

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	\$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	🟡 Designed <input checked="" type="checkbox"/> – 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 — 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 × \$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

● **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

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 ⚠️

- 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