

Wedding Planner

bride.....

groom.....

engagement date.....

wedding date.....



Your Wedding Planner

Congratulations on your engagement!

contents

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. Our intention is not to show you how it's done. We'd rather you use our suggestions as starting points – after all, there are as many ways to get married as there are people to marry!

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



Photo by Rachel Callander
www.callandergirl.co.nz

The Essentials

- 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

Your Wedding Planner

Planning a wedding can be a real test of your organisational skills. This is a general list covering all the major things you may need to do in the lead-up to your wedding. It will give you an overview of the planning decisions you'll need to make, and will also be a useful ongoing reference tool. Make sure you tick off tasks as you complete them – this will give you a sense of satisfaction and make you realise that you are making progress, even though it may not always feel like it!

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

to-do checklist

Your Wedding Planner

This guide will help you keep everything under control and running smoothly. It allows an average of six to 12 months' preparation, and is based on a traditional style wedding and conditions in the larger centres. If you plan to get married in a shorter time or have a different style of wedding, don't worry, the planning and order will remain much the same. Delete any items that don't concern you and insert any extra items, then just tick off your achievements as you go.

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).....

Notes.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

cont...

countdown

when it all starts



Your Wedding Planner

3 weeks

Monday.....

.....

.....

Tuesday.....

.....

.....

Wednesday.....

.....

.....

Thursday.....

.....

.....

Friday.....

.....

.....

Saturday.....

.....

.....

Sunday.....

.....

.....

Notes.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

countdown

three weeks to go

Your Wedding Planner

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.....

.....

Tuesday.....

.....

Wednesday.....

.....

Thursday.....

.....

Friday.....

.....

Saturday.....

.....

Sunday.....

.....

Notes.....

.....

countdown

two weeks to go

BRIDE
& GROOM

cont...

www.brideandgroom.co.nz

Your Wedding Planner

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.....

.....

.....

Notes.....

.....

.....

.....

.....

.....

.....

.....

countdown

one week to go



Your Wedding Planner

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

Your Wedding Planner

Like any large event, your wedding needs a schedule to run smoothly. The time of your ceremony will dictate the rest of the schedule. Use the spaces provided in our handy chart, which is based on a mid-afternoon ceremony, to help plan your own wedding day.

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		Your times
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		Your times
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.	

cont...

Notes.

the day after

BRIDE
& GROOM

Your Wedding Planner

questions to ask

church officiant

Do we have to be a member of this church? Yes ☐ No ☐

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 far in advance do we need to make a booking?

How many people can the church hold?

Are we allowed to take photos and video the ceremony? Yes ☐ No ☐

Are there restrictions regarding flowers, candles and other decorations? Yes ☐ 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 ☐

To what extent can we personalise the content of the ceremony?

Are there music restrictions? Yes ☐ No ☐

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?

Is there another wedding booked on the day of our planned ceremony? What time? Yes ☐ No ☐

Other questions

.....

.....

.....

.....

celebrant

Do you have ideas and ceremony suggestions to assist us in our preparation? Yes ☐ No ☐

Do you have a list of references? Yes ☐ No ☐

What would you say is your delivery style e.g. laid-back or formal?

What will you wear to our ceremony?

How many meetings do we need to plan and prepare our ceremony?

How long before the wedding do you arrive?

Do you offer a rehearsal at the ceremony location? Yes ☐ No ☐

Do you have other commitments on the day of our wedding? (e.g. another wedding) Yes ☐ No ☐

Other questions

.....

.....

.....

.....

Your Wedding Planner

wedding planner

How long have you been in the business?

How many weddings have you planned?

Can we see some photos of weddings you have coordinated?

Do you have references we can contact? Yes ☐ No ☐

What is your style and approach?

How many weddings do you usually attend on one weekend? In a month?

Are you available on our wedding date? Yes ☐ No ☐

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?

Do you have lists of recommended suppliers?

Other questions

questions to ask

Your Wedding Planner

questions to ask

cake maker

What is your experience with baking wedding cakes?.....

.....

Do you have a portfolio we can view? Yes ☐ No ☐

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

What are your wedding cake specialties?.....

.....

What flavours and fillings are available?

.....

Can you create a custom-made cake? Yes ☐ No ☐

Can you provide samples of cakes to taste? Yes ☐ No ☐

If we would like to decorate our cake with fresh flowers, will you liaise with our florist, or will we be in charge of organising the flowers?.....

.....

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.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Your Wedding Planner

questions to ask

gown

How far in advance should I book my gown?

How much is the deposit and when is it due?

Do you charge to try on different dresses? And is this cost refundable when I book?

Do you stock/can you make outfits for the entire bridal party? Yes ☐ No ☐

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?

If the gown needs adjusting, will you tailor it yourself or can you recommend anyone? What do you charge?

How long before the wedding can I expect my gown to arrive?

What is your refund policy?

What are your payment and cancellation policies?

Other questions

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Your Wedding Planner

questions to ask

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

Your Wedding Planner

questions to ask

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

Your Wedding Planner

questions to ask

caterer

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 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

Your Wedding Planner

questions to ask

reception venue

How many years have you been in business and how many weddings have you hosted?

What is the capacity of the venue?

Do you have all the necessary licences and permits? Yes ☐ No ☐

Do you allow outside caterers? Is the kitchen fully equipped? Yes ☐ No ☐

Is there a dance floor and how many people can it hold?

Is there a sufficient power supply? Yes ☐ No ☐

What equipment do you provide (e.g. tables, linen)?

Do you have an example seating plan/layout and can you provide us with one?

Is there a PA system available for speeches? Yes ☐ No ☐

Do you offer a decoration service or, if not, when can we have access to the venue?

How much parking do you have?

Is there disabled access? Yes ☐ No ☐

Can we put a marquee up on the grounds? Yes ☐ No ☐

Do you have a specific closing time? Yes ☐ No ☐

Is a deposit required? When and how much?

What are your refund and cancellation terms?

If at a hotel:

Do the bride and groom receive a complimentary suite? Yes ☐ No ☐

Are discounts available for guests booking their accommodation with you? Yes ☐ No ☐

Other questions

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Your Wedding Planner

questions to ask

marquee

Is it possible to erect a marquee at our chosen location? Yes ☐ No ☐

Are you available to do an on-site estimate? Yes ☐ No ☐

What sizes are available? What is their capacity?

How far in advance must I make the booking?.....

What colour marquee 'skins', lining and flooring options are available?

What condition are the marquee 'skins' in?

