

Orchid Wedding planner

18 – 10 months to go

- Set a date for your wedding day
- Open a special wedding bank account
- Work out budget
- Book your wedding organiser / planner
- Begin a health / beauty regime
- Set and agree on a budget
- Draw up a guest list
- Find and book your wedding reception venues
- Book your registry office
- Decide on a style or theme for your wedding
- Start looking at wedding stationary
- Start looking at rings and other jewellery
- Start looking for a bridal outfit
- Shop for the grooms and other party outfits
- Research all the different services that you are going to need
- Select videographer
- Select photographer
- Select beautician
- Discuss honeymoon plans
- Select florist / decorations (including stage)
- Decide who is doing what
- Check passports are valid
- Book your leave from work
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6 months to go

- Order your invitations
- Set up a gift list
- Make a programme, sort out a timetable
- Buy your wedding outfits / jewellery, or if you have ordered them then collect them now
- Arrange vaccination visa and insurance
- Buy wedding day lingerie
- Order your cake
- Confirm booking for the registrar and venues
- Book transport for the bridal parties
- Select gifts for the families
- Finalise your theme
- Book your first night suite
- Finalise your honeymoon booking get vaccinations, visa etc...
- Book your make up and mehndi artist

5 – 4 months to go

- Book transport
- Consult beautician
- Consult hair dresser
- Order gifts / sweets for guests

3 – 2 months to go

- Finalise number of guests
- Arrange your bridal make up trial run
- Arrange accommodation for out of town guest
- Order your wedding sweets
- Work out seating plans, place names
- Book registry wedding
- Nominate two witnesses
- Arrange foreign currency / travellers cheques
- Book firework display
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1 month to go

- Make sure everyone involved in the wedding know the plan of action
- Write to your bank and other official bodies to inform of your change of surname
- Get your maid of honour to organise your pre-wedding parties
- Finish shopping
- Get marriage license
- Have final consultations with beautician and hairdressers
- Draw a seating chart for reception
- Inform florist number of buttonholes

2 weeks to go

- Pack for your honeymoon
- Try on your full wedding outfit, see if you have got any problems with the whole look
- Wear shoes around the house
- Final check on all prior bookings
- Give a checklist to helpers

1 week to go

- Confirm all reception arrangements
- Confirm flowers, photographers etc....
- Give the photographer a list of any 'must have' shots you want
- Arrange collection of hire items
- Make someone responsible for your wedding clothes
- Finalise arrangements with hairdressers /beautician
- Collect foreign currency / travellers cheques
- Confirm arrangements for taking presents from one reception
- Prepare a timetable for wedding day preparations
- Arrange for someone to check your hall on the morning of your wedding.

The day before

- Arrange for cake to be delivered
- Have your honeymoon luggage sent to your hotel room
- Relax and have an early night
- Treat yourself to massage at a health spa
- Check if I have ring
- Set your alarm

On the day before I leave

- Don't miss breakfast
- Give yourself plenty of time to get ready
- Have the bouquets and buttonholes delivered or send someone to collect them
- Check rings
- Get hair and/or make up to bridesmaids
- Put your engagement ring on your right hand

During the day

Have a fabulous day



Wedding Budget

The Essential checklist

Description	Estimate £	Actual £	Tick
Reception
A) Catering Package			
B) (i) Venue			
(ii) Register Office			
(iii) Food			
(iv) Staffing			
Furniture			
Crockery			
Linen Hire			
Cake			
Catering Equipment Hire			
Drinks			
Attire
Bridal Dress - wedding day			
Bridal Dress - walimah			
Trousseau			

Beauty Treatment			
Headdress / Veil / Tiara			
Jewellery			
Handbag			
Shoes			
Accessories			
Bridesmaid Outfit			
Make Up Artist			
Hair Artist			
Mehndi Artist			
Lingerie			
Health Spa			
Photography and/or Videography
Photographer			
Videographer			
Reprints			
DVDs/Videos			
Parents' Albums			
Entertainment
Children's Entertainment			
CD player			
Ceremony

Stage			
Other			
Other			
Other			
Floral Decoration
Bouquets			
Ceremony Flowers			
House Flowers			
Table Centre Pieces			
Cake Table Flowers			
Pedestals			
Balloon Decoration			
Button Holes			
Bridesmaids Flowers			
Corsage			
Lighting			
Other			
Other			
Other			
Stationary
Wedding Invitations			
Stamps			
Place Cards			

