

# Holly & Russell Wedding – Priority Plan

**Wedding Date:** Saturday 7th March 2026  
**Today:** Saturday 21st February 2026  
**Days Remaining:** 14  
**Honeymoon Departs:** 28th March 2026

## Financial Snapshot

Metric	Amount
Total Budget (excl. Venue)	\$38,318
Already Paid	\$29,326
Total Remaining	\$8,992
Kevin & Sonja covering (interest-free)	\$2,200 → Extra guests \$1,640 + Entree fee \$160 + Staff dinners \$400
Russell & Holly to pay	\$6,792
Savings in Bank	\$7,100
Effective Surplus	\$308
Expected Wishing Well Income	~\$2,500

## Outstanding Payments

#	Item	Amount	Notes
1	Extra guests (8)	\$1,640	🟡 Kevin & Sonja covering
2	Entree one-off fee	\$160	🟡 Kevin & Sonja covering
3	Dinners for staff (5 × \$80)	\$400	🟡 Kevin & Sonja covering
4	Photographer (balance)	\$1,750	🟡 Schedule payment
5	Videographer (balance)	\$1,750	🟡 Schedule payment
6	Guitarist (Jason)	\$750	🟡 Cash/transfer closer to wedding
7	Celebrant (John – balance)	\$700	🟡 Before wedding
8	Hair Stylist	<del>\$700</del>	✅ PAID
9	Grooms Party Outfits (Hire)	\$600	🟡 Arrange pickup (incl. alterations)
10	Reimburse Hannah (outfit)	\$250	🟡 Tuesday
11	Reimburse Molly (outfit)	\$152	🟡 Tuesday
12	Facial Procedures (remaining)	\$200	🟢 Ongoing

13	Nails	\$150	✅ BOOKED
14	Groom haircut (morning of wedding)	\$150	🟡 Week of wedding
15	Fake Tan	\$100	✅ BOOKED
16	Facial/Body Waxing	\$100	✅ BOOKED
17	Table Cards/Menu Cards/Stickers	\$100	🟡 Printing this week
18	Bridal Perfume	\$50	🟡 Friday 27th
19	Hair Cut/Colour	\$40	✅ BOOKED (28th Feb)
20	Teeth Whitening (DIY kit)	\$40	🟡 Friday 27th
21	Marriage Licence	\$70	🟡 After wedding

### ✅ WEEK 1 — COMPLETED (Mon 9 – Sun 15 Feb)

- ✅ Hens weekend (pizza night, hens day, house setup, gift boxes)
- ✅ Florist paid, Makeup paid, DJ playlist sent, Groomsmen gifts ordered
- ✅ All RSVPs locked in (108 guests), extra guests confirmed, dietary collection started

### 🔴 WEEK 2 — COMPLETED (Feb 16–22)

- ✅ Tuesday: John, Clare, Photographer, Videographer contacted. Guitarist met. MC schedule updated.
- ✅ Wednesday: All RSVPs done. Russell's vows drafted.
- ✅ Thursday: Guest count confirmed. Clare messaged final numbers. Organizer run sheet sent to Clare.
- ✅ Friday: Clare invoice query done. Name tags, dinner menus, gin bar menu all designed.
- ✅ MC run sheet complete and shared with Alcy & Emma. DJ Mix paid & delivered.

### ✅ WEEKEND 21-22nd FEBRUARY — COMPLETED

- ✅ **Finalise speech plan** – DONE ✅
- ✅ **Design canapé menu** – DONE ✅
- ✅ **Specsavers appointments** – DONE ✅
- ✅ **Dietary requirements** – DONE ✅
- ✅ **Find & inform Simon of pre-wedding shoot location** – DONE ✅
- ✅ **Verify bar sign printing costs** – DONE ✅ Going with Canva
- ✅ **Order bar sign via Canva** – DONE ✅
- ✅ **Practice first dance** – DONE ✅
- ✅ **Send revised wedding playlist to DJ mixer** – DONE ✅
- ✅ **Printed menus** – DONE ✅ (name tags still to print)
- ☐ ~~Provide song list to Jason~~ – Still to do (moved to Week 3)
- ☐ ~~Message Clare – big submission~~ – Still to do (moved to Week 3)
- ☐ ~~Review finances~~ – Still to do (moved to Week 3)

