

# MY WEDDING CHECKLIST

*We have prepared this checklist for you to use in preparation for your special day. Most of all, along the way remember to enjoy every minute, have fun with your planning, be imaginative and create memories that will last a lifetime!*

## YOU ARE ENGAGED!

- ◆ Announce your engagement and place notice in newspaper
- ◆ Set the date and time
- ◆ You may like to send “Save the date” cards to provide advance notice to guests
- ◆ Purchase engagement rings and select wedding rings
- ◆ Discuss and agree on a budget
- ◆ Select bridal attendants
- ◆ **Visualise your wedding. Remember with a Marquee Pavilion wedding from Select Events you create your unique venue at your location of choice! Casual or formal, seated or cocktail. Intimate or large gathering? Theme, tropical, style, mood, colours, garden, beach, vineyard, farm – the list is endless!**
- ◆ Decide on size of guest list
- ◆ Begin searching for your wedding gown
- ◆ Begin searching for attire for bridal party

## AFTER YOU HAVE SET THE DATE...

- ◆ Select and book ceremony venue
- ◆ Select and book reception venue. If a Marquee venue, you should complete the Marquee Event checklist in order to pass on to Select Events.
- ◆ **Select wedding marquee from Select Events for reception**
- ◆ Select and book caterer
- ◆ Select and book wedding photographer and videographer
- ◆ Select and book church and minister or wedding celebrant
- ◆ Select and book caterers
- ◆ Prepare guest list
- ◆ Select a Master of Ceremonies
- ◆ Make arrangements for wedding licences
- ◆ Start thinking about honeymoon destinations
- ◆ Start thinking about wedding transport

## SIX - TWELVE MONTHS BEFORE...

- ◆ Confirm booking for wedding marquee or pavilion with Select Events.
- ◆ Begin selecting hire equipment required. Tables, chairs, chair covers and sashes, linen, crockery, cutlery & glassware, lighting, flooring etc
- ◆ Make appointments with beautician, hairdresser and manicurist including hair and makeup trials
- ◆ Select and book florist, remember to enquire about preservation of bouquet
- ◆ Select and order wedding invitations, stationery and bomboniere
- ◆ Choose and order wedding gown
- ◆ Select and purchase outfits for matron of honour, bridesmaids and flower girls
- ◆ Select and order outfits for best man, groomsmen and page boys
- ◆ Order wedding rings
- ◆ Select and book music for ceremony and reception
- ◆ Select and order wedding cake
- ◆ Select gift registry and choose gifts
- ◆ Select and book your honeymoon destination
- ◆ Organise wedding insurance
- ◆ Organise travel insurance

## TWO MONTHS BEFORE...

- ◆ Collect documentation for minister or celebrant, complete and return.
- ◆ Finalise ceremony – vows, hymns, music
- ◆ Finalise music for reception
- ◆ Finalise guest list
- ◆ Mail wedding invitations and details of gift registry
- ◆ Select and book accommodation for wedding night
- ◆ Select and order wedding cake
- ◆ Finalise gift registry list
- ◆ Collect wedding rings
- ◆ Purchase wedding outfit accessories for you and bridal party
- ◆ Select and purchase gifts for wedding party
- ◆ Schedule wedding rehearsal
- ◆ Hold pre-wedding photographic shoot

## ONE MONTH BEFORE...

- ◆ Have final fittings for entire bridal party
- ◆ Start making arrangements for name changes
- ◆ Record all RSVP's
- ◆ Prepare order of events list for wedding day
- ◆ Hold hen's night and buck's night.
- ◆ Confirm all bookings and details
- ◆ Confirm all appointments with hairdresser, beautician, makeup artist
- ◆ Ensure speeches are being prepared

## 2 -3 WEEKS BEFORE...

- ◆ Collect all wedding attire
- ◆ Complete place cards and bomboniere
- ◆ Confirm final seating numbers
- ◆ Finalise seating plan
- ◆ Attend appointments for hair and makeup trials
- ◆ Confirm honeymoon flights and accommodation.
- ◆ Arrange wedding notices for newspapers

## 1 WEEK BEFORE...

- ◆ Confirm wedding pavilion/ marquee and all hire equipment with Select Events.
- ◆ Have engagement rings professionally cleaned
- ◆ Give gifts to bridal party
- ◆ Prepare timetable for wedding day
- ◆ Pack your bags for your honeymoon
- ◆ Re-confirm final seating numbers and seating plan.
- ◆ Try on your complete wedding outfit with accessories.
- ◆ Ensure entire bridal party try on wedding outfits.
- ◆ Hold wedding rehearsal
- ◆ Plan some relaxation time
- ◆ Organise refreshments for wedding party
- ◆ Arrange for someone to take wedding dress to drycleaner, flowers to preservation specialist and return hired clothes. (After your wedding)

## 1 DAY BEFORE...

- ◆ Confirm delivery arrangements for flowers and cake
- ◆ Have a manicure and maybe a relaxation massage
- ◆ Ensure all speeches are finalised
- ◆ Have a relaxing day and ensure you have an early night and a great sleep
- ◆ Lay out entire wedding outfit ready for tomorrow!!
- ◆ Pack your bag for wedding night
- ◆ Pack final items for honeymoon

## AFTER YOUR HONEYMOON

- ◆ Send thankyou cards or notes for wedding gifts
- ◆ Finalise name changes, health insurance changes, wills and bank accounts.
- ◆ Meet with photographer to select photos for album and enlargements
- ◆ Meet with videographer to view and edit wedding DVD
- ◆ Organise for wedding dress to be dry-cleaned
- ◆ Collect flowers from after preservation
- ◆ Enjoy married life!

