

groom
engagement date
wedding date



### Concratulations on your encacement!

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.



### 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



### to-do checklist

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!

Organise your engagement party.	book a notel room for the wedding night.
Choose the date, day and time of your wedding.	Organise time off work for the wedding and honeymoon, plus a few planning days beforehand.
Discuss your budget with those who are putting money towards the event.	☐ Send invitations. Keep a spreadsheet of RSVPs
Decide on your wedding theme/style.	as they return. See guest list checklist.
Decide on the ceremony and reception venues.	Arrange the wedding rehearsal.
Compile a guest list in consultation with both families.	Re-confirm the details of all your major services the week before the wedding.
Discuss details of the ceremony with officiant (minister, priest or celebrant).	☐ Buy gifts for the attendants and your future spouse.
_	Arrange where the bridal party will dress on the day.
Choose your attendants and ushers.	Help out-of-town guests with accommodation.
Choose and book the photographer/videographer.	Notify anyone required to make a speech.
Choose and book the caterers.	_
Choose and book the musicians/DJ.	Write your vows (if you've decided to do your own).
Choose and book the flowers.	Write out place cards.
Choose and order wedding invitations and stationery.	Arrange reception seating details.
Choose and book transport to and from the ceremony and reception.	Give a list of invitees for your stag/hen's night to your maid of honour/bestman.
Choose and order wedding attire for yourselves and your attendants.	Book appointments with your makeup artist and hairstylist for a trial run and the wedding day.
_	☐ Wear in your wedding shoes.
Order your wedding bands.	☐ Make sure all legal documents (marriage licence,
Choose and order the wedding cake.	pre-nuptial agreements, passports etc.) are in order.
Apply for the marriage licence.	Organise table settings and other decorations.
☐ Select and have fittings for the wedding gown and bridesmaids' attire and accessories.	Check bestman has the rings and service sheets.
Select and have fittings for the groom and	Pack for your honeymoon.
groomsmens' suits and accessories.	Schedule some quiet time for you and your fiancé to relax before the big day.
Compile a gift list and organise a register, if applicable.	<i>8 9</i>
Decide where you want to go on honeymoon and make reservations.	

BRIDE



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:

Jate
ime
ocation/s
Overall budget
ize of guest list
Number of attendants
Officiant
Contact details of wedding planner (if applicable)
Contact details of wedding planner (if applicable)
Notes
Contact details of wedding planner (if applicable)
Notes.
Notes
Notes.
Notes
Notes

cont...





### 3-6 months

Notes.

- Choose and order the groom's clothes and accessories.
- Choose and order the groomsmen's and bridesmaids' attire and accessories.
- Choose the design of the wedding invitations and stationery and order.
- Decide on your table settings.
- Choose and book the makeup artist and hairstylist.
- Choose the style/flavour of the wedding cake and order.
- Purchase the wedding rings and organise engraving, if applicable.
- Compile a gift list and organise a register, if applicable.
- Decide on any readings/songs to include in the ceremony and invite participants.
- Discuss details of the ceremony with your officiant.
- Reserve any hire items required for the ceremony and/or reception.
- Book a hotel room for the wedding night.
- Decide where you want to go on honeymoon and make reservations.
- Organise time off work for the wedding and honeymoon, plus a few planning days beforehand.

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_	Choose 1	the song	and	arrange	lessons	tor:	vour	tirst	dance
							,		





### 2 months

- Address and send out the invitations. Keep a spreadsheet of RSVPs as they return.
- Finalise the menu, drinks and service staff with the caterer and give the number of guests expected.
- Give the florist details of the wedding colour scheme and/or theme and select the flowers.
- Check that all passports, certificates and legal documents are in order.
- Buy gifts for the attendants and your fiancé/fiancée.
- Schedule any fittings required for the bride and bridal party.
- Confirm music for the ceremony and reception.
- Arrange where the bridal party will dress on the day.
- Help out-of-town guests with accommodation requirements.
- Notify anyone required to make a speech.
- Write your vows (if you've decided to do your own).
- Give a list of invitees for your stag/hen's night to your maid of honour/bestman.

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### 1 month

- Apply for a marriage licence.
- Chase up late RSVPs and finalise guest list.
- Write out place cards for the reception.
- Arrange reception seating details.
- Have final wedding gown fitting, with shoes to be worn on the day.
- Have final fittings for the groom and all the attendants.
- Meet officiant to check all formalities are in order.
- Organise your wedding rehearsal.
- Do a trial run with your makeup artist and hairstylist.
- Finalise your vows and order of service.
- Confirm all arrangements with major service providers such as the florist, caterer, photographer, musicians etc.
- Attend your stag/hen's night.

Notes



3 weeks	
Monday	
	-
Tuesday	-
	-
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Notes	
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	RRI



### 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	
Tuesday	
Wednesday	
Thursday	
- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Friday	
Saturday	
,	
Sunday	
Notes	

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### 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	
riday	
aturday	
unday	
Notes	







### 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				
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4:00 pm				
5:00 pm				
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6:00 pm				
1				
7:00 pm				
7:00 pm				
8:00 pm				
0.00 pm				
9:00 pm				
7.00 pm				
10:00 pm				
10:00 pm				
11.00				





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.

	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	
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 vveading	
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



## COUNTOOWN | the day after

the day after	
Notes	











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 No
The year water of our weating taker 166 176
What are your fees and what do we get for our money?
what are your rees and what do we get for our money.
How many hours per week are you available to spend consulting with us?
Trow many nours per week are you available to spend consulting with us:
How often do you provide updates?
Trow often do you provide apaates:
Do you have lists of recommended suppliers?
Other questions
One questions





### cake maker What is your experience with baking wedding cakes?..... Do you have a portfolio we can view? Yes No 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 No Can you provide samples of cakes to taste? Yes No 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 No No Do you provide a cake stand and knife? Yes No No What is the payment policy? Do you deliver to the venue? If so, what is the cost? Other questions





### 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 No 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?
if the gown needs adjusting, will you tailor it yourself of call 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







florist
Will you personally be the florist for our wedding? Yes No No
Do you have a portfolio of your work? Yes No No
How far in advance do we need to make a booking?
Are you familiar with the ceremony and reception venues? Yes No 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 No
What flowers are in season and are they a cheaper option?
, 1 1
What kind of containers and hire items do you offer (e.g. vases, plants, trees, candelabras)?
Other questions
Other questions







### band/DJ/musicians Have you had experience in weddings? How many have you played at? Have you received any formal training? Yes No No Do you have references? Yes No 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 No 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 No Do you offer lighting effects and a microphone for speeches? Yes No ...... Can you work in conjunction with a DJ/band? Yes No 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





