

Wedding Planner

18 months

- Booking your venue and registrar, particularly if you are planning a summer wedding, is a priority.
- Compile a guest list bearing in mind that approximately 20 percent of invited guests are unable to attend.
- Book reception entertainment.

12 months

- Book your photographer/videographer.
- Choose your bridesmaids, best man and ushers and get the date firmly in their diaries
- Decide on music for ceremony – Live music or CD's

10 months

- Order your wedding cake
- Make a final decision on your wedding outfits. Allow at least 6 months for a made-to-measure dress to be completed. Start looking for accessories.
- Choose wedding rings

9 months

- Choose your florist and organise bouquets and buttonholes
- Book the honeymoon. Remember that some exotic destinations require vaccinations.
- Organise your wedding gift list
- Book your wedding transport

7 months

- Re-visit the guest list and make deletions or additions

- Order invitations, order of service, place cards, thank you notes and favours.
- Check expiry dates on your passports. Remember that some countries will not allow entry if close to expiry when travelling.

6 months

- Buy gifts for attendants etc
- As soon as you have your veil, make appointments with hairdresser for style trials
- Confirm menu with caterers

5 months

- Book accommodation for your wedding night
- Supply guests with a list of local hotels or guest houses.

4 months

- Confirm everything!!
- If the stationery hasn't arrived – Chase it up.

3 months

- Send invitations
- Practice Make-up

2 months

- Try on your wedding clothes – Now is the time to sort out anything you are unhappy about
- If you have left anything to others, check that it is done
- Confirm your honeymoon booking and arrange foreign currency
- Work out your reception seating plan and discuss with the City Hall functions team
- Arrange your hen & stag nights for at least a week before the big day.

1 month

- Make a timetable of events for the day and give a copy to everyone concerned
- Make sure that one of the guests has your handbag, hair brush and make-up etc, and there is a large umbrella in the carjust in case!
- Write your speeches

1 week

- Inform City Hall/caterers of any minor changes to menu and/or numbers

3 days

- Confirm final numbers with caterers and City Hall functions team

2 days/day before

- Arrange for cake, favours and table decorations to be delivered to City Hall
- Run through final arrangements with the functions team
- If CD's are to be used, confirm order of songs with the functions team

The Big Day

- Relax and enjoy yourselves!