



## *Your Wedding Planning Diary*

Before you begin, a word of advice.....

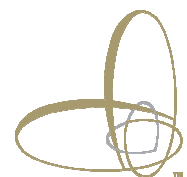
### **Four things to remember when planning your wedding:**

- 1) **Set a budget and stick to it.** Weddings can be extremely expensive (the Average UK wedding is now purported to cost approximately £20,000). Remember you are now a 'wedding consumer' and the wedding industry is huge. There is a lot of choice. Do not commit a penny until you know exactly what you will be getting. A limited budget does not mean a second rate wedding, there are lots of ways to cut costs without compromising on style.
- 2) **Be organised.** Even if you never wrote a list in your life before, write them now! Keep everything related to your wedding (from colour swatches to contact numbers) in one place - be it ring binder or shoebox - and take it with you whenever you visit a vendor.
- 3) **Enjoy it.** Planning your wedding should be fun. Don't let little hitches or setbacks get on top of you. Never forget why you are doing it. Don't let others forget that it is your day.
- 4) **Use your consultant.** If you are a *Weddings Co-ordinated* customer you have access to a huge resource of information. If there is something you need to know just pick up the phone and ask. Even if your consultant doesn't know the answer straight away she will be able to find out for you. And if you need help with any aspect of the planning of your celebration, we are at your service.

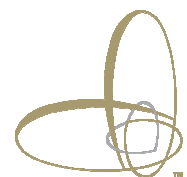
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**My Wedding Date:** .....

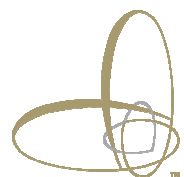
As soon as possible after engagement	Complete by .....	Notes
Discuss with your partner the overall theme, ambience or style of wedding you want to create. It is important to decide in the early stages as this decision will impact on every booking you make.	Date completed .....	
Decide on your overall budget for the wedding and make a list of everything you would like in order of importance.	Date completed .....	
Consider using a wedding consultant for all or part of your wedding planning, speak to a few to find out what services they offer. Ask for references and find out how they charge. Ask whether or not they take commissions from the suppliers they recommend.	Date completed .....	
Decide on either a religious or civil ceremony. Speak to your registrar or religious celebrant to confirm your date & ceremony details.	Date completed .....	
Decide on a shortlist of possible venues and visit each one. Ask all those you like to provisionally hold the date for you and give you first refusal on the date agreed	Date completed .....	
As soon as venue is booked	Complete by .....	Notes
Research and book your photographer (and videographer if appropriate) – many photographers get booked a year or more in advance so it is very important to do this early	Date completed .....	
Once you have confirmed your venue remember to tell any others who were holding the date for you that you are no longer interested.	Date completed .....	
If you will be using outside caterers and/or a marquee, begin your research and obtain quotations.	Date completed .....	



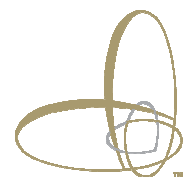
Once you have booked the venue and have a firm idea of venue and catering costs make the first revision of the budget plan. This will enable you to work out how many guests you can realistically cater for. If you have a consultant she will be able to help you with this.	Date completed .....	
Draw up a first draft of the guest list	Date completed .....	
Consider sending a 'Save the Date' card or fridge magnet to guests who you know you want to be there.	Date completed .....	
Visit a few bridal fayres to get some ideas of what is available locally in the way of goods and suppliers.	Date completed .....	
Start thinking about your wedding dress and those of your Bridesmaid's and Pageboys. Visit a few Wedding Salons and try on a variety of different styles to see what shape and style suits you best.	Date completed .....	
<b>8 months before wedding</b>	<b>Complete by</b> .....	<b>Notes</b>
Revisit the budget before making the following bookings:	Date completed .....	
Confirm Caterers and discuss menu ideas	Date completed .....	
Research and book florists	Date completed .....	
Research and book honeymoon and your first night hotel	Date completed .....	
Order wedding cake	Date completed .....	
Decide on and book wedding entertainment – this includes music for ceremony and reception as well as entertainers such as close up magician and/or children's entertainment.	Date completed .....	
Select your bridesmaids, ushers, flower girls etc	Date completed .....	
Choose & order your wedding clothes including those of your bridesmaids.	Date completed .....	
Decide on & book transport including wedding car or carriage and any guest transportation	Date completed .....	



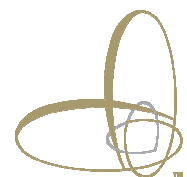
Purchase Wedding insurance.	Date completed .....	
<b>Six Months Prior to Wedding</b>	<b>Complete by</b> .....	<b>Notes</b>
Take another look at the budget to ensure you are not over-spending.	Date completed .....	
Decide on wedding stationery and maybe also a wedding website ( <b>free to WCO full co-ordination clients</b> ). Give your stationery the wording required for invitations – wording for Order of Service and menus can be given at a later date. NB: remember to give an RSVP date of approx 6 weeks before the wedding to give you time to get place names & table plan printed etc once you have received replies from everyone.	Date completed .....	
Book Hair Stylist and Make-up Artiste	Date completed .....	
Purchase or commission wedding rings	Date completed .....	
Consider booking a Toastmaster for the day	Date completed .....	
<b>Four Months Prior to Wedding</b>	<b>Complete by</b> .....	<b>Notes</b>
Order any hire clothes for ushers etc	Date completed .....	
Purchase wedding underwear and shoes. Remember to take these with you to dress fittings.	Date completed .....	
Think about wedding presents and draw up a gift list with your favourite store	Date completed .....	
<b>Three Months Prior to Wedding</b>	<b>Complete by</b> .....	<b>Notes</b>
Ensure all the legal paperwork is in order.	Date completed .....	
Keep looking at the budget to make sure all in order.	Date completed .....	
Send invitations together with any maps, wedding list info, guest accommodation ideas, website information etc	Date completed .....	