### caterer

Are you a full-time caterer? Yes No No
How much experience have you had with weddings?
Have you handled events of my type and size? Yes No No
Do you specialise in a particular food or service style? Yes No 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 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 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 \( \square \) No \( \square \)
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 No
Do you have a special menu and prices for children? Yes No No
Do you provide alcohol and other beverages? If so, do you have a flexible wine list? If you don't provide beverage
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 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







### 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 No Do you allow outside caterers? Is the kitchen fully equipped? Yes No No Is there a dance floor and how many people can it hold? Is there a sufficient power supply? Yes No 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 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 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 No Are discounts available for guests booking their accommodation with you? Yes No No No Other questions

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marquee
Is it possible to erect a marquee at our chosen location? Yes No No
Are you available to do an on-site estimate? Yes No 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 \( \subseteq \text{No} \subseteq \text{No} \subseteq
Do you provide interior and exterior lighting? Yes No 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 No
Will you set up and dismantle the marquee? Yes No 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 No
Will someone be on call in case of emergencies? Yes \ No
Will someone be on call in case of emergencies? Yes No No How long can we have the marquee?
Will someone be on call in case of emergencies? Yes No No Other questions.
Will someone be on call in case of emergencies? Yes No No Other questions.
Will someone be on call in case of emergencies? Yes No No Other questions.
Will someone be on call in case of emergencies? Yes No No Other questions.
Will someone be on call in case of emergencies? Yes No No Other questions.
Will someone be on call in case of emergencies? Yes No No Other questions.
Will someone be on call in case of emergencies? Yes No No Other questions.
Will someone be on call in case of emergencies? Yes No No Other questions.
Will someone be on call in case of emergencies? Yes No No Other questions.
Will someone be on call in case of emergencies? Yes No No Other questions.





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 No
Do you have a price list? Yes No No
May we see samples of the materials we can choose from? Yes No
Will you work from our design? Yes No 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 No
Do you stuff and seal the envelopes? Yes No No
If so, is there an additional charge for this? Yes \( \sumsymbol{\substack} \text{No } \sumsymbol{\substack} \).
How much notice do you need before we place an order?
Will you redo mistakes free of charge? Yes No No
Other questions
•







photographer
Will you personally be taking the photographs at our wedding? Yes No No
How many years experience have you had? How many weddings have you photographed?
Have you had any formal training? Yes No No
Can we see your portfolio? Yes No 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 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 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 \( \square \) No \( \square \)
Do you have back-up equipment if something goes wrong? Yes No
Will there also be an assistant? Yes No No
Are there any extra costs (e.g. travel)? Yes No No
Do you have package deals? If so, what is included in these? (e.g. albums) Yes \( \scale \) No \( \scale \)
What is your payment and cancellation policy?
Do you offer any type of guarantee? Yes No 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





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 No
What will the driver be wearing?
Can we come and inspect the vehicles before the wedding? Yes No No
How many passengers can each vehicle hold?
What is the contingency plan should the vehicle become unavailable or break down?
0 71
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 No
When is the deposit and full payment due?
What is your refund and cancellation policy?
Other questions
•





gift register
What range of products and brands do you stock?
Who will our main contact be?
Will our register be available online? What about by phone, fax, and in person? Yes \( \subseteq \text{No } \subseteq
How do you keep track of purchases?
How often is the list updated?
Do you gift-wrap the presents? Yes No No
Do you provide gift register cards we can send out with our invitations? Yes No No
What is your delivery policy?
What is your return and exchange policy?
Is there a time limit for return of gifts? Yes No
How long after our wedding will the list remain open?
Can we purchase gifts that were not bought by guests at a discounted price?
Are there any other incentives? Yes No No
Other questions

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.

	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					



	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					



	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 Dedains

	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					



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.

### name-change checklist

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

<b>Passport</b> (change after the honeymoon so the
name on your passport matches your air tickets)
Driver's licence
Electoral role
Bank accounts, credit cards, mortgage agreements, retirement plan
Insurance policies
Legal documents – wills, trusts, contracts, loans etc.
Employer, accountant and lawyer records
IRD and GST records

<b>Utility providers</b> – phone, power, gas, internet, water, rates etc.
<b>Subscriptions and memberships</b> – gym, sports clubs, magazines
<b>Consumer fidelity programmes</b> – FlyBuys, frequent flyer points etc.
<b>Health providers</b> – doctor, dentist, optometrist
Community Services and WINZ
Educational institutions
Email address and social networking sites  – Facebook, Myspace, Bebo, Twitter





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 When packing Accommodation address and contact details don't forget: Your travel agent's contact details Passports and visas Cost of deposit, total cost and a note of the date they were paid Marriage certificate (sometimes needed for Your transport date, day, check-in time and day and time of arrival honeymoon rates at Transfers to and from both airports or any other transport terminals hotels etc.) Any tickets and vouchers Details of your rental company and vehicle Foreign currency Vaccination certificates Travel insurance policy Itinerary top tips Credit/travel cards Remember to make copies of all legal documents and leave a copy with a friend Driver's licences and or relative. Give the other to your spouse to keep separate from the originals. vehicle documents ■ In case your luggage is delayed or misplaced, pack an emergency kit in your Maps and guidebooks hand luggage, including toothbrush, change of underwear and clothes and Sunscreen, after-sun lotion any medication. and sunglasses First-aid kit and insect Make appropriate arrangements for any pets and children. repellent Arrange for a friend or neighbour to retreive mail from your letterbox, check Medication on your house and water your garden and houseplants. Contraception Check out the global roaming possibilities with your mobile phone service provider. Salt tablets Water purifying tablets Do some research on review/forum websites like www.tripadvisor.com to take Travel-sized toiletries and advantage of other people's holiday recommendations. cosmetics Pack an extra bag or take an expandable suitcase for souvenirs and mementos. Clothes and accessories Have a few days at home before leaving for your honeymoon and after returning suitable to the climate so you are not rushing. and style of your holiday Swimwear & beach towel

Bride & Groom magazine

Camera and video camera plus chargers and memory cards
 Hairdryer and bathrobe (if not supplied by hotel)

MP3 player/iPod

### chief bridesmaid/maid of honour Chief Bridesmaid's name Address... Home phone......Mobile..... Email bridesmaids Bridesmaid's name Address.... Home phone...... Mobile...... 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.....

Home phone......Mobile.....

Address...

Email..

Home phone.....

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	
Email	
Usher's name	
Address	
Home phone	
Email	
2,,,,,,	
other	
Name	
Address	
Home phone	
Email	
Name	
Address	
Home phone	
Email	
Name	

Address.....

