

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)	\$38,238
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	\$655	✓ 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	● Designed ✓ – 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
- Groomsmen 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.

31 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 — COMPLETED

- Final guest count locked in – 108 guests
 - Exit song confirmed – "Ordinary"
 - Message Clare – final numbers sent
 - Email Clare organizer run sheet
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FRIDAY 20th FEBRUARY — COMPLETED

- Ask Clare when final invoice is due
 - Name tags designed
 - Dinner menus designed
 - Gin Bar menu designed
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WEEKEND 21-22nd FEBRUARY

- MC run sheet – DONE
- Share MC run sheet with Alcy & Emma – DONE
- DJ Mix – PAID & delivered
- **Holly drafts her wedding vows** (*from Thursday*)
- **Polish and finalise wedding vows** – Holly & Russell
- **Finalise speech plan** – Confirm all speakers are prepared
- **Provide song list to Jason (guitarist)**
- **Bridal shapewear** – Finalise if not done
- **Purchase bridal perfume** – \$50
- **Look into wedding bidding app**
- **Specsavers appointments** – Book for Holly & Russell (*from Friday*)
- **Review finances** (*from Friday*)
- **Design canapé menu** (*from Friday*)
- **Print all menus and name tags** – Once canapé menu done (*from Friday*)
- **Continue chasing dietary requirements** – 1 Social Media Capturer (*from Friday*)
- **Message Clare – big submission (DUE FEB 25):** (*from Friday*)
 - Pay & confirm Gin Bar (\$1,250)
 - Confirm extra guests payment (\$1,800 for 8 guests)
 - Confirm vendor dinner ($1 \times \$50 = \50)
 - 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

HARD DEADLINES — DUE BY FEB 25:

- **Final guest count** – 108 guests (8 extra = \$1,800) Sent to Clare
 - **Dietary requirements** – 1 Social Media Capturer still chasing
 - **Choose 2 songs for register signing**
 - **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
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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
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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)
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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**
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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**
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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 rehearsals
- 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
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Open Actions – Venue Meeting

#	Action	Owner	Status
1	Confirm rehearsal time with John	Russell	<input checked="" type="checkbox"/> 4:45pm Thu 5th March
2	Choose 2 songs for register signing	Holly & Russell	Thursday
3	Confirm final exit song	Holly & Russell	<input checked="" type="checkbox"/> "Ordinary"
4	Confirm gin bar with Clare	Russell	Friday 20th
5	Confirm 2x entrée options	Holly & Russell	<input checked="" type="checkbox"/> Done
6	Dietary requirements from vendors	Russell	<input checked="" type="checkbox"/> All none (1 social media still chasing)
7	Vendor contact details for Clare	Russell	Friday 20th
8	Friends photo schedule	Russell	<input checked="" type="checkbox"/> Done – /photo-schedule
9	Confirm wet weather photo location	Russell / Clare	
10	Clare's phone number	Russell	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Done
15	Sign 3rd party cake disclaimer	Holly & Russell	<input type="checkbox"/> Week 3

Guest Summary

Metric	Status
Total Guests	108
RSVPs	All locked in <input checked="" type="checkbox"/>
Extra Guests	8 (= \$1,800 to venue)
Invitations	All sent <input checked="" type="checkbox"/>
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

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

Last updated: Saturday 21st February 2026