

# Planning Your Special Day



## *From 12 Months*

- Select your Chief Bridesmaid, Best Man, witness and other attendants.
- Organise wedding insurance before you pay any deposits.
- Apply for marriage licence with local Registrar if planning a civil ceremony.
- Decide on the colour scheme of your wedding.
- Order your dress, attendant's outfits and accessories.
- Order the wedding cake and favours; consider serving your cake as dessert.
- Book florist and choose arrangements for bouquets, church and reception sites.
- Book your desired form of transport to and from the ceremony.
- Book a toastmaster if required.
- Book your honeymoon and apply for passports if necessary.
- Reserve marquees and rental equipments if necessary.

## *From 6-9 Months*

- Select a stationery company for invitations, order of service, menus, table plan, place cards, thank you notes, and photo albums and memorabilia boxes.
- Select and book musicians, DJ and entertainment. Make sure you have seen your chosen musicians perform, preferably live but if not, on video tape. Also start thinking about pieces of music for your ceremony, first dance etc.
- Arrange hire of suits for groom, best man, fathers and ushers.
- Select and book decorations for the reception. It is possible to transform a room to suit the location by using fabric, garlands, flowers and plants.
- Book Firework Company if required. This is a spectacular ending to the day but check regulations at your venue first.
- Order your wedding rings. This will allow time for custom designs and inscriptions.
- Book dental appointment to allow time for any work needed. Consider getting your teeth whitened and make necessary arrangements for any cosmetic surgery for that perfect wedding day smile.

## *From 2-4 Months*

- Compile wedding present list and register. If you already have a home together, consider registering with a travel agent for gift vouchers to use for your honeymoon or future dream holiday.
- Send out invitations and keep track of RSVP's, gifts and thank you notes. Don't forget a directions map and local accommodation list for out of town guests.
- Book for first night accommodation.
- Discuss details of menu with venue or caterer.
- Book organist, choir & bells with the church, discuss service with officiant and choose hymns.
- If you are writing your own vows, do so now. This is a lovely way to personalize your ceremony and you don't have to be a poet; there are a few books to offer guidance but the best way is just to say what is on your heart.
- Schedule rehearsal time and dinner.
- Buy gifts for bridal party and each other.
- Buy any special lingerie your dress requires and take to your next fitting.
- Buy shoes and start breaking them in around the house. Cover them with shoe bags to protect them.
- Go shopping for mums' outfits, your going-away outfit and honeymoon clothes.

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Make appointments with hair and beauty salons.

Apply for post-dated name change on passport, if applicable.

Select dry cleaning and gown and bouquet preservation companies and arrange for appropriate person to take in after the wedding.

Start writing your speeches. Or consider having professional speeches written for you. This need not be expensive after all everything else is provided by professionals, so why not your speeches?

## *From 4 Weeks*

Have a trial run with hair and make-up with headpiece.

Have final fitting for yourself and your attendants.

Hold hen/stag night.

Finalise details for the wedding and prepare check lists for bridesmaids, best man and ushers. There are several ways your attendants can help you with both the planning and the smooth running of the day, so let them!

Prepare seating plan.

## *2 Weeks Before*

Send out thank you notes as gifts are received.

Start course of tanning sessions or book self tan appointment as beauty salon.

Confirm final arrangements in detail with all services.

Pick up wedding rings.

Confirm time of rehearsal with wedding party.

Ask best man to take charge of returning the grooms' and ushers clothing, if hired.

## *1 Week Before*

Pick up your wedding gown.

Notify venue/caterer of final guest count.

Have facial and other beauty treatments.

Give best man envelopes for paying any remaining fees and tipping on the day.

Start gathering wedding ensemble and packing for honeymoon.

Make a detailed list of everything to be collected or delivered in the next few days and delegate as much as possible.

Plan some quality time with your family or friends so you can all share some special moments before starting this new chapter in your life.

Get plenty of beauty sleep.

## *1 Day Before*

First of all, take everything in your stride and enjoy the run up to your wonderful wedding day.

Layout wedding ensemble and pack overnight bag.

Have your manicure and pedicure today – it saves your smudging them tomorrow!

Soak in a relaxing aromatherapy bath at the end of the day, or book a massage, if you have time.

## *On The Day*

Relax, Enjoy and Remember .....