

# Wedding Planner

## 12 to 18 months ahead of the wedding

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- Select your wedding date and approximate time and venue for the ceremony
- Think about colour schemes for florist's, church, reception and attire
- Decide on your wedding budget
- Select your reception venue or caterers
- Make the bookings and pay the required deposits
- Start shopping for a wedding dress and other items
- Set up an appointment time with the wedding celebrant
- Write up a tentative invitation list, for number of guests
- Finalise the bridal party
- Arrange wedding rings
- If required, plan the hiring of marquee and furniture
- Select the following
  - entertainment and musicians
  - photographer
  - florist
  - wedding transport
- Arrange your honeymoon and travel plans

## Three to four months ahead of the wedding

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- Confirm guest list and send invitations by post
- Keep a list of who is attending the wedding
- Enrol with a gift registry at your local department store
- Plan accommodation options for out of town guests
- Select and purchase bridal party's wardrobe
- Order wedding stationery: invitations, place cards, etc
- Order wedding cake
- Arrange for the hire of required garden furniture for a garden ceremony

## Six to eight weeks ahead of the wedding

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- Select attendants' gifts
- Submit Notice of Intended Marriage form
- Book make-up, hair and manicure appointments for the day of the wedding

## Four weeks ahead of the wedding

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- Draw a timeline for the wedding reception
- Organise bucks'/hens' parties
- Lock-in arrangements for rehearsals
- Final dress fittings
- Draw up a seating plan for the reception
- Meet with musicians or other entertainment select music and special events during the reception

## Two weeks ahead of the wedding

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- Have final consultation with the florist
- Re confirm the honeymoon arrangements
- Finalise guest list, numbers and seating arrangements and provide this information to your venue or caterer
- Reconfirm all details with the musicians, florist, photographer, marquee hire, car hire and any other services you will need for the wedding

## One week ahead of the wedding

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- Make sure all the speeches prepared
- Pack for the honeymoon
- Hold a rehearsal of the ceremony
- Organise post reception party for guests