Email...

Mobile.....

ceremony lo	ocation	
Date	time	
Contact		
Venue name		
Address		
Phone	Mobile	
Email		
Website		
officiant		
Name		
Address		
Phone	Mobile	
Email		
Website		
ceremony n	nusicians	
Company name		
Contact		
Address		
Phone	Mobile	
Email		
Website		
	eremony contacts	
1		
reception lo	cation	
Contact		
	Mobile	
Email		
reception m	nusician/dj	
	Mobile	
	eception contacts	
omer imperium re	1	

caterer	
Company name	
Contact	
Address	
Phone	Mobile
Email	
Website	
cake	
Company name	
_ * *	
Address	
	Mobile
Email	
stationery	
	Mobile
florist	
_ * *	
	Mobile
photographer	
	Mobile
*** • • • • • • • • • • • • • • • • • •	
videographer	
Company name	
Company name	



Contact.....

Website

.....Mobile.....

Address.....

Phone.....

Email.....

# ACCIOSS DOOK contacts

BRIDE

gown		transport	
Company name			
Contact		Contact	
Address		Address	
Phone	Mobile	Phone	Mobile
Email		Email	
	n contacts		ansport contacts
suit		rental hire	
		2 2	
Phone	Mobile	Phone	
Email		Email	
Website		Website	
jewellery		honeymoon	
-		_	date
			time
Address		-	time
	Mobile		
		O	
	llery contacts		Mobile
	ilery commens		1,10011
hairstylist			
_			Mobile
1 0			1/100114
	Mobile		oneymoon contacts
	1V10011E	1	oneymoon contacts
Wehsite			
***************************************			
makeup artist			
1 0			
			ant wedding contacts
Phone	Mobile		
Email			
Website			
Other important beau	ty contacts		
•	-		







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		·
invite sent rsvp received	attending	NOT attending
special requests		
gift received		thank you note sent
name/s		
address		
phone		
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		
invite sent rsvp received	_	
special requests		
gift received		thank you note sent





Think carefully about the style of your invite as it will set the tone for your whole wedding, giving your guests an indication of the level of formality and what to expect.

stationery suppli	er	presentation			
Company		Shells	price		
Contact		Ribbon	price		
Address			price		
			price		
Phone	Mobile		price		
Email			price		
Website			price		
Number of guests			1		
Number of invitations to or	der	top tips			
Delivery/to be collected by			nvitation per couple; children		
Delivery date			ould receive their own.		
Delivery address		Be sure to include the	ne officiant, parents, the		
TOTAL PRICE			ds, ushers and attendants on		
Deposit	date due	your list, and have a	few spares.		
Balance			dvise you of any special		
oto do			as vegetarian/gluten-free diets,		
style		· ·			
Design ideas			clude maps for the ceremony es with your invitations.		
			read everything for spelling, ad punctuation mistakes.		
Theme					
Size	price				
Border		NOIAS			
Motif					
Colour/s					
Background colour/s					
Lettering colour/s					
Typeface					
Calligraphy	-				
Embossing	-				
Type of paper (e.g. matte, g	-				
other stationery					
Numbers and price required	1				
	price				
OTUCE OF SCIVICE	pinc				





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

- 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



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



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





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
Bath towels
Bath sheets
Hand towels
Face cloths
Guest towels
Bath mats
Shower curtain
Soaps
Accessories
Bathroom scales
Beach towels
china
Dinner set (formal)
Dinner set (informal)
Cereal bowls
Pasta bowls
Soup bowls
Soup tureen
Butter dish
Tea/coffee service
Teapot
Teacups/saucers
Coffee pot
Coffee cups/saucers
Mugs
Espresso cups/saucers
Sugar bowl
Oven to tableware
Vegetable dishes
Serving bowls
Serving platters
Salad bowls
Fruit bowls

table linen
Place mats
Table cloths
Napkins
Napkin rings
bed linen
Blankets
Duvet
Duvet cover
Electric blanket
Pillows
Pillow cases
Sheet set
Flat sheets
Wool underlay
Quilt
Valance
Throw pillows/cases
Curtains
cutlery
Cutlery set (formal)
Cutlery set (informal)
Butter knives
Steak knives
Serving spoons/ladles
Tea/coffee spoons
Sugar spoon
Cake knife
Cake forks
Cake slice
Pastry forks
Bread knife
Cheese knife
Chef's knife



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	
I I.	
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

cher	nware	cont		
Choppi	ng boards			
Garlic p	oress			
Can op	ener			
Kitcher	scissors			
Kitcher	tool set			
Serving	spoons/la	dles		
Kitcher	scales			
Measur	ing cups/s	poons		
Mixing	bowls			
Tea tow	els			
Oven n	nitts			
Apron				
Vegetab	le rack			
Storage	tins/jars			
Salt and	l pepper sl	nakers		
Rubbisl	n bin			
Rolling	pin			
Salad sp	inner			
Salad sp Spice ra	oinner ck			
Salad sp Spice ra	oinner ck			
Salad sp Spice ra urder Barbecu	oinner ck			
Salad sp Spice ra urder Barbecu Chilly I	oinner ck  lee oin/cooler	bag		
Salad sp Spice ra urder Barbecu Chilly I	oinner ck  lee oin/cooler	bag		
Salad sp Spice ra rder Barbecu Chilly I Garden	oinner ck  lee oin/cooler	bag		
Salad sp Spice ra Lrder Barbecu Chilly b Garden Rake	ck  lee bin/cooler fork	bag		
Salad sp Spice ra Spice ra Barbecu Chilly b Garden Rake Lawn n Garden	ck  lee bin/cooler fork  nower furniture	bag		
Salad sp Spice ra Spice ra Barbecu Chilly b Garden Rake Lawn n Garden	ck  lee bin/cooler fork  nower furniture	bag		
Salad sp Spice ra Spice ra Barbecu Chilly b Garden Rake Lawn n Garden Garden	ck  lee bin/cooler fork  nower furniture	bag		
Salad sp Spice ra Spice ra Barbecu Chilly b Garden Rake Lawn n Garden Garden Spade	inner ck  lee bin/cooler fork  nower furniture hose	bag		
Salad sp Spice ra Spice ra Barbecu Chilly b Garden Rake Lawn n Garden Garden Spade Hand t	nee poin/cooler fork furniture hose	bag		
Salad sp Spice ra Parbect Chilly be Garden Garden Garden Garden Spade Hand to	inner ck  lee bin/cooler fork  nower furniture hose  pools	bag		
Salad sp Spice ra Spice ra Barbecu Chilly b Garden Garden Garden Spade Hand to Plant po	nee  nower furniture hose  ools ots drill	bag		
Salad sp Spice ra Spice ra Urder Barbect Chilly b Garden Rake Lawn n Garden Garden Spade Hand to Plant power of	inner ck  lee bin/cooler fork  nower furniture hose  bools bots lrill aw	bag		
Garden Rake Lawn n	nee  nee  nin/cooler  fork  nower  furniture  hose  pols  pits  lrill  aw  g shears	bag		