**Beauty Bookings:**

- ☒ Nails – BOOKED ☒
- ☒ Fake Tan – BOOKED ☒
- ☒ Facial – BOOKED ☒
- ☒ Hair Cut/Colour – BOOKED ☒ (28th February)

### 🔴 HARD DEADLINES — DUE BY FEB 25:

- ☒ **Final guest count** – 108 guests ☒ Sent to Clare
- ☒ **Dietary requirements** – DONE ☒ All collected
- ☒ **Seating chart** – DONE ☒
- ☒ **Vendor contact list with arrival times** – DONE ☒
- ☒ **Alphabetical guest list** – DONE ☒
- ☒ **Register signing + walk-away songs** – DONE ☒ Handled by Jason
- ☐ **Final run sheet & music cue list** – (Wednesday)
- ☐ **Ceremony plan** – Processional order, witnesses, reader (Wednesday)

## 🟡 WEEK 3 — FINAL SUBMISSIONS (Feb 23–28)

Goal: Submit everything to Clare. Clear the decks before wedding week.

### 📅 MONDAY 23rd FEBRUARY — ☒ COMPLETED

- ☒ **Practice first dance** – DONE ☒
- ☒ **Review finances** – DONE ☒
- ☒ **Message Clare** – DONE ☒

### 📅 TUESDAY 24th FEBRUARY

- ☒ **Practice first dance** – DONE ☒
- ☒ **Slippers for Bridal Party** – DONE ☒
- ☒ **Provide song list to Jason (guitarist)** – DONE ☒
- ☒ **Seating chart built & submitted to Clare** – DONE ☒
- ☒ **Third-party cake disclaimer** – Info provided to Clare ☒
- ☒ **Holly to contact John** – DONE ☒
- ☒ **Finalise MC plan with Alcy & Emma** – DONE ☒ Full itinerary with comprehensive guidelines, cues and scripts shared.
- ☒ **Table number document – names finalised** – DONE ☒
- ☐ **Letters – target 40 done by end of today**

### 📅 WEDNESDAY 25th FEBRUARY — ☒ COMPLETED

- ☒ ~~Holly to sign wedding certificate with John~~ – Moved to Saturday
- ☒ **Register signing + walk-away songs** – DONE ☒ Handled by Jason
- ☒ **Dance lesson** – 8:30 PM ☒
- ☒ **Confirm all vendor arrival times with Clare** – DONE ☒
- ☒ **Confirm wet weather photo location** – DONE ☒

- ☒ **Final run sheet** – DONE ☒ (*music cue list moved to weekend*)
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#### **THURSDAY 26th FEBRUARY — ☒ COMPLETED**

- ☒ **Finalise ceremony plan** – DONE ☒
  - ☒ **Confirm MCs (Alcy & Emma) are fully prepped** – DONE ☒
  - ☐ **Letters – all remaining done by end of today** (~65 total complete)
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#### **FRIDAY 27th FEBRUARY — TODAY**

- ☐ **Finalise photo schedule** – Lock in all groups, times and any remaining details
  - ☐ **Send photo schedule to all attendees** – Remind everyone of the wedding, confirm they are attending.  
Last chance!
  - ☒ **Collect bar sign** – DONE ☒
  - ☐ **Holly – final draft of wedding vows complete** – Due today
  - ☐ **Polish and finalise wedding vows** – Holly & Russell
  - ☐ **Print clean copies of wedding vows**
  - ☒ **Bridal shapewear** – DONE ☒
  - ☒ **Purchase DIY Teeth Whitening Kit** – DONE ☒
  - ☒ **Finalise wedding morning playlist** – DONE ☒
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#### **WEEKEND 28th FEB – 1st MARCH**