Are tables and chairs included in the price? Yes ☐ No ☐

Is there a sufficient power supply? If not, can you hire a generator? Yes ☐ No ☐

Do you provide interior and exterior lighting? Heating? Yes ☐ No ☐

How easy is it to incorporate our own theme and decorations?.....

Can walkways be covered? Yes ☐ No ☐

Can you arrange for portable toilets if necessary? Yes ☐ No ☐

Will you set up and dismantle the marquee? Yes ☐ No ☐

How long before the wedding will the marquee be set up? And when will it be dismantled?

Is this included in the cost?.....

Will someone be on call in case of emergencies? Yes ☐ No ☐

How long can we have the marquee?

Other questions.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Your Wedding Planner

questions to ask

stationery

What is your experience with wedding invitations?.....

.....

May we see samples of your work? Yes ☐ No ☐.....

.....

How far in advance should we make the booking?.....

Do you have a catalogue to choose from? And wording samples? Yes ☐ No ☐.....

Do you have a price list? Yes ☐ No ☐.....

May we see samples of the materials we can choose from? Yes ☐ No ☐.....

.....

Will you work from our design? Yes ☐ No ☐.....

.....

What are the different types of printing processes you use?

How long will it take for you to complete the invitations?

Do we get to proof them before they go to print? Yes ☐ No ☐.....

Do you stuff and seal the envelopes? Yes ☐ No ☐

If so, is there an additional charge for this? Yes ☐ No ☐.....

How much notice do you need before we place an order?

Will you redo mistakes free of charge? Yes ☐ No ☐.....

Other questions.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Your Wedding Planner

questions to ask

photographer

Will you personally be taking the photographs at our wedding? Yes ☐ No ☐

How many years experience have you had? How many weddings have you photographed?

Have you had any formal training? Yes ☐ No ☐

Can we see your portfolio? Yes ☐ No ☐

Do you work with digital or film?

How far in advance should we book?

Do you have another job on the day of our wedding? Yes ☐ No ☐

What are your criteria for choosing what you photograph at a wedding?

Are we able to give you a list of the photographs we would like?

Are you available before and after the ceremony, at my home and at the reception? Yes ☐ No ☐

Have you previously worked at our ceremony and reception site? Yes ☐ No ☐

Do you have a list of different locations that may be suitable for our wedding photos? Yes ☐ No ☐

How do you charge: a flat fee or by the hour?

Will you stay longer if required? If so, what are the rates for overtime? Yes ☐ No ☐

Do you have back-up equipment if something goes wrong? Yes ☐ No ☐

Will there also be an assistant? Yes ☐ No ☐

Are there any extra costs (e.g. travel)? Yes ☐ No ☐

Do you have package deals? If so, what is included in these? (e.g. albums) Yes ☐ No ☐

What is your payment and cancellation policy?

Do you offer any type of guarantee? Yes ☐ No ☐

On average, how long does it take for the proofs of the pictures to be ready?

Once we have ordered the photos, how long will it take before we receive them?

What are your policies regarding negatives and/or providing a CD of the images?

What will you wear to our wedding?

Other questions

Your Wedding Planner

questions to ask

transport

What are the different types of transportation you provide?

.....

Do you charge by time or distance? Is there a minimum charge?.....

How far in advance must we make the booking?.....

May we decorate the vehicle if required or will you do that? Yes ☐ No ☐.....

What will the driver be wearing?.....

Can we come and inspect the vehicles before the wedding? Yes ☐ No ☐.....

How many passengers can each vehicle hold?.....

What is the contingency plan should the vehicle become unavailable or break down?.....

.....

How long are you available for? What if we are running late – how flexible are you?.....

May we supply our own beverages or do you supply them? Are beverages included in the cost?

.....

Do you have special offers or package deals? Yes ☐ No ☐.....

When is the deposit and full payment due?.....

What is your refund and cancellation policy?

Other questions.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

questions to ask

www.brideandgroom.co.nz

Your Wedding Planner

Use the following list as a reference point to begin planning and discussing your budget. You might like to get quotes first to give you an idea of how little and how much you can spend. Once you have an estimated total budget and allocated amounts to the different aspects of your wedding, use this list to help keep track of your expenses and stick to your budget.

expenses

	budget \$	quote \$	actual \$	deposit \$	balance \$
wedding rings					
Bride					
Groom					
Engraving					
Other					
ceremony					
Venue fee					
Officiant's fee					
Decorations					
Marriage licence					
Confetti					
Musician/s					
Other					
reception					
Venue hire					
Hire of furniture/equipment/marquee					
Food					
Drinks/bar					
Staff					
Entertainment					
Decorations					
Favours					
Cake					
Other					
stationery					
Invitations/envelopes and postage					
Order of service					
Menu cards					
Guest book					
Invitation reply cards					
Keepsake album					
Place name cards					
Thank-you cards and postage					
Other					

Your Wedding Planner

expenses

	budget \$	quote \$	actual \$	deposit \$	balance \$
photography/video					
Photography					
Prints and frames					
Wedding album/s					
DVD movie					
Extras e.g. photo/video booth					
Props e.g. parasols or fans					
Other					
flowers					
Bride:					
Bouquet					
Other					
Bridesmaid/s:					
Bouquet/s					
Other					
Flowergirl/s:					
Basket/posy					
Other					
Grooms/Groomsmen:					
Buttonholes					
Mother of the bride/groom:					
Corsages					
Reception:					
Table centrepieces					
Ceremony:					
transport					
To ceremony					
To photo location					
To reception					
Leaving reception					
Guests					
Other					
wedding planner					

Your Wedding Planner

expenses

	budget \$	quote \$	actual \$	deposit \$	balance \$
fashion					
Bride:					
Wedding gown					
Veil/fascinator/hair accessories					
Shoes					
Accessories/jewellery					
Lingerie					
Drycleaning and storage (after wedding)					
Other					
Groom:					
Suit					
Shoes					
Accessories					
Other					
Bridesmaid/s:					
Dress/es					
Accessories					
Other					
Flowergirl/s:					
Dress/es					
Accessories					
Pageboy/s:					
Outfit/s					
Accessories					
Groomsmen:					
Suit/s					
Accessories					
Other					
hair and beauty					
Bride:					
Beauty treatments					
Hair					
Makeup					
Fragrance/s					
Spray tan					
Nails					
Other					
Bridesmaid/s:					
Hair					
Makeup					
Other					

