

GT Entertainments

WWW.

.CO.UK

Tel: 07944 724242 Email: oli.gtents@gmail.com

Wedding Plan Checklist

It doesn't matter who is planning your wedding! You still feel the worries and want to know that everything is going smoothly, and with so much to plan for where do you start??

*Use this simple 12 month Wedding Plan Checklist to help keep everything on track!
Courtesy of GT Entertainments.*

12 MONTHS TO GO...

- >Decide on the style/theme of your wedding (e.g. white wedding/formal wedding/70's theme)
 - >Decide on a date for your wedding
 - >Begin your search for a Wedding Officiant and venues
- >Discuss and agree on what is important for your wedding and try and prioritise these accordingly as this will help in allocating for your budget
 - >Agree on approximate budget for your wedding and who will pay for what
- >Visit wedding fayres for ideas and contacts as well as magazines and online research

11 – 9 MONTHS TO GO...

Begin your search for :-

- >Wedding Dress/Attire (Bridal Gown, Suit Hire, Bridesmaid Dresses, Shoes, Accessories and Wedding Lingerie)
- >Venue Decorations (Florist, Chair and Table Covers, Backdrops, Balloons etc)
 - >Photographer and/or Videographer
 - >Entertainment (DJ and/or Band, Magicians, Waiters)
- >Wedding Transport (Limousine, Horse & Carriage, Hummer)
 - >Wedding Cake & Caterers
 - >Hair & Beauty Stylist
- >Wedding Stationery (Invites, Menus, order of service etc)

IF YOUR CHOSEN ACT/VENDOR IS AVAILABLE ON YOUR CHOSEN DATE BOOK THEM IMMEDIATELY!

- >Choose and purchase your wedding rings
- >Select your Bridesmaids, Best Man/Groomsmen, Ring Bearer, Ushers and Flower Girl confirm their attendance and inform them of their roles and duties
 - >Begin compiling your guest list
 - >Begin looking at honeymoon options

8 – 6 MONTHS TO GO...

- >Finalise your decision on attire for your attendants (Bridesmaids, Groomsmen etc)
 - >Start planning reception entrance and music for ceremony
- >If you haven't already, purchase your wedding gown, veil and accessories
 - >Sign up for your gift registry/ honeymoon donation

5 – 4 MONTHS TO GO...

- >Choose your wedding cake
- >Choose your wedding dress
- >Confirm and book entertainment (DJ, Band etc) if you haven't already
 - >Decide on your wedding decorations (including favours)
- >Contact your florist and finalise details and arrangements
 - >Order wedding stationery (Invitations, Menus etc)
 - >Book your wedding transport

3 MONTHS TO GO...

- >Meet with your wedding officiant and plan details of the ceremony
 - >Choose gifts for your parents and attendants
- >Groom and male members to attend a suit fitting
 - >Bride to attend dress fitting
 - >Send out your invitations
- >Confirm honeymoon arrangements
 - >Start writing your vows if required

2 MONTHS TO GO...

- >Meet with vendors and finalise all arrangements (Wedding Cake, Decorations, Food etc)
- >Complete and return all required paper work for change of name if required
 - >Meet with officiant to finalise all ceremony details
 - >Start arranging seating plans
 - >Start buying gifts and favours for parents and attendants
 - >Reserve room for wedding night
 - >Reserve accommodation if necessary (block bookings in hotels)
 - >Finalise music for reception and ceremony
- >Schedule a hair and make up trial with your selected stylist/therapist

4 WEEKS TO GO...

- >Collect marriage license
- >Confirm and settle all final amounts with vendors (florists, caterers, entertainers, planners etc)
 - >Finalise your wedding vows and ensure your officiant has copies
- >Meet with your photographer and/or videographer to discuss shots and locations
 - >Arrange for a final wedding dress fitting
 - >Confirm honeymoon reservations

2 WEEKS TO GO...

- >Finalise seating plans
- >Confirm arrival/delivery times/location with vendors
- >Contact guests that you have not received a reply from

1 WEEK TO GO...

- >Give final guest numbers to venue/receptions/caterers
- >Collect wedding gown, bridesmaid dresses, flower girl dresses and accessories
 - >Men have final suit fitting
- >Contact and confirm all details with vendors/entertainers/florists etc. one final time

1 DAY TO GO...

- >Clarify and confirm all roles and duties within the wedding party
 - >Confirm wedding day transportation
- >Reconfirm hair and make up appointments for wedding day
 - >Have manicure/pedicure
 - >Attend rehearsal if required
- >Do your best to relax and have an early night

THE SPECIAL DAY...

Take a deep breath, have faith in all of your hard work and the people involved.... Most importantly, ENJOY!