##### **Saturday 28th:**

- ☐ **Sign wedding certificate with John** – 9:30 AM (Holly & Russell)
- ☐ **Pick up contact lenses** – Holly & Russell from Specsavers
- ☐ **Hair Cut/Colour appointment**
- ☐ **Apply DIY Teeth Whitening Kit**
- ☐ **Arrange Grooms Party Outfits pickup** – \$450 balance, deposit paid
- ☐ **Purchase bridal perfume** – \$50
- ☐ **Pay Guitarist (Jason)** – \$750 cash/transfer
- ☐ **Confirm with Jason about ceremony/register signing songs** – He's handling them, just confirm details

##### **Both days:**

- ☐ **Print table number cards** – Add ribbons after printing
- ☐ **Print name tags** – Add ribbons after printing
- ☐ **Build cleaner, more readable version of seating chart**
- ☐ **Music cue list** – Compile and finalise
- ☐ **Figure out logistics for pass-the-parcel** – Prizes, wrapping, how it runs on the night
- ☐ **Set up wedding pass-the-parcel** – Purchase prizes and wrap
- ☐ **Sort and set up table decorations** – Assemble at home, transport on drop-off day
- ☐ **Build and sort candle decorations**

##### **Sunday 1st March:**

- ☐ **Holly – Send photo of menu/place card recreation to Clare**
- ☐ **Holly – Figure out Luminary ceremony timing**
- ☐ **Decide: extend wedding duration?**
- ☐ **MC meetup / final confirmation with Alcy & Emma**
- ☐ **Pre-wedding photo shoot with Jinx (3:30pm)**
- ☐ **Meet Sonja, Kevin, Karen & Mark – Confirm transport arrangements**

## WEEK 4 — WEDDING WEEK (March 2–7)

*Focus: Rehearsal, drop-off, beauty, breathe. Minimal tasks – enjoy it!*

### Key Events

Date	Time	Event
<b>Sunday 1st March</b>	3:30pm	Pre-wedding photo shoot with Jinx (first look)
<b>Wednesday 4th March</b>	5:30pm	<b>Final dance lesson</b>
<b>Thursday 5th March</b>	Morning	Message Clare – confirm she's comfortable with all vendor arrangements
<b>Thursday 5th March</b>	4:30pm	Meet Clare at venue – Mum, Holly & Russell
<b>Thursday 5th March</b>	4:45pm	Wedding rehearsal
<b>Thursday 5th March</b>	After rehearsal	Holly & Russell practise final dance
<b>Friday 6th March</b>	9am–5pm	Final venue access – drop off all materials

### MONDAY 2nd MARCH

- ☐ **Confirm ceremony plan with Clare**

### TUESDAY 3rd MARCH

- ☐ **Confirm all 4 speeches are ready** – Groom & Bridal Party, Karen & Mark, Kevin & Sonja, Holly & Russell
- ☐ **Setup recovery brunch plan** – Food, let people know, house ready

### WEDNESDAY 4th MARCH

- ☐ **Final dance lesson** – 5:30 PM
- ☐ **Reimburse Hannah** – \$250
- ☐ **Reimburse Molly** – \$152

### TUESDAY 4th MARCH – Drop-Off at Venue (10:00 AM)

- ☐ **Place cards (labelled by table)**

- ☐ Table menu cards & name tags
- ☐ Guest book + pens + Instax camera
- ☐ Seating plan (printed – placed near paved area after ceremony)
- ☐ Welcome sign (near garden/gate)
- ☐ Gin signage (A2)
- ☐ Canapés signage
- ☐ Linen sign
- ☐ Bar sign
- ☐ Candle decorations
- ☐ Table decorations
- ☐ Confetti / flower petals
- ☐ Any personal décor items
- ☐ Dress steamer (Mum's)

#### Notes for drop-off:

- Signing table set up in the pavilion
- Jason positioned opposite/outside the pavilion