	vuse appliances Vacuum cleaner
	Fan
	Alarm clock/radio
	Bedside lamps
	Dehumidifer
	DVD/Blu-ray player
	Television
	Stereo system/iPod docking station
	Personal computer
	Playstation/Xbox/Wii
	Sewing machine
	Video camera
	Digital camera
	Heater
ge	eneral household items
	Clock
	Cushions
,	Throw rugs
	Coffee table
	Luggage
	Photo album
	Photo frames
	Picnic set
,	Vases
	Wine rack
	CD rack
	Floor rugs
	Candlesticks

## contact

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







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		fittings		
Gown purchased from/made by				
Contact				
	Mobile			
Email		hair access	ories	
Website		Veil		
			price	
	date due		Style	
Balance	date due			
•		•		
Collection date				
		C		
style				
Description			price	
	Colour		price	
	Neckline		price	
	Waistline		airstylist, bridesmaid)	
	Length			
Embroidery required				
		accessories		
measurement				
	Waist		price	
	Hips			
	Skirt length		price	
Inches above ground		•	,	
laina alakaila			price	
hire details				
			price	
Address				
	3.6.1.1			
_	Mobile			
		-		
		Diue		
		top tips		
			hook up your train if you plan to do	
		late of densing		
	date due		f year into consideration when	
	date due	4		
			or your gown, ask someone	
•		e	you trust to accompany you.	
		= :	I \ \	
incluiii aaie				

To be returned by

## essories ......price..... .....Style..... ..... price.....

## ories

Shoes	
From	price
Lingerie	
From	
Jewellery	
From	
Hosiery	-
From	
	1

## ing...

Old			
New			
Borrowed			
Rlue			

- u can hook up your train if you plan to do ncing at the reception.
- time of year into consideration when your fabric.
- oking for your gown, ask someone inion you trust to accompany you.





When choosing your outfit, check that the style and colours will complement those of the bridal gown and bridesmaids' dresses. The groom may wear a completely different outfit to his groomsmen or just wear different accessories. If you're hiring a suit, make sure you book it well in advance and try it on within a week of the wedding just in case last-minute alterations need to be made.

groom's attire Suit purchased/hired from		accessories Socks		
Contact				
Address			price	
Phone		17077	licable)	
Email			price	
Website			T	
TOTAL PRICE			price	
Deposit	date due		· · · · · · · · · · · · · · · · · · ·	
Balance	date due		price	
To be collected by			p, M	
Collection date			price	
Return date			,	
To be returned by			price	
			price	
style				
Description				
Colour				
Fabric		top tips		
Jacket			oortant that you feel comfortable in your attir	
From	price	•	er wearing an informal suit if it is appropriat	
Waistcoat			ryle of your wedding.	
From	_		· · · · ·	
Shirt			are hiring a suit, be sure to choose and boo n advance.	
From	•		ii advance.	
Cravat/tie		HOIES		
From	•			
Trousers				
From	price			
Shoes				
From	•			
Other				
maaauramanta				
measurements				
Size				
Chest				
Neck				
Sleeve length				
Trouser length				
fittings				
fittings				
Fitting dates				

Alteration dates..



Traditionally, the groomsmen wear matching attire and the groom may also like the groom's father and father of the bride to dress in a similar way to his attendants.

groomsmen's attire Groomsman's name Suit purchased/hired from						
				Contact		Belt
		Hat (if applicable)				
	Mobile	• •				
Email		-				
Website						
		1				
	date due	•				
*	date due	<u> </u>				
•		1				
		*				
,						
style						
		All and All and				
	price	comfortable in their artire				
	price					
	price	if it is appropriate				
	price					
	price	1 11 1				
	price					
	price	notes				
	price					
	price					
	price					
From	price					
maaauramant						
measurement						
Trouser length						
fillio or o						
fittings						
Fitting dates						
Alteration dates						





bridesmaid's dress

Whether you decide to have their dresses made or bought off the rack, these suggestions will help you organise your bridesmaids' dresses. Print out a copy of this sheet for each of your bridesmaids and fill in the details. Once completed, they can be given to the dressmaker or hire company. When choosing the bridesmaids' dresses, select a style that complements the height and figure of each bridesmaid and choose a colour that suits the colour of their hair and complexions.

TOTAL PRICE.....

Bridesmaid's name	Deposit	date due
Gown purchased from/made by	n i	date due
Contact	D	
Address	To be measured by	
Phone Mobile	tittinge	
Email	Dissis Jane	
Website		
TOTAL PRICE	Alteration dates	
Deposit		
Balance date due		
To be collected by	accessories	
Collection date	Shoes	
Conection aute	From	price
ctylo	Hosiery	
style	<i>From</i>	price
Description		
Pattern number	170111	price
Fabric	Tiali accessories	
Lining		price
Neckline	=	-
Bodice		
Waistline	notes	
Sleeves		
Length		
Embroidery required		
measurements		
Size		
Waist		
Bust		
Hips		
Sleeve length		
Skirt length		
Inches above ground		
hire details		
Hire company name		
Contact		
Address		
Phone Mobile Mobile		
Email		
Website		
Hired items		





Make sure your flowergirl feels comfortable in what she is wearing – she'll be able to enjoy the day a lot more and you'll get smiles in your photos!

flowergirl's dress	TOTAL PRICE
Flowergirl's name	Deposit date due
Gown purchased from/made by	Balance date due
Contact	Return date
Address	To be returned by
Phone Mobile	fittings
Email	Fitting dates
Website	
TOTAL PRICE	Alteration dates
Deposit date due	
Balance date due	
To be collected by	accessories
Collection date	Shoes
	From price
style	Hosiery
Description	Fromprice
Pattern number	Jewellery
Colour	Fromprice
Fabric	Hair accessories
Lining	Fromprice
Neckline	Other
Bodice	
Waistline	notes
Sleeves	
Length	
Embroidery required	
measurements	
Size	
Waist	
Chest	
Sleeve length	
Skirt length	
Inches above ground	
hire details	
Hire company name	
Contact	
Address	
Phone Mobile	
Email	
Website	
Hired items	





bride's wedding band

Your wedding bands are likely to be most meaningful pieces of jewellery you'll ever own. Take time to research the various metals, stones and settings available before you make your final choice.

