

The Wedding Reception Kit – Wedding Checklist

This Wedding Checklist is designed to help you remember all of the finer details that will make your wedding come together like clockwork.

As soon as you want to go ahead with the wedding..

- Choose your Wedding date, ceremony and reception times.
- Select a budget that you can afford realistically
- Decide how formal your wedding will be and choose the size of the wedding
- Contact celebrant to confirm your wedding date and arrange an appointment to discuss further details.

- Choose the location for your Wedding Ceremony and Reception. To secure any of your bookings be prepared to pay a deposit.

- Start to decide on your guest list and the number of friends and family, set a date for finalising numbers.

- Choose your theme and colors for your Wedding ceremony and reception.

- Choose and order invitations for Wedding and personal stationary for reception

- Arrange for your engagement to be announced such as letters to friends and family and in the newspaper.

- Arrange times to look for and purchase your Wedding Dress and make appointments for fittings and the final delivery date.

- Decide on Wedding party, e.g. bridesmaids, groomsmen; find out their sizes for outfits.

- Order bridesmaids outfits and arrange fittings and final delivery date

- Choose the Master of Ceremonies for your reception

- Decide on the food, catering and plan the menu

- Choose your music for your ceremony and reception, DJ, Band, musicians.

- Decide on a Wedding photographer, discuss options on bridal photos/portrait

- Decide on your floral bouquets and arrangements and choose a florist to accommodate your design

- Choose your wedding cars for the bridal party and book.

- Consider where you will be going on your honeymoon, arrange passports if needed

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Three Months Before Your Wedding

- Mail finalised guest's invitations
- Order any rental equipment needed, e.g., marquee, tables and chairs
- Hire or buy outfits for Groom and groomsman
- Arrange bridal party of fitting times and if any further accessories are needed
- Decide on gift options, wishing well, bridal registry
- Choose and order your wedding cake.
- Arrange transport and accommodation for out of town guests and where the wedding party will dress on the day of the wedding
- Arrange personal appointment, bank, solicitor, hair and beauty, health check up

One Month Before Your Wedding

- Finalise details with all of your wedding suppliers, to confirm all is running to schedule, e.g. florist, photographer, caterers, musicians, reception manager.
- Check that all wedding documents are in order, begin any name changes that may be considered.eg, brides surname change to grooms
- Purchase your wedding bands/rings
- Organise your wedding rehearsal and prepare all to attend in the bridal party
- Finalise your personal shopping; Ensure you have all the necessary components to your gown, outfit and accessories for the day and also for the bridal party.
- Organise your bridesmaids luncheon/hens night
- Buy bridesmaids gifts and any other special gifts needed
- Confirm your honeymoon plans

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One to Two Weeks Before Your Wedding

- Have a guideline of the timing of the wedding day and provide all of your bridal party with the timeline. Also have your reception timeline completed and given to all of your wedding suppliers.
- Confirm all RSVP guest count and finalise with caterers and reception venue. Confirm seating arrangement for reception
- Confirm and finalise details with florist, musicians and photographer
- Have the final fittings and the delivery date for the wedding gown and the bridal party outfits.
- Schedule a trial hair and makeup appointment; include all accessories you will wear on the day, e.g. veil, jewellery you will be wearing.
- Confirm transport and accommodation details for guests and bridal party
- Confirm if you or your partner will be making any speeches and start to plan what to say at the reception.
- Ask your reception venue to set aside a table for gifts or for your wishing well. Ask someone to take responsibility and care of the transport of it safely back home after the wedding.
- Pack all luggage for your honeymoon.
- Have all documentation ready for honeymoon, include all documents needed, tickets, passports, travellers cheques
- Thank you notes are great to send out to your guests after the wedding so keep a note of who you would like to thank.
- Have an emergency kit, just in case, include, tissues, cosmetics, hairspray, hairpins, safety pins, needle and cotton, extra lingerie and extra pantyhose, eye drops, headache tablets and band-aids.

The Day Before

- Place everything you will need in a convenient place, lay out your outfit to finalise everything is there.
- Have your outfit ready for when leaving for your honeymoon
- Confirm that your hairdresser and makeup artist are scheduled for the appointment you have made

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- Contact all of your bridal party to confirm everyone is ready and organised for the wedding day.
- If any payments need to be made, ask grooms best man to finalise, place any monies into envelopes for payment to be made easy, payments for, DJ musicians, florist, caterer etc It's a good idea to pay all of your suppliers a week or more before.
- Ensure you have a good healthy breakfast on the morning of your wedding to keep you energised and going through the day.
- Arrange a massage, pedicure, manicure and a relaxing time with friends and family
- Take a fragrant bath, before going to bed (as early as possible)

The Big Day

Relax, Enjoy and Congratulations!

Let your planning run it's course...