

Holly & Russell Wedding – Priority Plan

Wedding Date: Saturday 7th March 2026
Today: Wednesday 18th February 2026
Days Remaining: 17
Honeymoon Departs: 28th March 2026

Financial Snapshot

Metric	Amount
Total Budget (excl. Venue)	\$38,238
Already Paid	\$28,666
Remaining to Pay	\$9,572
Savings Available	\$16,000
Surplus	\$6,428 🎉

Outstanding Payments

#	Item	Amount	Status
1	Florist (Posies – Rachael)	\$3,400	✅ PAID (Feb 17)
2	Make Up Artist	\$635	✅ PAID (Feb 17)
3	Bridal Wedding Dress Alterations	\$600	✅ PAID
4	2nd Dress	\$300	✅ PAID
5	Honeymoon (remaining balance)	\$2,800	🟢 After wedding
6	Extra guests (8 people)	\$1,800	🟡 Pay via Clare by Feb 25
7	Photographer (balance)	\$1,750	🟡 Contacted Feb 17 – schedule payment
8	Videographer (balance)	\$1,750	🟡 Contacted Feb 17 – schedule payment
9	Gin Bar	\$1,250	🟡 PAY FRIDAY 20th
10	Hair Stylist	\$700	🟡 Before wedding
11	Celebrant (John – balance)	\$700	🟡 Before wedding
12	Guitarist (Jason)	\$750	🟡 Cash/transfer closer to wedding
13	Grooms Party Outfits (Hire)	\$450	🟡 Booked – arrange pickup
14	Dance Lessons	\$270	🟢 Ongoing – next 25th Feb
15	Vendor Dinner (1 × \$50)	\$50	🟡 Confirm with venue by Feb 25
16	Facial Procedures	\$300	🟢 Ongoing

17	Reimburse Hannah (outfit)	\$250	● Before wedding
18	Reimburse Molly (outfit)	\$152	● Before wedding
19	Table Cards/Menu Cards/Stickers	\$100	● Design Friday, print Week 3
20	Nails	\$150	● Book for ~March 5–6
21	Fake Tan	\$100	● Book for ~March 3–4
22	Facial/Body Waxing	\$100	● Book for ~March 2–4
23	Bridal Perfume	\$50	● Purchase anytime
24	Hair Cut/Colour	\$40	● Book for ~Feb 22–28
25	Teeth Whitening	\$40	● Schedule ASAP
26	Marriage Licence	\$70	● After wedding – low priority

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

Done ✅

- ☒ Hens weekend (pizza night, hens day, house setup, gift boxes)
- ☒ Florist (Posies) paid – \$3,400
- ☒ Makeup Artist paid – \$635
- ☒ DJ playlist sorted and sent
- ☒ Groomsman gifts ordered
- ☒ Photo booth people replied to
- ☒ All +1s confirmed on invite list
- ☒ All remaining guests messaged
- ☒ All RSVPs locked in (108 guests)
- ☒ Extra people confirmed – 8 guests = \$1,800
- ☒ Dietary requirements collection started

🔴 WEEK 2 — CRITICAL (Feb 16–22)

Focus: Clare submission by Feb 25. Lock in vendors. Vows & speeches.

📅 TUESDAY 17th FEBRUARY — ✅ COMPLETED

- ☒ Contact John (Celebrant)
- ☒ Reply to Clare
- ☒ Contact Photographer
- ☒ Contact Videographer
- ☒ Update MC schedule
- ☒ Meet with Guitarist (Jason)
- ☒ Alice wedding dress shopping

WEDNESDAY 18th FEBRUARY — COMPLETED

- ☒ **Reply to all outstanding RSVPs** – DONE. All RSVPs confirmed.
 - ☒ **Russell's wedding vows** – DONE. Russell's vows drafted.
 - ☐ ~~Message Clare – send final numbers~~ – Deferred to Thursday
 - ☐ ~~Speech plan~~ – Deferred to Thursday
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THURSDAY 19th FEBRUARY

