

Wedding



PLANNING

Checklist





WEDDING PLANNING Checklist

FIRST THINGS FIRST

Just engaged? Starting to envision your wedding? Wondering about all the things you'll need to do and when? Here at La Mon Hotel & Country Club, we've compiled every single to-do into one simple wedding timeline, so you'll know exactly what to do, when!

WHEN TO START PLANNING

Planning your perfect wedding day can be both fun and exciting, but it's easy to get overwhelmed with all the different options out there. Knowing where to start can actually be quite a big challenge.

The size and style of the wedding will determine when you need to start planning. For this particular checklist we will be using 12 months before to start planning.



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CHOOSING YOUR VENUE

THINGS TO CONSIDER...

Guests

The number of guests at the ceremony and reception will determine what size of venue is needed.

Package Deals

Hotels that cater for lots of weddings usually offer good packages making budgeting a lot easier

Trust

A respected venue with a great reputation means you can be confident you are in good hands.

Accommodation

Is it available on site for guests? How many rooms?

Recommendations

Most venues can provide recommendations for trusted suppliers.



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12 MONTHS BEFORE

1 Set the Date

Visit and book your reception venue and ceremony location. You could save by booking a mid-week wedding instead of a Saturday.

2 Research

Study potential wedding services and suppliers - photographer florist, invitations, cake, decor, music, hair and make up.

3 Budget

Make it realistic without going into debt and add in a contingency just in case.

4 Guest List

Try to make it equal and keep both families happy. Have a separate list for the ceremony and reception guests.

5 Appoint Bridesmaids & Groomsmen

Choose from close friends and family who are nearby ideally and trustworthy!

6 Take out Wedding Insurance

It's not costly and could save you thousands if a supplier suddenly lets you down. It's worth it just for peace of mind!



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9 MONTHS BEFORE

- ☐ Hire Photographer & Videographer
- ☐ Book Entertainment
- ☐ Meet the Caterers
- ☐ Purchase your Wedding Dress - allow time to schedule at least three fittings
- ☐ Reserve a block of hotel rooms for out of town guests

6 MONTHS BEFORE

- ☐ Select and purchase Wedding Invitations, RSVP's & Thank You Cards
- ☐ Start planning a honeymoon
- ☐ Shop for bridesmaids dresses
- ☐ Send save the date cards
- ☐ Arrange transportation
- ☐ Start composing a timeline of events for the actual wedding day
- ☐ Schedule hair and make-up appointments



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3 MONTHS BEFORE

- ☐ Finalise menu and flowers
- ☐ Order directional signage.
- ☐ Purchase the Rings
- ☐ Organise ceremony readings and reception speeches
- ☐ Review playlist with entertainment booked
- ☐ Send out Invitations

1 MONTH BEFORE

- ☐ Create seating plan
- ☐ Purchase bridesmaids gifts
- ☐ E-mail and print directions for drivers of transport vehicles
- ☐ Finalise details for, and order mass booklets/order of ceremony
- ☐ Have final wedding dress fitting



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1 WEEK UNTIL THE BIG DAY!

- ☐ Wedding Rehearsal
- ☐ Run through Bridal Party Duties
- ☐ Confirm and attend all beauty appointments
- ☐ Finalise seating plan
- ☐ Confirm delivery and location times with the florist
- ☐ Give final numbers to venue/reception/caterer
- ☐ Reconfirm everything with suppliers one last time.

DAY BEFORE WEDDING!

- ☐ Attend Rehearsal
- ☐ Ensure Best Man has Rings
- ☐ Confirm Wedding Transportation
- ☐ Confirm all duties required with the wedding party
- ☐ Get an early night and relax



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AFTER THE WEDDING

- ☐ Ensure Thank You Cards for any gifts or donations are sent out no later than 3 months after your wedding date
- ☐ Ensure the venue is aware of any table decorations or chair covers that have been hired for the wedding from florists and are stored safely for collection to ensure any refundable deposits are returned.
- ☐ Clean your wedding dress
- ☐ Order wedding photographs
- ☐ Enjoy married life!

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