Jeweller	
Contact	
Address	
Phone	. Mobile
Email	
Website	
Design	
Metal/s for ring	
Designed or readymade	
Stones	
Matching with groom's	
Engraving	
Engraving Date ordered	
Jeweller's valuation	
Insurance cover arranged	
Insurance company	
Collection <i>date</i>	
TOTAL PRICE	
Deposit	
Balance	
Balance	. date due
Balance groom's wedding	date dueband
groom's wedding Jeweller	date dueband
Balance groom's wedding Jeweller Contact	date dueband
Balance groom's wedding Jeweller Contact Address	date due
Balance  groom's wedding  Jeweller  Contact  Address	date due
Balance  groom's wedding  Jeweller  Contact  Address  Phone	band  Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email	band  Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email  Website	band  Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email  Website  Design	band  Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email  Website  Design  Metal/s for ring	date due band  Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email  Website  Design  Metal/s for ring  Designed or readymade	date due band  Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email  Website  Design  Metal/s for ring  Designed or readymade.  Stones	band  Mobile
Balance  groom's wedding  Jeweller Contact Address  Phone Email Website Design Metal/s for ring Designed or readymade Stones Matching with bride's	band  Mobile
Balance  groom's wedding  Jeweller Contact Address  Phone Email Website Design Metal/s for ring Designed or readymade Stones Matching with bride's Engraving	date due band Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email  Website  Design  Metal/s for ring  Designed or readymade  Stones  Matching with bride's  Engraving  Date ordered	date due band Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email  Website  Design  Metal/s for ring  Designed or readymade  Stones  Matching with bride's  Engraving  Date ordered  Jeweller's valuation	date due band Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email  Website  Design  Metal/s for ring  Designed or readymade  Stones  Matching with bride's  Engraving  Date ordered  Jeweller's valuation  Insurance cover arranged	date due band Mobile
Balance  groom's wedding  Jeweller Contact  Address  Phone Email  Website  Design  Metal/s for ring  Designed or readymade  Stones  Matching with bride's  Engraving  Date ordered  Jeweller's valuation  Insurance cover arranged  Insurance company	date due band Mobile
Balance  groom's wedding  Jeweller  Contact  Address  Phone  Email  Website  Design  Metal/s for ring  Designed or readymade  Stones  Matching with bride's  Engraving  Date ordered  Jeweller's valuation  Insurance cover arranged	date due band Mobile
Balance  groom's wedding  Jeweller Contact  Address  Phone Email  Website  Design  Metal/s for ring  Designed or readymade  Stones  Matching with bride's  Engraving  Date ordered  Jeweller's valuation  Insurance cover arranged  Insurance company	date due band Mobile
Balance  groom's wedding  Jeweller Contact Address  Phone Email Website Design Metal/s for ring Designed or readymade Stones Matching with bride's Engraving Date ordered Jeweller's valuation Insurance cover arranged Insurance company Collection date	date due band Mobile

## other jewellery

Bride	
Necklace	
From	. price
Bracelet	
From	. price
Earrings	
From	
Hair accessories	
From	. price
Groom	
Watch	
From	. price
Tiepin	
From	. price
Cufflinks	
From	. price
Earring/s	
From	

## 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





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		Groom
Contact		
Address		
Phone		
Email		Consultation date
Website		Time price
TOTAL PRICE		
Bride		makeup
Hairstyle ideas		Company
		Makeup artist's name
Initial consultation date		DI
Time		
Date of trial		Walasta
Time		TOTAL DDICE
Location for the day	*	Bride
Location for the day		Makeup ideas
Time		
Hair accessories	*	
Flowers for hair	price	Initial consultation date
Colour/highlights date	*	Time price price
Cut/trim date		Date of trial
	•	Timeprice
Bridesmaids		Location for the day
Number of bridesmaids		
Hairstyle ideas		Time
		roducts (e.g. foundation, inputer, waterproof mascara)
Initial consultation date		
Time		
Date of trial	*	
Time		Diracomarao
Location for the day	1	TVUITIOCI OI DIIGCSITIAIGS
		Wakeup ideas
Time		
Hair accessories	-	
Flowers for hair	-	mittai consultation date
EL	•	Date of trial
Flowergirls		
Number of flowergirls		
Hairstyle ideas		•
		Time
		Products (e.g. foundation, lipstick, waterproof mascara)
Hair accessories	price	
Flowers for hair	price	

## 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.... Details of treatment date.....time....

other beauty treatments
Waxing
datetime
price
Eyebrow & eyelash tint
datetime
price
Tanning
datetime
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

# the ceremony

## Church Wedding

venue

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.

Name of church	
Church capacity	
Contact	
Address	
Phone	Mobile
Email	
Website	
Date of ceremony	time
Introductory session to the chu	ırch
Date	time
TOTAL PRICE	
Church fees	
Deposit	date due
Balance	date due
Marriage licence/certificate	price
Rehearsal date	-
Rehearsal dinner date	
officiant	
Name	
Address	
Address	
Phone	
Phone	Mobile
Phone Email	Mobile
Phone Email Website	Mobile
Phone Email	Mobile
Phone Email Website Fee	Mobile
Phone Email Website Fee the service	Mobiledate due
Phone Email Website Fee the service Vows	date due
Phone Email Website Fee  the service Vows Reading	Mobile
Phone Email Website Fee  the service Vows Reading Reader's name	Mobile date due
Phone Email Website Fee  the service Vows Reading Reader's name Reading	Mobile
Phone Email Website Fee  the service Vows. Reading Reader's name Reader's name Reader's name	Mobile date due
Phone Email Website Fee  the service Vows Reading Reader's name Reader's name Psalms Psalms	Mobile
Phone Email Website Fee  the service Vows Reading Reader's name Reader's name Psalms Hymns Hymns	Mobile
Phone Email Website Fee  the service Vows Reading Reader's name Reader's name Psalms Psalms	Mobile
Phone Email Website Fee  the service Vows Reading Reader's name Reader's name Psalms Hymns Hymns	Mobile date due
Phone Email Website Fee  the service Vows Reading Reader's name Reader's name Psalms Hymns Music	Mobile date due
Phone Email Website Fee  the service Vows Reading Reader's name Reader's name Hymns Music Before the ceremony	Mobile date due
Phone Email Website Fee  the service Vows. Reading Reader's name Reader's name Hymns Music. Before the ceremony Processional music During signing of register.	Mobile date due
Phone Email Website Fee  the service Vows Reading Reader's name Reader's name Hymns Hymns Music Before the ceremony Processional music	Mobile date due

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

## permission

Arrival of musician/s... Arrival of groom....... Arrival of guests.....