Your Wedding Planner

expenses

	budget \$	quote \$	actual \$	deposit \$	balance \$
thank-you gifts					
Bride					
Groom					
Maid of honour					
Bridesmaid/s					
Flowergirl/s					
Bestman					
Groomsmen					
Pageboy/s					
Parents					
Other					
honeymoon					
First night					
Transport					
Accommodation					
Travel insurance					
Activities					
Spending money					
Passport/visas					
Vaccinations					
Other					
miscellaneous					
Engagement party					
total wedding costs					
Wedding rings					
Ceremony					
Reception					
Stationery					
Photography/videography					
Flowers					
Transport					
Wedding planner					
Fashion					
Hair and beauty					
Gifts					
Honeymoon					
Miscellaneous					
TOTAL					

Your Wedding Planner

You've said 'I do', cut the cake and had your first dance – it's now time to relax, enjoy a wonderful honeymoon and begin married life. But don't forget that after the wedding there will still be a few things to do and loose ends to tie up:

- ☐ If you aren't immediately leaving for your honeymoon, pre-arrange a day-after event to spend some extra time with your guests.
- ☐ Delegate the return of all rental items, such as hired suits, table settings and chairs, to members of the wedding party.
- ☐ Ask a trusted family member or friend to arrange for your gown to be professionally dry-cleaned while you're away on honeymoon.
- ☐ If you'd like to preserve your bouquet, ask a friend or relative to follow up arrangements with your florist on your behalf.
- ☐ Freeze any left-over wedding cake. If you're sending slices to those who couldn't attend the wedding, do this as soon as possible.
- ☐ Settle any outstanding accounts with suppliers.
- ☐ Open your gifts and return or exchange any faulty ones.
- ☐ Write and send thank-you notes to guests who have given gifts or contributed their time or skills.
- ☐ Re-assess your insurance policies, bank accounts and wills.
- ☐ If you're changing your name, update all applicable records.
- ☐ Make an appointment with your photographer to view your photos and choose a selection for your wedding album.
- ☐ Set up a time with your videographer to view and pay for the wedding video.
- ☐ You might like to make a scrapbook or memento box for all your wedding keepsakes.

after the wedding

name-change checklist

If you change your surname, you'll need to update the following:

Passport (change after the honeymoon so the name on your passport matches your air tickets)	Utility providers – phone, power, gas, internet, water, rates etc.
Driver's licence	Subscriptions and memberships – gym, sports clubs, magazines
Electoral role	Consumer fidelity programmes – FlyBuys, frequent flyer points etc.
Bank accounts, credit cards, mortgage agreements, retirement plan	Health providers – doctor, dentist, optometrist
Insurance policies	Community Services and WINZ
Legal documents – wills, trusts, contracts, loans etc.	Educational institutions
Employer, accountant and lawyer records	Email address and social networking sites – Facebook, Myspace, Bebo, Twitter
IRD and GST records	

Your Wedding Planner

honeymoon

Your honeymoon is the romantic trip of a lifetime and a great way to unwind after the big day. When you are busy planning a wedding, the honeymoon is possibly the last thing on your mind. However, it needn't be stressful if you work through this checklist to ensure nothing is forgotten.

- ☐ Set a budget
- ☐ Decide on the length of the holiday.....
- ☐ Discuss the type of holiday you would like: relaxed, adventurous etc
- ☐ Think about possible destinations.....
- ☐ Decide on the accommodation grade and type.....
- ☐ Decide on your preferred means of transport to the destination e.g. plane, cruise ship, train, car
- ☐ Consult with a travel agent or holiday company – ask about discounts, upgrades or special packages available to honeymooners.....
- ☐ Organise wedding-night accommodation if necessary
- ☐ Arrange any necessary visas and visit your GP to have any required vaccinations
- ☐ Organise foreign currency
- ☐ Refill prescriptions for regularly taken medication and contraceptives, plus pack a small first-aid kit.....
- ☐ Double check the number of bags and maximum luggage weight allowed on your flight

Keep a note of the following and give a copy to a family member or close friend in case of emergency:

- ☐ Destinations
- ☐ Accommodation address and contact details
- ☐ Your travel agent's contact details
- ☐ Cost of deposit, total cost and a note of the date they were paid
- ☐ Your transport date, day, check-in time and day and time of arrival
- ☐ Transfers to and from both airports or any other transport terminals
- ☐ Details of your rental company and vehicle

top tips

- ♥ Remember to make copies of all legal documents and leave a copy with a friend or relative. Give the other to your spouse to keep separate from the originals.
- ♥ In case your luggage is delayed or misplaced, pack an emergency kit in your hand luggage, including toothbrush, change of underwear and clothes and any medication.
- ♥ Make appropriate arrangements for any pets and children.
- ♥ Arrange for a friend or neighbour to retrieve mail from your letterbox, check on your house and water your garden and houseplants.
- ♥ Check out the global roaming possibilities with your mobile phone service provider.
- ♥ Do some research on review/forum websites like www.tripadvisor.com to take advantage of other people's holiday recommendations.
- ♥ Pack an extra bag or take an expandable suitcase for souvenirs and mementos.
- ♥ Have a few days at home before leaving for your honeymoon and after returning so you are not rushing.

When packing don't forget:

- ☐ Passports and visas
- ☐ Marriage certificate (sometimes needed for honeymoon rates at hotels etc.)
- ☐ Any tickets and vouchers
- ☐ Foreign currency
- ☐ Vaccination certificates
- ☐ Travel insurance policy
- ☐ Itinerary
- ☐ Credit/travel cards
- ☐ Driver's licences and vehicle documents
- ☐ Maps and guidebooks
- ☐ Sunscreen, after-sun lotion and sunglasses
- ☐ First-aid kit and insect repellent
- ☐ Medication
- ☐ Contraception
- ☐ Salt tablets
- ☐ Water purifying tablets
- ☐ Travel-sized toiletries and cosmetics
- ☐ Clothes and accessories suitable to the climate and style of your holiday
- ☐ Swimwear & beach towel
- ☐ Camera and video camera plus chargers and memory cards
- ☐ Hairdryer and bathrobe (if not supplied by hotel)
- ☐ MP3 player/iPod

