

Special Ceremonies

Marriage Ceremony – Checklist

To Do List

6 – 12 Months Ahead

- Select Wedding Date and approximate time
- Discuss Wedding Budget and how expenses will be shared
- Agree on Guest List and degree of formality
- Choose and book Ceremony and Reception location
- Contact clergyman or celebrant to confirm date and schedule appointment to discuss ceremony
- Choose wedding attendants
- Choose and book Photographer &/or Videographer
- Organise Food and Beverage Catering
- Consider Bridal Attire
- Begin planning your honeymoon
- Select and book bridal transport
- Engage a florist and discuss floral choices, design and colour
- Select music/musician/DJ for ceremony/reception
- Organise Master of Ceremony for your reception

3 – 6 Months Ahead

- Order your wedding stationery
- Order Hire Equipment – chairs, tables, etc
- Select wedding rings
- Plan the order of Ceremony and Reception
- Register with a Bridal Gift service and select gift choices
- Organise the Bridal Gown – schedule fittings
- Order attendant's gowns and schedule fittings
- Select style of Formal Wear for groom's party and make arrangements with rental service

2 Months Ahead

- Send invitations
- Order the cake
- Complete Notice of Intention to Marry
- Booking beauty requirements (hair, nails, make-up etc)
- Book accommodation or transport required for guests
- Discuss and plan you photos with your Photographer/Videographer
- Finalise lingerie

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4 Weeks Ahead

- Check and confirm all bookings and arrangements
- Buy wedding rings
- Organise gifts for attendants
- Ensure all official wedding documentation is in order
- Plan seating arrangements for Ceremony and Reception
- Start paperwork if you are planning to change your name
- Talk to speakers about speech content
- Schedule rehearsals and notify those involved

2 Weeks Ahead

- Trial your hair and make-up
- Notify papers for wedding notices
- Check and confirm honeymoon bookings
- Pick up rings
- Arrange final fitting and delivery of all clothes
- Hold rehearsal/confirm venue booking

7 Days Ahead

- Pack for Honeymoon
- Try on your dress
- Organise someone to return hire clothes and/or equipment
- Confirm wedding transport

1 Day Before

- Lay out everything you need for the day
- Confirm delivery time for cake and flowers
- Confirm hair and make-up
- Confirm that all members of the wedding party are organised
- Enjoy your day (Relax)
- Eat Well
- Get a good night's sleep

After Honeymoon

- Make an appointment to see photographer and videographer
- Send Thank You's for Gifts

HINTS & TIPS

General

- ✓ Before you start making any appointments with suppliers, you should have a plan/vision of what you want for your Wedding. Talk between yourselves about the style, theme and format of the ceremony and reception.
- ✓ Prepare an extensive budget and consider all those little extras like spending money for your honeymoon. This can be the most stressful part of the planning process.
- ✓ When considering a Wedding Supplier:-
 - Ask lots of questions. You need to know what is and is not included in the package you are looking at.
 - Ask for testimonials, photos and referrals from past clients.
 - Make sure the work you look at is the work of the person who will be handling your order. Eg. the photographer assigned to your ceremony not just the company's portfolio
 - Read all contracts carefully! Make sure everything is in writing.
 - Always seek 2 to 3 quotes in writing, to compare.
 - Most importantly, make sure you feel comfortable with them and confident that they know what you want.

Reception

- ✓ Decide on the general location, budget and style you are looking for before you start.
- ✓ Call venues first and check if they can provide the main items you require in a reception venue. If they can, ask when the room will be next set up for a wedding and ask if you can have a look.
- ✓ Allocate a MC who is confident and will control the flow of speeches. Also allocate time limits to your speeches as it keeps your night on track time wise.

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Photography

- ✓ Seek referrals from family & friends who may have used a photographer for their wedding. Make sure they are experienced and specialised in weddings.
- ✓ Look at their work and check that it is their work you are looking at. Only book the photographer whose work you liked.
- ✓ Make sure you feel comfortable with the actual photographer; you will be spending a lot of time with them!
- ✓ When you have chosen your photographer, ask them how much time is needed to take the photo's you want, and then base the rest of your wedding around those times. Timing can be a big problem if it isn't planned out well.

Bridal Attire

- ✓ When choosing your dress, make sure you take at least one person who will give you an honest opinion.
- ✓ Make sure you feel comfortable in the dress; you are in it for a while and will need to move around in it fairly easily.
- ✓ Some guidelines to consider when choosing where and how you obtain your wedding dress:-
 - Hire – these days the choices are more varied and usually up to date with trends. This is the most cost effective way to obtain a dress.
 - Off the Rack – these dresses are made in bulk and are usually cheaper than designer gowns. They will come in various sizes, but usually will need to be altered.
 - Designer Gowns – these dresses are on show and are the made to fit the buyer. Great way to get a well fitting dress.
 - Couture – these gowns are designed especially for each individual bride. The fit should be perfect and the design unique, which is what you are paying for.
- ✓ If you are hiring, try to pick it up 1 to 2 days prior and try it on in the store if possible. If there are any problems they can be fixed quickly if found quickly.

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Transport

- ✓ If you are paying for transport, check that they are a licensed Limousine vehicle and are fully insured. Just in case!
- ✓ Consider the length of time you will need the transport.

Flowers

- ✓ When choosing flowers, remember that some flowers are seasonal and some don't do well in some climates. Check with your florist.
- ✓ Look at the work of the florist, their style and the detail they put into their flowers.

Cake

- ✓ The price of the cake is dependant upon the quality of the actual cake, and the quality and time taken to decorate the cake. Ask for a taste.
- ✓ Let the supplier know about the overall theme of your wedding.

Stationery

- ✓ These days it is quite common to design and print your own stationery.
- ✓ Remember to make it blend in with the overall style/theme.
- ✓ Generally you send your invitations 2 months prior to the date.
- ✓ RSVP's should be returned at least 1 month prior.

Music

- ✓ Consider what you want for the ceremony and reception (Live versus DJ)
- ✓ Go and listen to their work or ask for a demo CD.
- ✓ Make sure that they can perform the songs you want.

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Decorating

- ✓ Consider what you have available to work with. Some venues may require a lot of decorations, others may not.
- ✓ Decorations can tie the whole style or theme of the wedding together, but don't over do it.
- ✓ Ask the venue for a recommendation on theming suppliers who regularly work there.

Jewellery

- ✓ Shop around, look for quality.
- ✓ Consider a designer, who will design something unique for you and it can be less expensive than a general retail outlet.

Beauty

- ✓ If you are planning extensive photography hair and make-up is best done by professionals,. A different style of make up is used for professional photos. Have a trial a few weeks before, as a test.
- ✓ Formulate a beauty program for yourself leading up to the wedding.
- ✓ Give yourself plenty of time to get ready.
- ✓ Put together a touch up kit.

Lastly

- ✓ If all looks too daunting or stressful, hire a Wedding Co-ordinator who can design and organise a wedding that reflects your needs and personality. Sometimes the small fee is really worth it.