#### Final Beauty

- ☐ Tan – ~March 3–4
- ☐ Final facials
- ☐ Facial/Body Waxing – ~March 2–4
- ☐ Nails (bridal party) – ~March 5–6

#### Rehearsal Day (Thursday 5th March)

- ☐ Dad to pick up Hannah and Matt from airport and bring to rehearsal
- ☐ Meet Clare at 4:30pm
- ☐ Wedding rehearsal at 4:45pm
- ☐ Practice processional timing with music
- ☐ Holly & Russell practise final dance

#### Wedding Week Prep (Mon 2 – Thu 5 March)

- ☐ **Iron and steam welcome sign and bar sign** – Monday or Tuesday
- ☐ **Set up welcome sign metal holder** – Monday or Tuesday
- ☐ **Charge all cameras and devices**

#### Last Checks

- ☐ **Final dance lesson** – Confirm date/status

### Open Actions – Venue Meeting

#	Action	Owner	Status
1	Confirm rehearsal time with John	Russell	✅ 4:45pm Thu 5th March
2	Choose 2 songs for register signing	Holly & Russell	⌚ This weekend

3	Confirm final exit song	Holly & Russell	✅ "Ordinary"
4	Confirm gin bar with Clare	Russell	⌚ This weekend
5	Confirm 2× entrée options	Holly & Russell	✅ Done
6	Dietary requirements from vendors	Russell	✅ All none (1 social media still chasing)
7	Vendor contact details for Clare	Russell	⌚ This weekend
8	Friends photo schedule	Russell	✅ Done – /photo-schedule
9	Confirm wet weather photo location	Russell / Clare	⌚ Wed 25th
10	Clare's phone number	Russell	✅ Done
11	Vendor list to Clare	Russell	⌚ This weekend
12	Alphabetical guest list to Clare	Russell	⌚ This weekend
13	Discuss linen with Rachael	Holly	⌚ Wed 25th
14	Florals included with venue	Clare / Posies	✅ Done
15	Sign 3rd party cake disclaimer	Holly & Russell	⌚ Tue 24th


## Guest Summary

Metric	Status
<b>Total Guests</b>	108
<b>RSVPs</b>	All locked in ✅
<b>Extra Guests</b>	8 (= \$1,800 to venue)
<b>Invitations</b>	All sent ✅
<b>Dietary Requirements</b>	In progress – 1 outstanding
<b>Unable to Attend</b>	Steph Sommers, Mandy, Carla, Emily, Andrew, Max Whitechurch, Josh, Ally, Diane, James

## Items Completed ✅

Wedding Veil, Steamer, Shoes, Sneakers, Earrings & Jewellery, Bridal Party Outfits (Seb, Molly, Hannah, Emma),  
 Wedding Dress Alterations, Groom's Suit, Family Grooming, Make Up Artist (booked & paid), Hair Stylist (booked),  
 2nd Dress, Wedding Rings, Bridal Dressing Robe, Silk Slip/Nighty, Pyjamas for Bridal Party, Guest Book, Couple's  
 Narrative for Celebrant, Confetti (flower petals ordered), Wedding Cars (cancelled), Ceremony Musician (cancelled),  
 Pet Handler (N/A), Website, Photo Schedule, Itinerary, MC Run Sheet, Order of the Day, DJ Playlist, DJ Mix (paid),  
 Groomsman Gifts, Florist Paid, Makeup Paid, Exit Song ("Ordinary"), Nails Booked, Facial Booked, Tan Booked,  
 Wedding Day Emergency Kit.

## Key Risks

1. **Feb 25 deadline is 4 days away** – Seating chart, ceremony plan, vendor list, run sheet and dietary still needed.
2. **Holly's vows** – Still to be drafted this weekend.
3. **Ceremony plan TBC** – Processional order, witnesses, and reader not yet finalised.
4. **Dietary requirements** – All complete 

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*Last updated: Saturday 21st February 2026*