Your Wedding Planner

chief bridesmaid/maid of honour

Chief Bridesmaid's name

Address

Home phone Mobile

Email

bridesmaids

Bridesmaid's name

Address

Home phone Mobile

Email

Bridesmaid's name

Address

Home phone Mobile

Email

Bridesmaid's name

Address

Home phone Mobile

Email

Bridesmaid's name

Address

Home phone Mobile

Email

bestman

Bestman's name

Address

Home phone Mobile

Email

groomsmen

Groomsman's name

Address

Home phone Mobile

Email

Groomsman's name

Address

Home phone Mobile

Email

Groomsman's name

Address

Home phone Mobile

Email

Groomsman's name

Address

Home phone Mobile

Email

flowergirls

Flowergirl's name

Parents' names

Address

Home phone Mobile

Email

Flowergirl's name

Parents' names

Address

Home phone Mobile

Email

pageboys

Pageboy's name

Parents' names

Address

Home phone Mobile

Email

Pageboy's name

Parents' names

Address

Home phone Mobile

Email

ushers

Usher's name

Address

Home phone Mobile

Email

Usher's name

Address

Home phone Mobile

Email

other

Name

Address

Home phone Mobile

Email

Name

Address

Home phone Mobile

Email

Name

Address

Home phone Mobile

Email

address book

bridal party



Your Wedding Planner

ceremony location

Date..... time.....
Contact.....
Venue name.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

officiant

Name.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

ceremony musicians

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important ceremony contacts.....
.....
.....

reception location

Venue name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

reception musician/dj

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important reception contacts.....
.....
.....

caterer

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

cake

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

stationery

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

florist

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

photographer

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

videographer

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

address book

contacts



Your Wedding Planner

address book

contacts

gown

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important gown contacts.....
.....
.....

suit

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

jewellery

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important jewellery contacts.....
.....
.....

hairstylist

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

makeup artist

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important beauty contacts.....
.....
.....

transport

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important transport contacts.....
.....
.....

rental hire

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

honeymoon

Destination..... date.....
Departure..... time.....
Arrival..... time.....
Travel agent.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Accommodation.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important honeymoon contacts.....
.....
.....
.....
.....
.....

Other important wedding contacts

.....
.....
.....
.....
.....
.....
.....
.....



Your Wedding Planner

guest list

Print as many copies as you need to keep track of your guest information.

name/s.....
address.....
..... postcode.....
phone..... email.....
☐ invite sent ☐ rsvp received ☐ attending ☐ NOT attending
special requests.....
gift received..... ☐ thank you note sent

name/s.....
address.....
..... postcode.....
phone..... email.....
☐ invite sent ☐ rsvp received ☐ attending ☐ NOT attending
special requests.....
gift received..... ☐ thank you note sent

name/s.....
address.....
..... postcode.....
phone..... email.....
☐ invite sent ☐ rsvp received ☐ attending ☐ NOT attending
special requests.....
gift received..... ☐ thank you note sent

name/s.....
address.....
..... postcode.....
phone..... email.....
☐ invite sent ☐ rsvp received ☐ attending ☐ NOT attending
special requests.....
gift received..... ☐ thank you note sent

name/s.....
address.....
..... postcode.....
phone..... email.....
☐ invite sent ☐ rsvp received ☐ attending ☐ NOT attending
special requests.....
gift received..... ☐ thank you note sent

stationery

stationery supplier

Balance..... *date due*.....

Type of paper (e.g. matte, glossy, transparent).....

☐ Order of service..... *price*.....

☐ Other _____ price _____

♥ Remember to proofread everything for spelling, grammar, spacing and punctuation mistakes.

.....

Your Wedding Planner

invitation wording

Whatever else you say when writing your invitations, you must include the following information:

- ♥ names of the hosts
- ♥ first name of the bride and groom (surnames are optional)
- ♥ time, date and place of the wedding ceremony (including day, month and year)
- ♥ time and place of the wedding reception
- ♥ contact details and date for guests to RSVP

formal wedding

If you're hosting a formal wedding, here are a few things to keep in mind:

- ♥ Invitations should be written in the third person.
- ♥ Dates and times should be spelt out, e.g. the eighth of January, at four o'clock.
- ♥ If it's a church ceremony, the words 'the honour of your presence' are used.
- ♥ A non-religious ceremony tends to use the words, 'the pleasure of your company'.
- ♥ The bride's name should appear before the groom's.
- ♥ The time and date should be written first, followed by the venue.

Here are a couple of formal examples to inspire you:

*Mr and Mrs Leonard Green
and
Mr and Mrs Jack Geller
Request the pleasure of your company
At the marriage of their children
Rachel Karen Green
and
Mr Ross Eustace Geller
on Saturday, the twenty first of January
two thousand and twelve
at three o'clock in the afternoon
St Patrick's Cathedral
43 Wyndham Street
Auckland*

or

*Rachel and Ross,
together with their parents,
warmly invite*

*to share in the celebration of their marriage
on Saturday, the twenty first of January
two thousand and twelve
at three o'clock in the afternoon
St Patrick's Cathedral
43 Wyndham Street
Auckland*

informal wedding

For a relaxed informal wedding you can choose whatever wording you like. Invitations are written in the first person and titles and surnames are often omitted. The tone tends to reflect that of a letter to a close friend.

Here are a couple of informal examples to inspire you:

*Together with our families
Rachel Green
And
Ross Geller
Would like to invite*

*To our wedding
On Saturday, 21 January 2012 at 3pm
St Patrick's Cathedral
43 Wyndham Street
Auckland*

or

*Rachel and Ross
Are tying the knot
We would love you to come and join the celebration
On Saturday, 21 January 2012 at 3pm
St Patrick's Cathedral
43 Wyndham Street
Auckland*

Your Wedding Planner

Gift list

Gift lists have certainly moved with the times and now, as well as the traditional registry at a homeware store, popular options include honeymoon registries, wishing wells, experience vouchers, a special bank account and charity donations. Choose something that suits you as a couple. If you do decide to register at your favourite store, here is a comprehensive checklist of items that you may want or need to begin your newly married life!

bath items	table linen
Bath towels	Place mats
Bath sheets	Table cloths
Hand towels	Napkins
Face cloths	Napkin rings
Guest towels	
Bath mats	
Shower curtain	
Soaps	bed linen
Accessories	Blankets
Bathroom scales	Duvet
Beach towels	Duvet cover
	Electric blanket
	Pillows
	Pillow cases
china	Sheet set
Dinner set (formal)	Flat sheets
Dinner set (informal)	Wool underlay
Cereal bowls	Quilt
Pasta bowls	Valance
Soup bowls	Throw pillows/cases
Soup tureen	Curtains
Butter dish	
Tea/coffee service	
Teapot	
Teacups/saucers	cutlery
Coffee pot	Cutlery set (formal)
Coffee cups/saucers	Cutlery set (informal)
Mugs	Butter knives
Espresso cups/saucers	Steak knives
Sugar bowl	Serving spoons/ladles
Oven to tableware	Tea/coffee spoons
Vegetable dishes	Sugar spoon
Serving bowls	Cake knife
Serving platters	Cake forks
Salad bowls	Cake slice
Fruit bowls	Pastry forks
	Bread knife
	Cheese knife
	Chef's knife

Your Wedding Planner

Gift list

cutlery cont...

