony can take place?	
What is the church policy regarding interfaith marriages?	Are you available on our wedding date? Yes No No
Is there another wedding booked on the day of our planned ceremony? What time? Yes No	Are you available on our wedding date: 185 100
Other questions	
	What are your fees and what do we get for our money?
	How many hours per week are you available to spend consulting with us?
	How often do you provide updates?
celebrant	
Do you have ideas and ceremony suggestions to assist us in our preparation? Yes No	Do you have lists of recommended suppliers?
Do you have a list of references? Yes No No	Other questions
What would you say is your delivery style e.g. laid-back or formal?	
What will you wear to our ceremony?	/ 1
How many meetings do we need to plan and prepare our ceremony?	ALVIE VIEW AND ALVIE AND A
How long before the wedding do you arrive?	
Do you offer a rehearsal at the ceremony location? Yes No No	
Do you have other commitments on the day of our wedding? (e.g. another wedding)	
Other questions	
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	weddings & events

	COMP.
cake maker	gown
What is your experience with baking wedding cakes?	How far in advance should I book my gown?
	How much is the deposit and when is it due?
Do you have a portfolio we can view? Yes No No	Do you charge to try on different dresses? And is this cost refundable when I book?
How far in advance do we need to make a booking?	Do you stock/can you make outfits for the entire bridal party? Yes No No No
What are your wedding cake specialties?	Will you help me find the fabric, or do I need to find it myself?
	How many fittings will I need? Are they included in the price?
What flavours and fillings are available?	If the gown needs adjusting, will you tailor it yourself or can you recommend anyone? What do you charge?
Can you create a custom-made cake? Yes No No	How long before the wedding can I expect my gown to arrive?
Can you provide samples of cakes to taste? Yes No No	What is your refund policy?
If we would like to decorate our cake with fresh flowers, will you liaise with our florist, or will we be in charge of	What are your payment and cancellation policies?
organising the flowers?	Other questions
Are different fillings, frostings and decorating techniques priced differently?	
How far in advance will our cake be made?	
Do you freeze the cakes and, if so, can we taste one that has been frozen? Yes No	
Do you provide a cake stand and knife? Yes No	
What is the payment policy?	
Do you deliver to the venue? If so, what is the cost?	
Other questions	
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weddings & events

band/DJ/musicians florist Will you personally be the florist for our wedding? Yes No No Have you had experience in weddings? How many have you played at? Do you have a portfolio of your work? Yes No No Have you received any formal training? Yes No Do you have references? Yes No No How far in advance do we need to make a booking?...... Is it possible to see one of your gigs or get an audio demo? Yes No Are you familiar with the ceremony and reception venues? Yes No How far in advance do we need to make a booking?..... What kind of experience and formal training do you have? Do you have the appropriate music and variety for our function? Can we see a playlist? Yes No What type of design do you specialise in?.... What size is your music library?..... Approximately how many weddings do you do per year? Can we pass on a list of songs we do and don't want played? Yes No No When is the deposit and balance due? Are you capable of acting as MC? Have you done so before? How do you price your flowers and what is the cost of delivery and set-up?..... What will you be wearing? What equipment do you provide?.... Are there any additional charges (e.g. travel)? Yes No What flowers are in season and are they a cheaper option? What time will you arrive to set up your equipment? What kind of containers and hire items do you offer (e.g. vases, plants, trees, candelabras)? 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? Other questions. 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 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.....



reception venue caterer How many years have you been in business and how many weddings have you hosted?..... Are you a full-time caterer? Yes No No What is the capacity of the venue?.... How much experience have you had with weddings? Have you handled events of my type and size? Yes No No Do you have all the necessary licences and permits? Yes No Do you allow outside caterers? Is the kitchen fully equipped? 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? Is there a dance floor and how many people can it hold? Is there a sufficient power supply? Yes No Can you arrange a tasting of the dishes we're interested in serving? Yes No No What equipment do you provide (e.g. tables, linen)? Will you provide waiting staff? What is the staff-to-guest ratio? Do you have an example seating plan/layout and can you provide us with one?.... What is the staff dress code?... Is there a PA system available for speeches? Yes No Can you provide a list of references? Yes No What kind of kitchen facilities will you require? Do you offer a decoration service or, if not, when can we have access to the venue?.... Do you work with fresh or frozen food? How much parking do you have? How many menu selections do you have? What are the cost variances per person? Are china, glassware and utensils included or an extra cost?.... Is there disabled access? Yes No No Can we put a marquee up on the grounds? Yes No Is food provided for the photographer, videographer, band or DJ? Yes No Do you have a specific closing time? Yes No What type of food items do you recommend for my budget and the number of guests? Is a deposit required? When and how much? 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 No What are your refund and cancellation terms? Do you have a special menu and prices for children? Yes No If at a hotel: Do the bride and groom receive a complimentary suite? Yes No 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?... Are discounts available for guests booking their accommodation with you? Yes No Do you have the correct glassware for the beverages being served? Yes No Other questions..... 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.....

weddings & events

We are happy to assist you in every detail of your wedding planning www.naan-agency.com naan@europe.com