Sweet Boxes/favours			
Serviettes			
Seating Plan			
Confetti			
Mehndi			
Prayers			
Rings
Groom's Wedding Ring			
Other			
Transportation
Car hire			
Other			
Honeymoon Package
Honeymoon			
Holiday Clothes			
Hen "Do"			
Spending Money			
Accessories			
Gifts
Wedding Favours			
Bride's Gift To Groom			
Gifts For Bride's			

Family			
Gifts For Groom's Parents			
Helper's Gifts			
Other			
Other			
Other			



Wedding Day Timetable

When you make your time table, (1) schedule each event and (2) plan enough time for it. The following chart will help you with the essentials; the spaces between each item will let you add the things that will be different for your wedding (you might get dressed at church instead of at home, etc.) Make sure your photographer, caterer, baker, florist, and musicians know your time table and that they approve any last minute changes. Go ahead and fill in as much of the information as possible right now while you are online and then print it out when you are done. If you are not certain of all the information right now, you can still fill it in later.

What? Time?

- 1. Getting up/breakfast
- 2. Dressing
- 3. Leaving for the ceremony
- 4. Photos before the ceremony
- 5. Parents and guests arrive
- 6. Wedding Ceremony begins
- 7. Receiving Line
- 8. Formal group photos (wedding party)
- 9. Leaving for the reception
- 10. Cocktail Hour (before couple arrives)
- 11. Arriving at the reception
- 12. Toast by Best Man (and others)
- 13. Reception Meal
- 14. Cake Cutting
- 15. Bridal Dance
- 16. Dancing
- 17. Bride and Groom change clothes
- 18. Bride and Groom leave reception
- 19. Reception ends

CHECKLIST FOR THE GROOM

This checklist will help the groom in planning the most important day of his life. Feel free to print it out and give copies to those helping to plan your wedding (especially the Best Man).

6 MONTHS

- Select your best man. Decide how many ushers you need (1 for every 50 guests), and select them.
- Start making out your guest list.
- Arrange visit with minister/mosque to discuss ceremony.
- Discuss wedding expenses with fiancée and all parents.
- Discuss honeymoon plans. If travelling abroad, make legal arrangements (passport, visas etc).
- Visit wedding gift registry with fiancée

3 MONTHS

- Complete guest list, give it to fiancée.
- Consult with fiancée and order wedding attire for self, best man, ushers and fathers.
- Arrange transportation (limousines etc) for wedding party to ceremony and reception.
- Complete honeymoon plans: buy tickets, arrange hotels etc.
- Order wedding rings and engraving.
- Arrange to pay for bride's bouquet and going-away corsage; order boutonnieres for men and corsages for mothers.
- See your doctor for blood tests.

6-8 WEEKS

- Plan rehearsal dinner with parents.
- Consult with fiancée and arrange lodging for relatives and ushers from out of town.
- Select gifts for best man and ushers, to be given at the bachelor dinner or wedding rehearsal.
- Choose bride's wedding present. Something personal, such as watch or other piece of fine jewellery is traditional.
- Make sure necessary documents - legal, insurance financial, medical and religious – are in order.
- Give or attend bachelor party.
- Pick up wedding rings, check engraving.
- Help fiancée with thank you notes.

2 WEEKS

- Make a date with your fiancée to make the marriage license.
- Arrange with the best man for transportation from reception to the airport or train.

1 WEEK

- Put the clergy members or judges fee in a sealed envelope and give it to the best man, to be delivered after the ceremony.
- Purchase travelers cheques.
- Get your going-away clothes ready so you can change after the reception.
- Pack for your honeymoon.
- Arrange to move belongings to new home.
- Remind best man and ushers of the rehearsal and rehearsal dinner details.
- Present gifts to attendants at rehearsal dinner.
- Arrange for rental returns.
- Be sure you and your bride sign the wedding certificate and see that it is safely put away before leaving on your honeymoon.



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Appointment Dates

Who? And Where?	Date	Time	Notes

Who? And Where?	Date	Time	Notes

Who? And Where?	Date	Time	Notes

Who? And Where?	Date	Time	Notes