Carving knife
Carving fork
Knife sharpener

glassware

White wine glasses
Red wine glasses
Champagne flutes
Liqueur glasses
Brandy glasses
Sherry glasses
Martini glasses
Hiball glasses
Tumblers
Beer mugs
Beer pilsners
Shot glasses
Decanter
Ice bucket
Water jug
Water glasses

laundry

Washing machine
Tumbledryer
Iron
Ironing board
Washing basket
Washing line
Clothes horse

cookware

Saucepan set
Frying pan
Wok
Baking tins
Roasting dish/rack
Steamer

Casserole set
Deep fryer
Flan dish
Fondue set
Soup pot
Pizza stone
Omelette/crêpe pan
Soufflé dish
Stock pot
Sauté pan
Cake tins

kitchen appliances

Blender
Bread maker
Coffee grinder
Electric carving knife
Electric kettle
Sandwich press
Electric frying pan
Rice cooker
Toaster
Filter coffee maker
Espresso machine
Fridge/freezer
Microwave
Yoghurt maker
Food processor
Juicer
Pasta maker
Waffle iron
Liquidiser
Mixer/attachments
Pressure cooker
Milkshake maker

kitchenware

Bread bin
Bread board
Cheese board

Your Wedding Planner

Gift list

kitchenware cont...

Chopping boards
Garlic press
Can opener
Kitchen scissors
Kitchen tool set
Serving spoons/ladles
Kitchen scales
Measuring cups/spoons
Mixing bowls
Tea towels
Oven mitts
Apron
Vegetable rack
Storage tins/jars
Salt and pepper shakers
Rubbish bin
Rolling pin
Salad spinner
Spice rack

garden

Barbecue
Chilly bin/cooler bag
Garden fork
Rake
Lawn mower
Garden furniture
Garden hose
Spade
Hand tools
Plant pots
Power drill
Power saw
Pruning shears
Step ladder
Garden sculptures

house appliances

Vacuum cleaner
Fan
Alarm clock/radio
Bedside lamps
Dehumidifier
DVD/Blu-ray player
Television
Stereo system/iPod docking station
Personal computer
Playstation/Xbox/Wii
Sewing machine
Video camera
Digital camera
Heater

general household items

Clock
Cushions
Throw rugs
Coffee table
Luggage
Photo album
Photo frames
Picnic set
Vases
Wine rack
CD rack
Floor rugs
Candlesticks

contact

Person responsible for gift list.....
 Phone.....
 Shop name.....
 Contact.....
 Address.....
 Phone.....
 Email.....
 Website.....

Your Wedding Planner

bride's attire

Whether you decide to have a dress made, buy from off the rack or hire, these suggestions will help you organise your bridal gown. When choosing your dress, select a style that accentuates your good points and flatters your figure. Try on a variety of styles, as you may be surprised at what suits you best.

bride's gown

Gown purchased from/made by.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 TOTAL PRICE.....
 Deposit..... date due.....
 Balance..... date due.....
 To be collected by.....
 Collection date.....

style

Description.....
 Pattern number..... Colour.....
 Fabric.....
 Lining..... Neckline.....
 Bodice..... Waistline.....
 Sleeves..... Length.....
 Embroidery required.....

measurements

Size..... Waist.....
 Bust..... Hips.....
 Sleeve length..... Skirt length.....
 Inches above ground.....

hire details

Hire company name.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 Hired items.....
 TOTAL PRICE.....
 Deposit..... date due.....
 Balance..... date due.....
 To be collected by.....
 Collection date.....
 Return date.....
 To be returned by.....

ittings

Fitting dates.....
 Alteration dates.....

hair accessories

Veil.....
 From..... price.....
 Colour..... Style.....
 Fabric.....
 Embroidery.....
 Beading.....
 Length.....
 Tiara.....
 From..... price.....
 Flowers.....
 From..... price.....
 Other.....
 From..... price.....
 Person to fit (e.g. hairstylist, bridesmaid).....

accessories

Shoes.....
 From..... price.....
 Lingerie.....
 From..... price.....
 Jewellery.....
 From..... price.....
 Hosiery.....
 From..... price.....

something...

Old.....
 New.....
 Borrowed.....
 Blue.....

top tips

- ♥ Ensure you can hook up your train if you plan to do lots of dancing at the reception.
- ♥ Take the time of year into consideration when choosing your fabric.
- ♥ When looking for your gown, ask someone whose opinion you trust to accompany you.



groom's attire

groom's attire

To be returned by

it well in advance.

groomsmen's attire

groomsmen's attire

To be returned by.....

From..... price.....

Trouser length.....

bridesmaids' attire

bridesmaid's dress

Collection *date*.....

Embroidery required.....

Inches above ground.....

To be returned by.....

Other.....

flowergirl's attire

flowergirl's dress

style

measurements

hire details

fittings

accessories

Other.....

notes

BRIDE
& GROOM

rings & jewellery

bride's wedding band

Balance..... *date due*.....

groom's wedding band

Balance..... *date due*.....

other jewellery

From..... price.....

things to consider

- ♥ The bride's engagement ring and wedding band should be made of the same metal, as harder metals can wear down softer ones.
- ♥ Having your rings engraved with your initials or wedding date is a lovely personal touch.
- ♥ Consider a vintage or custom-made design if nothing appeals to you in a retail store.
- ♥ Have the brides's engagement ring cleaned prior to your wedding.

notes

Your Wedding Planner

It's your big day and you want to be looking your very best. You might like to begin a hair and beauty regime a few months in advance of your wedding. These suggestions assume the involvement of professionals, but depending on your confidence, skill and available time there is always the do-it-yourself option.

hair

Company.....
Contact.....
Address.....

Phone..... Mobile.....

Email.....

Website.....

TOTAL PRICE.....

Bride

Hairstyle ideas.....

Initial consultation date.....

Time..... price.....

Date of trial.....

Time..... price.....

Location for the day.....

Time..... price.....

☐ Hair accessories..... price.....

☐ Flowers for hair..... price.....

☐ Colour/highlights date..... price.....

☐ Cut/trim date..... price.....

Bridesmaids

Number of bridesmaids.....

Hairstyle ideas.....

Initial consultation date.....

Time..... price.....

Date of trial.....

Time..... price.....

Location for the day.....

Time..... price.....