☐ Phot	ographs	
	0	
	d recording	
	etti	
	lles	
	er	

## 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.





venue

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.

Singer..... price.....

Location		Stereo/sound system price
Contact		Other <i>price</i>
Address		Order of service
Phone		LIMING
Email		Set-up with flowers/decorations etc
Website		Organised by
Ceremony style		Arrival of usher/s
Venue capacity		Arrival of photographer/videographer
Other weddings on the same d		Arrival of musician/s
Exclusive use of venue		Arrival of groom
Date of ceremony		Arrival of guests
Venue hire		
TOTAL PRICE		permission
Deposit	date due	Location
Balance	date due	Photographs
Marriage licence/certificate	price	
Rehearsal date	time	
Rehearsal dinner date	time	
		Candles
officiant		Other
Name		_
Address		
		trinigs to consider
Phone	Mobile	One order of service per couple should suffice,
Email		however some people prefer to take one each if they are unsure of the songs. Provide the officiant and
Website		bridal party with a copy well before the ceremony.
Fee	date due	
		If you are getting married in a registry office, contact your local registry office.
the service		contact your local registry office.
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..



There is a protocol governing the order of arrival at formal weddings. The more informal and less traditional your ceremony, the more you are free to arrive and leave as you like. Below are the traditional orders of procession and recession, plus the order in which you and your wedding party stand at the altar or area where the ceremony will be performed.

## processional:

Altar/Ceremony area

officiant

groom, bestman, groomsmen

## mother and father of the bride grandparents of bride and other relatives

mother and father of the groom grandparents of groom and other relatives

guests guests guests	Latin and	guests guests guests
guests guests guests	<b>bridesmaids</b> one at a time and stand on the far left	guests guests guests
guests guests guests		guests guests guests
guests guests guests	chief bridesmaid	guests guests guests
guests guests guests	stands directly to the left of the bride	guests guests guests
guests guests guests		guests guests guests
guests guests guests	pageboy	guests guests guests
guests guests guests	stands between the bestman and groomsmen	guests guests guests
guests guests guests	flowergirl	guests guests guests
guests guests guests	stands between the chief bridesmaid and bridesmaids	guests guests guests
guests guests guests		guests guests guests
guests guests guests	the bride	guests guests guests
guests guests guests	on the right arm of whoever is giving her away bride stands to left of groom and her escort stands to the left of her	guests guests guests
guests guests guests	51 tale 3 tale to 16 1 of 2100 m and 161 650 m 3 tale to 160 tale to 161	guests guests guests
guests guests guests		guests guests guests
guests guests guests		guests guests guests

Once they have processed down the aisle, the guests will see you in the following order as you face the officiant:

officiant bride & groom

chief bridesmaid flowergirl bridesmaids

(bride's father)

bestman pageboy

groomsmen

recessional:

Altar/Ceremony area

officiant

bridesmaids with groomsmen chief bridesmaid with bestman flowergirl with pageboy bride & groom leave the ceremony first

(on his right arm)







A florist can provide you with all the floral arrangements, bouquets, corsages and buttonholes you require. It's a good idea to choose flowers that are in season. Also ask your florist about preserving your bouquet and other flowers.

florist	corsages
Company	
Contact	Colour/s
Address	
	Style
Phone Mobi	
Email	Colour/s
Website	
TOTAL PRICE	Style
Deposit	
Balance	groom
	Colour/s of buttonhole
style	Flowers to be used
Favourite flowers	Style <i>price</i>
Wedding colours	,
Floral colour scheme	groomsmen
General style (e.g. funky, simple, classi	
	Style
bride	, 1
Bouquet	buttonholes
Colour/s	Father of bride, father of groom, pageboys, ushers etc.
Flowers to be used	
Style price	Colour/s
	Flowers to be used
Bride's hair (also discuss with hairstyli	Style
Colour/s	······································
Flowers to be used	notes
Style price	
bridesmaids	
Number of bouquets	
Colour/s	
Flowers to be used	
Style price	
Bridesmaid's hair (also discuss with ha	tylist)
Number	
Colour/s	
Flowers to be used	
Style price	
flowergirls	
Number of bouquets	
Number of posies	
Number of baskets of petals	
Colour/s	
Flowers to be used	







ceremony		
Colour/s		
	ovided on the day?	
Entrance	price	
	price	
Other	<i>price</i>	
rocontion		
reception		
	price	
	price	
	price	
Other	price	
delivery		
Girls (bride, bridesmaids,	flowergirls, mothers)	
	7	
•	, fathers etc.)	
	<i>I</i>	
•		
•		
•		
	<i>I</i>	
•		
_		
	7	
•		
Delivery address		
notes		





transport

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.

Hire company	
Contact	
Address	
Phone	Mobile
Email	
Website	
Number of people requi	ring transport
Number of vehicles	
Type/colour	
TOTAL PRICE	
Deposit	date due
Balance	date due
Cancellation fee	
when & where	
Vehicle for groom, besti	man and groomsmen
Pick-up time	Drop-off time
-	
Drop-off address	
	flowergirls and bride's mother
Pick-up time	Drop-off time
	r
•	
1	
21100110110	
	ide's father
venicle for bride and br	ide o ratifer
Pick-up time	Drop-off time
=	Diop-on time
=	
Diop-on address	
Directions	
DITECTIONS	

Vehicle/s for bridal party photo session
Pick-up time
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 address.
Directions
Name of driver  Vehicle for bride, groom and attendants from reception
Pick-up time
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.





photographer

Providing lasting visual memories of your special day, your wedding photography is not something to leave to chance. Some of the best wedding photographers are booked out a year or more in advance, so get your photography organised early on in the planning process.

reception

Studio	Time of arrival		
Photographer	Location		
Address	Address		
Phone Mobile			
Email Viole	ton ting		
Website	top tips		
Package details	Try to view a complete album of one wedding they have done, not just a collection of good shots they have taken.		
PACKAGE PRICE	<ul> <li>Get a written contract. Establish the coverage</li> </ul>		
Deposit date due	required and a time schedule for the day.		
Balance date due	<ul> <li>If you are having a package, find out exactly what</li> </ul>		
Cancellation fee	it includes and the cost of any extras. Get prices fo		
Proof album yes/no	extra prints and albums.		
DVD of high res photos supplied yes/no	<ul> <li>Ask whether yor photographer will provide a DVD</li> </ul>		
Size/cost of photographs	of the high resolution photo files.		
Proofs ready by	<ul> <li>Don't make your decision based on price alone.</li> </ul>		
Album ready by	It is important to meet your photographer		
coverage	personally and be comfortable with them.		
Engagement portrait	notes		
Formal portrait			
Basic ceremony			
Full day			
Other			
See the wedding photo list to help you decide which shots you want covered.			
at home			
Time of arrival			
Location			
Address			
ceremony			
Time of arrival			
Location			
Address			
Tuuress			
relacte legation			
photo location			
Time of arrival			
Location			
Address			
Permission granted			
Refreshments			
1011011110110			

Transport....





