

# 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	<del>Florist (Posies – Rachael)</del>	<del>\$3,400</del>	✅ PAID (Feb 17)
2	<del>Make Up Artist</del>	<del>\$635</del>	✅ PAID (Feb 17)
3	<del>Bridal Wedding Dress Alterations</del>	<del>\$600</del>	✅ PAID
4	<del>2nd Dress</del>	<del>\$300</del>	✅ 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 THIS WEEKEND
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 <input checked="" type="checkbox"/> – print Week 3
20	Nails	\$150	<input checked="" type="checkbox"/> BOOKED
21	Fake Tan	\$100	<input checked="" type="checkbox"/> BOOKED
22	Facial/Body Waxing	\$100	<input checked="" type="checkbox"/> BOOKED
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)

- ☒ 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

- ☐ **Holly drafts her wedding vows**
- ☐ **Polish and finalise wedding vows** – Holly & Russell
- ☐ **Finalise speech plan** – Confirm all 4 speakers are prepared
- ☐ **Provide song list to Jason (guitarist)**
- ☐ **Send revised wedding playlist to DJ mixer**
- ☐ **Design canapé menu**
- ☐ **Print all menus and name tags** – Once canapé menu done
- ☐ **Specsavers appointments** – Book for Holly & Russell
- ☐ **Review finances**
- ☐ **Continue chasing dietary requirements** – 1 Social Media Capturer
- ☐ **Message Clare – 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 run sheet & music cue list
- Send vendor contact list with arrival times
- Send alphabetical guest list
- ☐ **Find location for pre-wedding shoot** (Sunday 1st March, 3:30pm)
- ☐ **Inform Simon of chosen location** – Also let him know the content creator will meet at the shoot to get to know them
- ☐ **Figure out logistics for pass-the-parcel** – Prizes, wrapping, how it runs on the night
- ☐ **Confirm with Alcy & Emma:**
  - What time they'd like to run their idea
  - What resources they need
- ☐ **Verify bar sign printing costs:**
  - Compare Canva printing vs Officeworks vs Kmart
  - Once decided, order/print this weekend so it can be collected next week
- ☐ **Bridal shapewear** – Finalise if not done
- ☐ **Purchase bridal perfume** – \$50
- ☐ **Look into wedding bidding app**

#### Beauty Bookings:

- ☒ Nails – BOOKED ☒
- ☒ Fake Tan – BOOKED ☒
- ☒ Facial – BOOKED ☒
- ☐ Book Hair Cut/Colour – ~Feb 22–28
- ☐ Book Teeth Whitening – ASAP

#### ● HARD DEADLINES — DUE BY FEB 25:

- ☒ **Final guest count** – 108 guests ☒ 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

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

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

### MONDAY 23rd FEBRUARY

- ☐ **Print name tags and menus** – Add ribbons to menus after printing
- ☐ **Collect bar sign** – Pick up from printer (ordered this weekend)
- ☐ **Reimburse Hannah** – \$250
- ☐ **Reimburse Molly** – \$152

- ☐ **Slippers for Bridal Party** – Confirm Etsy delivery has arrived
  - ☐ **Letters – target 15 done by end of today** (~65 total. Some from Russell, some Holly, some both. Use Dictate/GPT/Claude to draft.)
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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 Lucy's cake)
  - ☐ **Letters – target 30 done by end of today** (15 more today)
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## **WEDNESDAY 25th FEBRUARY**

- ☐ **Dance lesson** – 8:30 AM
  - ☐ **Confirm all vendor arrival times with Clare** – 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** – Run sheet, timing, resources
  - ☐ **Confirm all 4 speeches are ready** – Groom & Bridal Party, Karen & Mark, Kevin & Sonja, Holly & Russell
  - ☐ **Sort and set up table decorations** – Assemble at home, transport on drop-off day
  - ☐ **Build and sort candle decorations**
  - ☐ **Letters – all remaining done by end of today** (~65 total complete)
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## **FRIDAY 27th FEBRUARY**

- ☐ **Setup recovery brunch plan** – Food, let people know, house ready
  - ☐ **Pay Guitarist (Jason)** – \$750 cash/transfer
  - ☐ **Finalise wedding morning playlist** (*if not done this weekend*)
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## **WEEKEND 28th FEB – 1st MARCH**

- ☐ **Sunday 1st March – Pre-wedding photo shoot with Jinx** (3:30pm)
  - ☐ **Sunday 1st March – Meet Sonja, Kevin, Karen & Mark** – Confirm transport arrangements for wedding day
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## **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>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

## 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

- ☐ 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

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## 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

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## 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

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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), Groomsmen Gifts, Florist Paid, Makeup Paid, Exit Song ("Ordinary"), Nails Booked, Facial Booked, Tan Booked, Wedding Day Emergency Kit.

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## 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. **1 Social Media Capturer dietary outstanding** – Still chasing.
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*Last updated: Saturday 21st February 2026*