☐ Hair accessories..... price.....

☐ Flowers for hair..... price.....

Flowergirls

Number of flowergirls.....

Hairstyle ideas.....

☐ Hair accessories..... price.....

☐ Flowers for hair..... price.....

Groom

Hairstyle ideas.....

Consultation date.....

Time..... price.....

makeup

Company.....

Makeup artist's name.....

Address.....

Phone..... Mobile.....

Email.....

Website.....

TOTAL PRICE.....

Bride

Makeup ideas.....

Initial consultation date.....

Time..... price.....

Date of trial.....

Time..... price.....

Location for the day.....

Time..... price.....

Products (e.g. foundation, lipstick, waterproof mascara).....

Bridesmaids

Number of bridesmaids.....

Makeup ideas.....

Initial consultation date.....

Time..... price.....

Date of trial.....

Time..... price.....

Location for the day.....

Time..... price.....

Products (e.g. foundation, lipstick, waterproof mascara).....

cont...

hair & beauty

Your Wedding Planner

hair & beauty

beautician/manicurist

Bride

Company.....

Contact.....

Address.....

Phone..... Mobile.....

Email.....

Website.....

TOTAL PRICE.....

Details of treatment (e.g. facial, spa, pedicure).....

date..... time.....

price.....

Details of treatment.....

date..... time.....

price.....

Details of treatment.....

date.....

time..... price.....

Details of treatment.....

date..... time.....

price.....

Groom

Company.....

Contact.....

Address.....

Phone..... Mobile.....

Email.....

Website.....

TOTAL PRICE.....

Details of treatment (e.g. facial, spa, manicure).....

date..... time.....

price.....

Details of treatment.....

date..... time.....

price.....

Details of treatment.....

date..... time.....

price.....

Details of treatment.....

date..... time.....

price.....

other beauty treatments

Waxing.....

date..... time.....

price.....

Eyebrow & eyelash tint.....

date..... time.....

price.....

Tanning.....

date..... time.....

price.....

top tips

♥ Don't apply tanning lotion for three days prior to your wedding day as it may streak and stain your gown.

♥ Treat yourself to some good-quality skincare preparations. Regular cleansing, toning and moisturising will ensure your skin stays healthy and free from blemishes.

notes

Your Wedding Planner

the ceremony

church wedding

The ceremony is the most important part of your wedding day and is often the highlight – after all, it is when you actually become married! The following suggestions are based on a traditional Christian service. Before you meet with your officiant (minister, priest, rabbi...) to discuss the ceremony, you might like to research the wedding customs of your faith. Check with your officiant as to how personalised the service can be. Consider including special music, readings and prayers that reflect your own tastes and love for each other.

venue

Name of church.....
 Church capacity.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 Date of ceremony..... time.....
 Introductory session to the church.....
 Date..... time.....
 TOTAL PRICE.....
 Church fees.....
 Deposit..... date due.....
 Balance..... date due.....
 Marriage licence/certificate..... price.....
 Rehearsal date..... time.....
 Rehearsal dinner date..... time.....

officiant

Name.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 Fee..... date due.....

the service

☐ Vows.....
☐ Reading.....
 Reader's name.....
☐ Reading.....
 Reader's name.....
☐ Psalms.....
☐ Hymns.....
☐ Music.....
 Before the ceremony.....
 Processional music.....
 During signing of register.....
 Recessional music.....
 After the ceremony.....
☐ Organist..... price.....

☐ Choir..... price.....
☐ Musician..... price.....
☐ Singer..... price.....
☐ Other..... price.....
☐ Bell-ringer..... price.....
☐ Stereo/sound system..... price.....
☐ Order of service.....

timing

Set-up with flowers/decorations etc.....
 Organised by.....
 Arrival of usher/s.....
 Arrival of photographer/videographer.....
 Arrival of musician/s.....
 Arrival of groom.....
 Arrival of guests.....

permission

☐ Photographs.....
☐ Video.....
☐ Sound recording.....
☐ Confetti.....
☐ Candles.....
☐ Other.....

top tips

- ♥ Some churches have regulations about photography and filming so it is important to check their policies before booking your photographer and videographer.
- ♥ Make sure that the power outlets are adequate.
- ♥ Some churches may limit the number of flower arrangements for the altar and sanctuary; other locations prohibit the use of candles.
- ♥ Make sure you obtain approval to include performances and your preferred music.
- ♥ One order of service per couple should suffice, however some people prefer to take one each. Provide the officiant and bridal party with a copy well before the ceremony.

Your Wedding Planner

A civil wedding can be less formal than a religious wedding, with more opportunities to personalise the ceremony. Consider including special music or readings that reflect your unique tastes and love for each other.

venue

Location.....
Contact.....
Address.....

Phone..... Mobile.....
Email.....
Website.....

Ceremony style.....
Venue capacity.....
Other weddings on the same day.....
Exclusive use of venue.....
Date of ceremony..... time.....
Venue hire.....

TOTAL PRICE.....
Deposit..... date due.....
Balance..... date due.....
Marriage licence/certificate..... price.....
Rehearsal date..... time.....
Rehearsal dinner date..... time.....

officiant

Name.....
Address.....

Phone..... Mobile.....
Email.....
Website.....
Fee..... date due.....

the service

☐ Vows.....
☐ Witness 1.....
☐ Witness 2.....
☐ Reading.....
Reader's name.....
☐ Reading.....
Reader's name.....
☐ Songs.....
☐ Music.....

Before the ceremony.....
Processional music.....
During signing of register.....
Recessional music.....
After the ceremony.....
☐ Musician..... price.....

☐ Singer..... price.....
☐ Stereo/sound system..... price.....
☐ Other..... price.....
☐ Order of service.....

timing

Set-up with flowers/decorations etc.....
Organised by.....
Arrival of usher/s.....
Arrival of photographer/videographer.....
Arrival of musician/s.....
Arrival of groom.....
Arrival of guests.....

permission

☐ Location.....
☐ Photographs.....
☐ Video.....
☐ Sound recording.....
☐ Confetti.....
☐ Candles.....
☐ Other.....

things to consider

- ♥ One order of service per couple should suffice, however some people prefer to take one each if they are unsure of the songs. Provide the officiant and bridal party with a copy well before the ceremony.
- ♥ If you are getting married in a registry office, contact your local registry office.

the ceremony

civil wedding

ceremony plan

processional:

officiant

groom, bestman, groomsmen

mother and father of the groom

grandparents of groom and other relatives

[illegible]

officiant

bride & groom

chief bridesmaid

bestman

flowergirl

pageboy

bridesmaids

groomsmen

recessional:

officiant

bridesmaids with groomsmen

chief bridesmaid with bestman

flowergirl with pageboy

bride & groom leave the ceremony first

(on his right arm)

flowers

florist

style

bride

Style..... *price*.....

bridesmaids

Style..... *price*.....

flowergirls

Style..... *price*.....

corsages

groom

Style..... price.....

groomsmen

Style..... price.....

buttonholes

Style..... price.....

notes

cont...

flowers

☐ Other..... *price*.....