- ☒ Final guest count locked in – 108 guests
 - ☒ Exit song confirmed – "Ordinary" (Bride & Groom exit at 10:50 PM)
 - ☐ **Holly drafts her wedding vows**
 - ☐ **Message Clare – send final numbers & dietary requirements**
 - ☐ **Email Clare a copy of the organizer run sheet** – Send hollyandrussellwedding.xyz/organizer-runsheet
 - ☐ **Continue chasing dietary requirements** – 1 Social Media Capturer remaining (still chasing)
 - ☐ **Choose 2 songs for register signing**
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FRIDAY 20th FEBRUARY

- ☐ **Specsavers appointments** – Book for Holly & Russell
- ☐ **Review finances**
- ☒ **Ask Clare when final invoice is due** – DONE
- ☐ **Design & start building name tags and menus** – Place cards for 108 guests, dinner menus, canapé menu
- ☐ **Message Clare – one big submission (DUE FEB 25):**
 - Pay & confirm Gin Bar (\$1,250)
 - Confirm extra guests payment (\$1,800 for 8 guests)
 - Confirm vendor dinner (1 × \$50 = \$50)
 - Send final guest count & dietary requirements
 - Send final run sheet & music cue list
 - Send vendor contact list with arrival times
 - Send alphabetical guest list

Beauty Bookings:

- ☐ Book Fake Tan – ~March 3–4
 - ☐ Book Nails (bridal party) – ~March 5–6
 - ☐ Book Hair Cut/Colour – ~Feb 22–28
 - ☐ Book Facial/Body Waxing – ~March 2–4
 - ☐ Book Teeth Whitening – ASAP
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WEEKEND 22-23 FEBRUARY

- ☒ MC run sheet – DONE
- ☒ **Share MC run sheet with Alcy & Emma** – DONE
- ☐ **Polish and finalise wedding vows** – Holly & Russell
- ☐ **Finalise speech plan – confirm all speakers are prepared**
- ☐ **Provide song list to Jason (guitarist)**

- ☒ **DJ Mix** – PAID. Delivery expected Friday 20th Feb.
- ☐ **Bridal shapewear** – Finalise if not done
- ☐ **Purchase bridal perfume** – \$50
- ☐ **Look into wedding bidding app**

● **HARD DEADLINES — DUE BY FEB 25:**

- ☒ **Final guest count** – 108 guests (8 extra = \$1,800)
- ☐ **Dietary requirements** – 1 Social Media Capturer (still chasing)
- ☐ **Seating chart** – Ceremony reserved seats + reception table plan
- ☐ **Final run sheet & music cue list**
- ☐ **Vendor contact list with arrival times**
- ☐ **Alphabetical guest list**
- ☐ **Ceremony plan** – Processional order, witnesses, reader

● **WEEK 3 — FINAL SUBMISSIONS (Feb 23–28)**

Focus: Submit everything to Clare by Feb 25. Print materials. Final coordination.

MONDAY 23rd FEBRUARY

- ☐ **Print name tags and menus** – Designs done Friday, print today. Add ribbons to menus after printing.
- ☐ **Reimburse Hannah** – \$250 (she paid for her own outfit, we owe her)
- ☐ **Reimburse Molly** – \$152 (she paid for her own outfit, we owe her)
- ☐ **Slippers for Bridal Party** – Confirm Etsy delivery has arrived

TUESDAY 24th FEBRUARY

- ☐ **Build seating chart** – Ceremony reserved seats + reception table plan (DUE FEB 25)
- ☐ **Finalise ceremony plan** – Processional order, witnesses, reader, reserved seating (DUE FEB 25)
- ☐ **Submit seating chart & floor plan to Clare**
- ☐ **Sign third-party cake disclaimer** (Holly's friend's cake)

WEDNESDAY 25th FEBRUARY

- ☐ **Dance lesson** – 8:30 AM
- ☐ **Confirm all vendor arrival times** – After 12pm, no later than 3pm on March 7
- ☐ **Discuss linen with Rachael (Posies)**
- ☐ **Confirm wet weather photo location**
- ☐ **Print stickers for welcome mirror**
- ☐ **Print clean copies of wedding vows**