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	group shots
Hairdresser/makeup artist putting on bride's veil	☐ Bride with her parents
Detail shots of gown, flowers or accessories	☐ Bride with her entire immediate family
Full-length shot of bride in gown	Groom with his parents
Bride with mother	Groom with his entire immediate family
☐ Bride with father	Bride and groom with both sets of parents
☐ Bride with both parents	Bride and groom with immediate family members
Bride with chief bridesmaid	Bride and groom with whole wedding group
Bride with bridesmaids	Bride
☐ Bride with flowergirl/s and/or pageboy/s	Groom
☐ Bride leaving for the ceremony	Bride and groom
Groom getting ready with groomsmen and/or father	Bride with bridesmaids
	Groom with groomsmen
	Bride and groom with wedding party
	☐ Bride with flowergirl/s and/or pageboy/s
the ceremony	
Guests outside church/registry office/civil venue	
Ushers escorting guests to their seats	
Groom arriving	
Groom and bestman	at the reception
Groom and his parents	Bride and groom arriving
Bride arriving	Receiving-line
Ring bearer making their entrance	Table shots
Groom and bestman at the altar	Bride and groom making toasts
Bride and father walking down the aisle	Speeches
Bride and groom at the altar	Bride and groom's first dance
Wedding party at the altar	Bride and father dancing
Wide-angle view of ceremony	Groom and mother dancing
Bride and groom exchanging vows	Musicians
Exchanging rings close-up	Cake table
_	
Signing the register group shot	Bride and groom cutting the cake
Bride and groom coming up the aisle	Bride and groom getting into the car
Bride and groom outside venue	Rear of car departing



To find a video company that performs well, ask around and get recommendations. When looking at samples of work, ask yourself - do the videos flow from start to finish capturing the spirit and events of the day, and are they of good quality and not too lengthy? While not essential, it helps if both the photographer and videographer have worked together before.

videographer	Leaving church	
Company	Bride and groom greeting guests	
Videographer		
Address		
	T . C 1 .	
Phone Mobile		
<i>Email</i>		
Website		
Package details		
PACKAGE PRICE		
Deposit date due		
Balance date due		
Cancellation fee		
Additional sound track		
Edited highlights	<u>ac</u> a	
Number of copies required		
Delivery date		
Delivery ware	Speeches	
at home	Cutting the cake	
Time of arrival		
Address	Throwing the bouquet	
Final preparations		
Being photographed		
Leaving home		
Leaving none	top tips  Before booking a videographer, it is advisable that	
at the control of	you obtain permission from the officiant.	
at the ceremony		
Time of arrival	for music and comes times and venues estimated	
Address	total cost.	
	Get a written contract. Establish the coverage	
Guests arriving and mingling		
Groom with groomsmen and best man	<del></del>	
Bride getting out of car	notes	
At entrance Outside the church		
Bride walking up the aisle with father		
Exchanging the rings		
At the altar		
Candle lighting		
Hymns/readings		
Vows		
Lifting the veil		
Kissing the bride		
Signing the register		

Guests throwing confetti...



Many leading tour operators offer comprehensive wedding packages and will be able to assist you in every aspect of your wedding arrangements. The huge advantage of going on a weddingmoon is that you can hand over all the planning to someone else. Make sure you establish the required residency period prior to the ceremony - usually it is between 3-5 working days.

travel agent		Other price		
Travel agent		price		
Contact				
Address		al a la company and a different		
		Passports		
Phone		Dagger out what a graph o		
Email		D: 1 :C		
Website				
Travel insurance				
From		Dooth contificate if wildowed		
TOTAL PRICE	1	Domantal concent if under acc		
Deposit				
Balance				
Cancellation fee		A11		
Cancenation rec		Translations of foreign documents to the resort		
location		-		
Wedding location		top tips		
Address				
		consultant and make sure you know exactly what		
DI		is included in your wedding package and any		
Phone	3	additional costs involved. Ask for confirmation and		
Email/website		package actains in writing.		
Arrival date		Some countries require you to have your certificates		
Ceremony date		regarised. This can be done unrough the foreign and		
Period of residency		commonwealth office.		
n a alva n a		Your wedding co-ordinator will be able to tell you		
package		of any additional requirements. These may include		
Company name		7 1		
Contact				
Address				
Phone				
Email				
Website				
Package includes				
Air flights	-			
Transport to/from resort	price			
Marriage licence	price			
Marriage certificate	price			
Officiant	price			
Invitations	price			
Catering	price			
Beverages	price			
Wedding cake	*			
Flowers	-			
Decorations				
Musicians	*			
Photographer	-			

☐ Videographer...



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		Officiant	
Venue name		Wedding consultant	
Contact		Other	
Address			
Phone			
Email		tables	
Website		Section plan to include	
TOTAL PRICE		Number of tables	
Venue hire	price	Number of people per table	
Deposit	•	Number of manula at boad table	
Balance		Names and places of people per table	
Cancellation terms		Lavourt of tables	
		Organised by date required	
Cancellation fee		Dlacenames	
		Organised by date required	
guests		Decorations (e.g. candles, vases of flowers, centrepieces)	
Number of adult guests	price per head		
Number of children	price per head	Organised by date required	
Total number of guests	total price	Head table decorations	
Final guest numbers	date to confirm	Organised by date required	
facilities		Favours	
facilities Available rooms		Organised by date required	
Capacity		Helpers	
Ceremony space		Number of helpers	
Marquee		(e.g. delivery of flowers, alcohol, decorations etc.)	
Display and storage areas f	=	Name	
Public address/sound syste		Phone	
Entertainment and dance		Role	
_		Name	
☐ Car parking ☐ Wheelchair and pram access  package includes ☐ Flowers		Phone	
		Role	
		Name	
Entertainment		Name	
Decorations		DI	
Photographer Photographer		Role	

BRIDE CONT.