☐ Other..... price.....

Delivery *date*.....

Your Wedding Planner

Your choice of wedding-day transport will depend on the style of your wedding, the time of year, travel times and what the bride is wearing. You might like to consider organising transport for your guests as well. Ensure you provide the transportation company with arrival and departure times, addresses and directions.

transport

Hire company.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 Number of people requiring transport.....
 Number of vehicles.....
 Type/colour.....
 TOTAL PRICE.....
 Deposit..... date due.....
 Balance..... date due.....
 Cancellation fee.....

when & where

Vehicle for groom, bestman and groomsmen.....
 Pick-up time..... Drop-off time.....
 Pick-up address.....
 Drop-off address.....
 Directions.....
 Name of driver.....
Vehicle for bridesmaids, flowergirls and bride's mother.....
 Pick-up time..... Drop-off time.....
 Pick-up address.....
 Drop-off address.....
 Directions.....
 Name of driver.....
Vehicle for bride and bride's father.....
 Pick-up time..... Drop-off time.....
 Pick-up address.....
 Drop-off address.....
 Directions.....

Vehicle/s for bridal party photo session.....
 Pick-up time..... Drop-off time.....
 Pick-up address.....
 Drop-off address.....
 Directions.....
 Name of driver.....
 Refreshments (eg. champagne, water, snacks, glasses).....

Vehicle for bride, groom and attendants to reception.....
 Pick-up time..... Drop-off time.....
 Pick-up address.....
 Drop-off address.....
 Directions.....
 Name of driver.....
Vehicle for bride, groom and attendants from reception.....

Pick-up time..... Drop-off time.....
 Pick-up address.....
 Drop-off address.....
 Directions.....
 Name of driver.....

top tips

- ♥ Check whether the cars are being used for other weddings that day. If so, consider paying extra for exclusive use to ensure punctuality.
- ♥ Ask what the chauffeur will wear.
- ♥ Consider ribbons on the cars or rosettes and plumes for the horses.
- ♥ Find out whether there are overtime fees.

transport



photography

photographer

Album ready by.....

See the wedding photo list to help you decide which shots you want covered.

Transport.....

Your Wedding Planner

Your photographs will keep giving you pleasure for the rest of your life. When discussing the style and coverage you would like with your photographer, you can use this list to highlight the special moments you would like them to cover.

getting ready

- ☐ Hairdresser/makeup artist putting on bride's veil
- ☐ Detail shots of gown, flowers or accessories
- ☐ Full-length shot of bride in gown
- ☐ Bride with mother
- ☐ Bride with father
- ☐ Bride with both parents
- ☐ Bride with chief bridesmaid
- ☐ Bride with bridesmaids
- ☐ Bride with flowergirl/s and/or pageboy/s
- ☐ Bride leaving for the ceremony
- ☐ Groom getting ready with groomsmen and/or father
- ☐
- ☐
- ☐
- ☐

the ceremony

- ☐ Guests outside church/registry office/civil venue
- ☐ Ushers escorting guests to their seats
- ☐ Groom arriving
- ☐ Groom and bestman
- ☐ Groom and his parents
- ☐ Bride arriving
- ☐ Ring bearer making their entrance
- ☐ Groom and bestman at the altar
- ☐ Bride and father walking down the aisle
- ☐ Bride and groom at the altar
- ☐ Wedding party at the altar
- ☐ Wide-angle view of ceremony
- ☐ Bride and groom exchanging vows
- ☐ Exchanging rings close-up
- ☐ Signing the register group shot
- ☐ Bride and groom coming up the aisle
- ☐ Bride and groom outside venue
- ☐
- ☐
- ☐
- ☐

group shots

- ☐ Bride with her parents
- ☐ Bride with her entire immediate family
- ☐ Groom with his parents
- ☐ Groom with his entire immediate family
- ☐ Bride and groom with both sets of parents
- ☐ Bride and groom with immediate family members
- ☐ Bride and groom with whole wedding group
- ☐ Bride
- ☐ Groom
- ☐ Bride and groom
- ☐ Bride with bridesmaids
- ☐ Groom with groomsmen
- ☐ Bride and groom with wedding party
- ☐ Bride with flowergirl/s and/or pageboy/s
- ☐
- ☐
- ☐
- ☐

at the reception

- ☐ Bride and groom arriving
- ☐ Receiving-line
- ☐ Table shots
- ☐ Bride and groom making toasts
- ☐ Speeches
- ☐ Bride and groom's first dance
- ☐ Bride and father dancing
- ☐ Groom and mother dancing
- ☐ Musicians
- ☐ Cake table
- ☐ Bride and groom cutting the cake
- ☐ Bride and groom getting into the car
- ☐ Rear of car departing
- ☐
- ☐
- ☐
- ☐

wedding photo list



videography

videographer

Delivery *date*.....

☐ Leaving home

☐ Guests throwing confetti.....

- ☐ Leaving for the reception.....

Transport

☐ Bride and groom leaving.....

notes

[illegible]

weddingmoon

travel agent

Cancellation fee.....

price.....

☐ Translations of foreign documents to the resort.....

Period of residency.....

♥ Your wedding co-ordinator will be able to tell you of any additional requirements. These may include obtaining a letter from a notary public member proving your single status.

☐ Videographer *price*

Your Wedding Planner

The setting for your wedding reception is at the heart of your planning. When choosing your reception venue, you need to take several considerations into account, such as the number of guests, your budget and theme, its proximity to the ceremony venue and the time of day you wish to have your reception. Before securing a booking, you might like to dine at one or more possible venues and take note of the décor and atmosphere, standard of food and service, and value for money. Make sure you request a detailed estimate and a confirmation of your booking in writing.

venue

Venue name.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 TOTAL PRICE.....
 Venue hire..... price.....
 Deposit..... date due.....
 Balance..... date due.....
 Cancellation terms.....
 Cancellation fee.....

guests

Number of adult guests..... price per head.....
 Number of children..... price per head.....
 Total number of guests..... total price.....
 Final guest numbers..... date to confirm.....

facilities

Available rooms.....
 Capacity.....
☐ Ceremony space.....
☐ Marquee.....
☐ Display and storage areas for presents.....
☐ Public address/sound system.....
☐ Entertainment and dance area.....
☐ Bar.....
☐ Car parking.....
☐ Wheelchair and pram access.....

package includes

☐ Flowers.....
☐ Cake.....
☐ Entertainment.....
☐ Decorations.....
☐ Photographer.....