THURSDAY 26th FEBRUARY

- ☐ **Arrange Grooms Party Outfits pickup** – \$450 balance, deposit paid
- ☐ **Set up wedding pass-the-parcel** – Purchase prizes and wrap
- ☐ **Confirm MCs (Alcy & Emma) are fully prepped**

FRIDAY 27th FEBRUARY

- ☐ **Setup recovery brunch plan** – Food, let people know, ensure house is ready
 - ☐ **Confirm all 4 speeches are ready** – Groom & Bridal Party, Karen & Mark, Kevin & Sonja, Holly & Russell
 - ☐ **Pay Guitarist (Jason)** – \$750 cash/transfer
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WEEK 4 — FINAL COUNTDOWN (March 1–6)

Focus: Rehearsal, final beauty, drop-off, pack everything, breathe.

Key Events

Date	Time	Event
Sunday 1st March	3:30pm	Pre-wedding photo shoot with Jinx (first look)
Thursday 5th March	4:30pm	Meet Clare at venue – Mum, Holly & Russell
Thursday 5th March	4:45pm	Wedding rehearsal
Thursday 5th March	After rehearsal	Holly & Russell practise final dance
Friday 6th March	9am–5pm	Final venue access – drop off all materials

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
- ☐ Set up welcome sign metal holder
- ☐ Sort and set up table decorations
- ☐ Build and sort candle decorations
- ☐ Finalise wedding morning playlist (*if not done in Week 2*)

Drop-Off to Venue (Thu/Fri)

- ☐ Place cards (labelled by table)
- ☐ Table menu cards
- ☐ Guest book + pens + Instax camera
- ☐ Seating chart display
- ☐ Welcome sign / mirror + stickers
- ☐ Bar sign
- ☐ Candle decorations

- ☐ Table decorations
- ☐ Confetti / flower petals
- ☐ Any personal décor items
- ☐ Dress steamer (Mum's)

Final Beauty (Mon–Thu)

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



Last Checks

- ☐ **Reconfirm all vendor arrival times**
- ☐ **Final dance lesson** – Confirm date/status
- ☐ **Pack wedding day emergency kit** – Sewing kit, stain remover, painkillers, phone chargers, bobby pins, tissues
- ☐ **Charge all cameras and devices**
- ☐ **Confirm transport** – Sonja & Kevin for Holly; Karen & Mark for Russell

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	⌚ Thursday
3	Confirm final exit song	Holly & Russell	✅ "Ordinary"
4	Confirm gin bar with Clare	Russell	⌚ Friday 20th
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	⌚ Friday 20th
8	Friends photo schedule	Russell	✅ Done – /photo-schedule
9	Confirm wet weather photo location	Russell / Clare	⌚
10	Clare's phone number	Russell	✅ Done
11	Vendor list to Clare	Russell	⌚ Friday 20th
12	Alphabetical guest list to Clare	Russell	⌚ Friday 20th
13	Discuss linen with Rachael	Holly	⌚
14	Florals included with venue	Clare / Posies	✅ Done
15	Sign 3rd party cake disclaimer	Holly & Russell	⌚ Week 3

Guest Summary

Metric	Status
Total Guests	108
RSVPs	All locked in 
Extra Guests	8 (= \$1,800 to venue)
Invitations	All sent 
Dietary Requirements	In progress
Unable to Attend	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 – Sonja/Kev + Karen/Mark), Ceremony Musician (cancelled), Pet Handler (N/A – Jinx stays home), Website, Photo Schedule, Itinerary, MC Run Sheet, Order of the Day, DJ Playlist (sent to DJ), DJ Mix (paid – delivery Fri 20th), Groomsmen Gifts, Florist Paid, Makeup Paid, Exit Song ("Ordinary" confirmed).

Key Risks

1. **Feb 25 deadline is 7 days away** – Seating chart, ceremony plan, vendor list, run sheet and dietary requirements all still needed.
 2. **Wedding vows in progress** – Russell done, Holly drafting Thursday. Must be finalised by weekend to print.
 3. **Ceremony plan TBC** – Processional order, witnesses, and reader not yet finalised.
 4. **1 Social Media Capturer dietary outstanding** – Still chasing.
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Last updated: Wednesday 18th February 2026