



wedding planner

THINGS TO DO NOW

- Tell friends and family you're engaged.
- Open a wedding bank account.
- Organise insurance for the wedding.
- Set a budget.
- Choose best man/bridesmaid etc.
- Decide on your date.
- Make a wedding file, keep this at the front so you can cross things off as you them and put all information, contracts and receipts in so you don't lose any vital information.
- Start looking at venues.
- Meet with your priest/minister/rabbi or book your registrar.

6-12 MONTHS BEFORE

- Decide on your style of wedding.
- Put together a rough guest list (gives you a good idea of numbers).
- Book your venue.
- Choose your caterers.
- Visit a wedding fair to meet suppliers and get information. They can be a little overwhelming, so go with a plan so you can get as much info as possible.
- Book your wedding cars.
- Research photographers, and book one. Make sure you spend time looking at what sort of photography will suit your preference as they can be different.
- Book your florist and discuss ideas/themes and colour schemes.
- Order your stationery - send out Save the Date cards.
- Start to look for a wedding dress. Even if you have an idea in your mind, be sure to try alternatives because you may never know until you try it on.
- Book your music; liaise with your venue about equipment.

4-6 MONTHS BEFORE

- Confirm arrangements with your minister and discuss the service.
- Get bridesmaid dresses.
- Plan and arrange your honeymoon (book time off work).
- Draw up full guest list so you can mark off once you have your RSVP information.
- Groom organise suits for himself and ushers.
- Choose and buy wedding bands.
- Order wedding cake.
- Choose your gift list or alternative plan.
- Create invitation and send it out to guests.
- Cook and book your wedding favours.
- Draw up a list of local accommodation information to give to your guests.
- Organise dress fittings.

2-4 MONTHS TO GO

- Book your meeting with the secret garden team to ensure your plans run swimmingly.
- Book hair and make-up trial run through.
- Finalise honeymoon plans. Check your passport is in date/visa's/injections and insurance (could be premature in normal circumstances but you won't want to do it nearer the time).
- Write your vows, if necessary.
- Schedule and rehearsal time and dinner.
- Buy a guest book.
- Design and print the order of service sheets.
- Book first night hotel.
- Confirm booking if marrying in registry office.
- Organise hen and stag parties.

1-2 MONTHS TO GO

- Choose and buy gifts for wedding party.
- Chase up unanswered invitations, draw up final guest list.
- Confirm numbers with venue.
- Start to draw up your table plan.
- Confirm all suppliers i.e. transportation, photographer, florist, caterers etc.
- Groom/best man and father start planning speeches.
- Buy marriage license.
- Buy wedding day underwear.

1 WEEK TO GO

- Pack for your honeymoon.
- Final hair and make-up practice.
- Wear in your wedding shoes around the house.
- Arrange cake delivery to venue.

ON THE DAY!

Make sure you have lots of time to get ready with your bridesmaids in a stress free environment. Then off you go to the biggest day of your life! The Secret Garden Wedding Marquee wishes you both a lifetime of happiness!