☐ Officiant.....
☐ Wedding consultant.....
☐ Other.....

tables

Seating plan to include.....
 Number of tables.....
 Number of people per table.....
 Number of people at head table.....
 Names and places of people per table.....

Layout of tables

Organised by..... date required.....

Placenames

Organised by..... date required.....

Decorations (e.g. candles, vases of flowers, centrepieces).....

Organised by..... date required.....

Head table decorations

Organised by..... date required.....

Favours

Organised by..... date required.....

helpers

Number of helpers.....
 (e.g. delivery of flowers, alcohol, decorations etc.).....

Name.....

Phone.....

Role.....

Name.....

Phone.....

Role.....

Name.....

Phone.....

Role.....

Name.....

Phone.....

Role.....

cont...

www.brideandgroom.co.nz

reception venue

Your Wedding Planner

reception venue

timing

Access for set-up.....
 Guest arrival.....
 Wedding party arrival.....
 Meal begins.....
 Speeches.....
 Cutting the cake.....
 Entertainment.....
 Bar closes.....
 Finish.....

notes

menu

☐ Guest refreshments..... *price per head*.....
☐ A la carte..... *price per head*.....
☐ Buffet..... *price per head*.....
☐ Silver service..... *price per head*.....
☐ Extras.....
..... *price per head*.....
☐ Children's menu..... *price per head*.....
☐ Special dietary requirements.....
☐ Alcohol licence.....
☐ BYO.....
☐ Corkage..... *price*.....
☐ Non-alcoholic drinks..... *price*.....
☐ Tea and coffee..... *price*.....

See catering checklist for more information.

things to consider

- ♥ Is there a minimum cost or number of guests?
- ♥ Is GST included in the total price?
- ♥ Is set-up and clearing included in the price?
- ♥ Is it fully licensed or BYO?
- ♥ Do they offer package deals including food and beverages and/or decorations?
- ♥ Are there reduced rates for weekday, Sunday or off-peak weddings?
- ♥ How flexible is the menu?
- ♥ Are you happy with their china, cutlery, glassware, tablecloths and napkins?
- ♥ Do they supply a cake stand and special knife for cutting the cake?
- ♥ Is there on-site accommodation for the guests?
- ♥ Organise someone to collect your gifts after the reception.

music & entertainment

music for ceremony

See the ceremony checklist for service music.

Cancellation fee.....

♥ Find out how much time is required for set up and dismantling.

TOTAL PRICE.....

www.brideandgroom.co.nz



Your Wedding Planner

cake

When you're choosing a cake, shop around. Ask to see pictures of finished wedding cakes and references from satisfied customers. If a traditional fruit cake is not your thing, consider choosing your favourite flavour instead or a combination of different flavours.

cake supplier

Company.....
Contact.....
Address.....

Phone..... Mobile.....

Email.....

Website.....

Delivery/to be collected by.....

Delivery date.....

Delivery address.....

TOTAL PRICE.....

Deposit..... date due.....

Balance..... date due.....

style

Flavour.....

Number of guests/slices.....

Number of tiers.....

Shape.....

Size.....

Colour and type of icing.....

Decoration.....

accessories

☐ Cake stand.....

From..... price.....

☐ Cake knife.....

From..... price.....

☐ Cake moulds.....

From..... price.....

☐ Cake tins.....

From..... price.....

☐ Decorations.....

From..... price.....

hire details

Hire company.....

Contact.....

Address.....

Phone..... Mobile.....

Email.....

Website.....

Hired items.....

price.....

Delivery/to be collected by.....

Delivery date.....

Delivery address.....

Return date.....

To be returned by.....

Deposit..... date due.....

Balance..... date due.....

homemade cake

Cake ingredients.....

Icing ingredients.....

Decoration details.....

timing

☐ Cake/s made.....

☐ Almond paste.....

☐ Icing.....

☐ Decorations.....

☐ Cake flowers to be delivered/picked up from florist by:.....

things to consider

♥ How many cake flavours do they offer?

♥ How many filling flavours do they offer?

♥ How many cake combinations?

♥ How many different cake packages?

♥ Is tasting, delivery, set-up and cake boxes included in the total price of the cake?

♥ Can they incorporate decorative elements, such as flowers, colours, bows and beading?

Your Wedding Planner

drinks

Working out how much alcohol and how many canapés to provide for your wedding day can seem daunting for the inexperienced. Here are some guidelines to help you out, but remember to consult with your caterer who will give you an estimate tailored to your wedding style. And don't forget, you know your friends best – if they are likely to drink eight beers a night or are predominantly teetotalers, adjust the quantities to suit.

drink/food type	no. of guests	quantity	notes
Champagne	100	4 cases or 48 bottles	♥ Don't forget to set aside a couple of good bottles of champagne for the bride and groom to take on honeymoon.
Still table wine	100	100 bottles ratio of white:red = 2:1	♥ Quantities vary with the length of the reception. Budget for half a bottle per person for the meal and a further half bottle for the ensuing party. ♥ The standard 750ml bottle will yield five or six glasses of wine. ♥ If you know your guests' preferences for red and white wine then base your ratio of red to white on that.
Dessert wine	100	17 x 375ml bottles	♥ Based on one small glass per guest, with six small glasses per 375ml bottle.
Beer	100	200 – 300 bottles	♥ Allow four to six beers for every male guest present. Calculation based on half the guests being male.
Punch	100	5 bottles of spirits 60 cups of juice/mixer	♥ A typical punch recipe yields 30 servings. Allow for one and a half glasses per person.
Non-alcoholic	100	50 litres	♥ Allow 500ml per person.
Canapés: pre-reception meal	100	200 – 300	♥ Only need to be bite-sized. Provide just enough to satisfy any hunger pangs but not so many as to ruin guests' appetites. Price usually between \$1.50 and \$2.50 each.
Canapés: for a cocktail reception	100	1200 – 2400 total 18 – 24 each (for a two-hour party)	♥ Based on six to eight types of canapé, with two or three of each per guest. ♥ Consult with your caterer since people's appetites and needs vary depending on time of day, style and length of reception.