BRIDE



timing		notes	
Access for set-up			
Guest arrival			
Wedding party arrival			
Meal begins			
Speeches			
Cutting the cake			
Entertainment			
Bar closes			
Finish			
menu			
Guest refreshments	price per head		
A la carte	-		
Buffet			
Silver service			
Extras			
	price per head		
_	nts		
Alcohol licence			
BYO			
	price		
	price		
Tea and coffee price			
See catering checklist for more	injormation.		
things to conside	r		
■ Is there a minimum cost of	or number of guests?		
<b>♥</b> Is GST included in the to	tal price?		
♥ Is set-up and clearing inclu	uded 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?  Solution Is there on-site accommodation for the guests?			
<ul> <li>Organise someone to collect your gifts after the reception.</li> </ul>			
, ,			



If you have a wide range of ages attending your wedding, you might like to have music that will get the different generations up and dancing. Let the musicians/DJ know what songs you would like played and what songs you absolutely don't want on the playlist. Also, consider having background music playing during dessert and other breaks.

music for cer	emony	Deposit	date due	
		Balance	date due	
Contact				
Address				
Phone	Mobile	things to o	consider music you require (e.g. disco, live ped music, DJ or dance band).	
			ctions (e.g. volume, tempo, type).	
•			t the venue has an entertainment licence.	
		Check that the lighting and power supply is suitable.		
		Check wheth	er changing facilities will be required.	
			ing a professional music/entertainer	
	f breaks		perience and references.	
		Find out how	much time is required for set up and	
	data dua			
•	date due	notoo		
	date due			
See the ceremony checks				
See the teremony theth.	usi for service music.			
music for rec	ention			
Phone	Mobile			
Email				
Website				
Email/website				
Style of music				
Venue address				
	f breaks			
	er			
Special requests				



Farewell... TOTAL PRICE.....





Traditionally, there are three speeches at a wedding, given by the father of the bride, the groom and the bestman, in that order. It's now not uncommon for others in the bridal party and the couple's family – such as the bride, chief bridesmaid or parents of the groom – to say a few words, too. The speeches are usually given after the meal before the cutting of the cake or between different courses.

## father of the bride's speech

The primary aim of this speech is to talk about the bride with affection and praise. The bride's father may share a couple of anecdotes about the bride's childhood and adolescence. He should welcome the groom to the family and talk about the newlywed's secure and happy future. To conclude the speaker proposes a toast to the bride and groom.

## father of the groom's speech

Similar to the speech of the father of the bride, this is your turn to talk about your son, welcome your new daughter, and wish them well for the future. In your speech you might like to thank the previous speaker, compliment the newly married couple, welcome the bride and her parents to the family, offer an anecdote about the groom, and finish with a toast to the bride and groom.

## groom's speech

The groom should speak on behalf of himself and his wife, although more and more brides are choosing to add their own voice to the occasion. The groom should thank the first speaker for the toast and pay tribute to the people who have raised his bride. This is often followed by him thanking his own parents for their love and support. He may choose to talk about how he met his beloved and then briefly outline the couple's intentions over the coming years. It is important that he ends by thanking the hosts of the wedding and the guests for their support and attendance. In closing he thanks all those who have helped with the wedding and proposes a toast to the bridesmaids and pageboys.

## bestman's speech

Here the tone can change from serious to fun and witty, but the bestman must be careful not to descend into bad taste. He should begin by thanking the groom for his toast to the bridesmaids and pageboys and then offersing his sincere congratulations to the newlyweds. He then has the opportunity to recount a few anecdotes from the groom's past and, if the groom did not mention how he first met his bride, the bestman is at liberty to do so. He should propose a toast to absent friends and read out any greeting cards, emails and telegrams. Once these have been read he announces the cutting of the cake.

## chief bridesmaid's speech

The bride's leading lady may like to offer a few words, which can be more relaxed and conversational in tone. After thanking the previous speaker and complimenting the bride and groom, you may like to recount a story about the bride, or an experience you shared together.

The bride or bride's mother may also like to make a speech or toast.

## writing a speech

Find out approximately how much time the couple would like you to speak for – five minutes is usually enough. Jot down all the things you would like to say and then group them according to type and subject matter. You should start to see which points are most important and from there you can derive a logical progression to create a framework. Break your speech up into titled sections such as 'praise daughter', 'incident with the swing and the cat', 'welcome groom', and 'propose toast'. Prepare numbered cue cards, one per section title. If it helps, list a few key words as a prompt but don't write out the entire speech or learn it off by heart – sincerity is best achieved through spontaneity and a smile.

## top tips

- Prepare your speech well in advance and remember that practice makes perfect.
- Structure your speech well by ensuring it has a beginning, middle and end. Begin with thank-yous, follow with anecdotes, and finish with a toast.
- Don't drink too much alcohol before your speech you don't want to be slurring your words!
- Take a deep breath before beginning, stand tall and don't rush – take your time and speak clearly.
- Avoid saying 'um' and 'er.' If you need to gather your thoughts, don't be afraid to pause for a few moments.
- For those who are not accomplished after-dinner speakers the trick is to be sincere and concise.
- Finish on a positive note with a heart-felt comment.

notes





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	
	price
	price
	price
Cake tins	
	price
Decorations	
From	price
hire details	
Hire company	
Contact	
Address	
Phone	
Email	
Website	
Hired items	
	price
Delivery/to be collected by	
Delivery date	

Delivery address	
Return date	
To be returned by	
Deposit	
Balance date due	
homemade cake	
Cake ingredients	
	,
Icing ingredients	
2000 9000000000000000000000000000000000	
Decoration details	
timing	
Cake/s made	
Almond paste	
☐ Icing	
December	
Decorations	
Cake flowers to be delivered/picked up from flo	orist 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?





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 teetotallers, adjust the quantities to suit.

drink/food type	no. of guests	quantity	notes
Champagne	100	4 cases or 48 bottles	<ul> <li>Don't forget to set aside a couple of good bottles of champagne for the bride and groom to take on honeymoon.</li> </ul>
Still table wine	100	100 bottles ratio of white:red = 2:1	<ul> <li>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.</li> <li>The standard 750ml bottle will yield five or six glasses of wine.</li> <li>If you know your guests' preferences for red and white wine then base your ratio of red to white on that.</li> </ul>
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	<ul> <li>Allow four to six beers for every male guest present. Calculation based on half the guests being male.</li> </ul>
Punch	100	5 bottles of spirits 60 cups of juice/mixer	<ul> <li>A typical punch recipe yields 30 servings.</li> <li>Allow for one and a half glasses per person.</li> </ul>
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)	<ul> <li>Based on six to eight types of canapé, with two or three of each per guest.</li> <li>Consult with your caterer since people's appetites and needs vary depending on time of day, style and length of reception.</li> </ul>