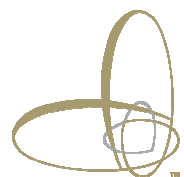
<p>If you have not already done so, finalise your colour scheme and discuss this with your florist and any other person responsible for decorating the venue. When finalising your order you're your florist remember that choosing seasonal flowers will be more cost-effective. Also remember that if you are getting married on an especially popular date, prices may rise (eg roses on Valentines day are extremely expensive)</p>	<p>Date completed .....</p>	
<p>Choose thank you gifts for your attendants</p>	<p>Date completed .....</p>	
<p>Select wedding jewellery to wear on the day. Also any tiara or special hair clips etc</p>	<p>Date completed .....</p>	
<p>Order any balloon decorations, favours, disposable cameras etc</p>	<p>Date completed .....</p>	
<p><b>Eight Weeks Prior to Wedding</b></p>	<p><b>Complete by</b> .....</p>	<p><b>Notes</b></p>
<p>Finalise your ceremony details with registrar or religious celebrant including music for the ceremony etc.</p>	<p>Date completed .....</p>	
<p>Finalise catering menu and arrangements with your venue or caterer. Also discuss arrangements for the bar – eg) will you pay for all drinks or will it be a cash bar after the wedding breakfast</p>	<p>Date completed .....</p>	
<p>If you are having 'Order of Service' booklets printed, confirm the wording with your supplier. The same goes for any menus to be printed.</p>	<p>Date completed .....</p>	
<p>Arrange hen/stag parties</p>	<p>Date completed .....</p>	
<p>If you are changing your name make sure you apply for a new passport in good time for the honeymoon if you are travelling abroad.</p>	<p>Date completed .....</p>	



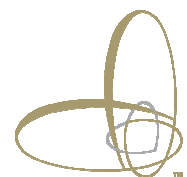
<p>Attend final dress fitting – remember to take underwear, shoes and veil with you but remember it is unlucky to try everything on together until the wedding day itself. Also traditionally, the final stitch should be completed just before you leave for the ceremony so ask your dressmaker to leave one last detail for you or your mum/bridesmaid to complete on the day.</p>	<p>Date completed .....</p>	
<p>Have your trial hair and makeup appointments approx 6-8 weeks before the wedding. Remember to take any veil or tiara with you.</p>	<p>Date completed .....</p>	
<p><b>Six Weeks Prior to the Wedding</b></p>	<p><b>Complete by</b> .....</p>	<p><b>Notes</b></p>
<p>Send thank you letters for presents as they arrive</p>	<p>Date completed .....</p>	
<p>If you have booked a ‘final countdown’ co-ordination with <i>Weddings Co-ordinated™</i>, meet with your Wedding Consultant to discuss final arrangements and hand over the co ordination from this point on to her so that she can liaise with suppliers in the final weeks leading up to the wedding.</p>	<p>Date completed .....</p>	
<p>Draw up a final ‘running order’ for the wedding day. Circulate this to all suppliers and the venue so that everyone knows what they have to do where and when. It is very helpful for suppliers to know who or what else will be there on the day. Good suppliers see themselves as a small but vital part of a bigger picture so knowing what else will be going on is often very helpful to them as they will all work together as hard as possible to ensure your day runs smoothly. Make sure all suppliers have maps and directions to help them find the venues.</p>	<p>. Date completed .....</p>	



Begin work on the table plan. Consider giving each table a special name or theme which has special relevance to you (eg places you have visited together, films, shows or sports you enjoy etc)	Date completed .....	
Delegate jobs to your bridesmaids and ushers (including making sure that someone is responsible for returning any hired items eg ushers' clothes, cake stands etc)	Date completed .....	
Make final arrangements regarding accommodation and travel before and after the wedding (eg make sure luggage is transported to wedding venue ready for you to depart with after reception).	Date completed .....	
Check if you need any inoculations or visas for your honeymoon destination. Organise any foreign currency.	Date completed .....	
Organise your wedding rehearsal	Date completed .....	
Have final meeting with photographer and florist to ensure they have all the details. Make sure your photographer has a list of all the group shots you want taken on the day. Delegate one of your attendants (preferably someone who knows most of the guests) to assist the photographer in locating everyone required for the group shots on the day. Make sure your florist knows where and when to deliver the bouquet(s) button holes and corsages on the day.	Date completed .....	
<b>Five Weeks Prior to Wedding</b>	<b>Complete by</b> .....	<b>Notes</b>
Send your band or DJ a list of your favourite music tracks which you would like played on the day. Make a CD of your 'first dance' music and give it to the Best Man to give to the DJ on the day.	Date completed .....	
Chase any remaining guests who have not replied to your invitation and then send the final list of those attending to your stationer to print the place names.	Date completed .....	



Three Weeks Prior to Wedding	Complete by .....	Notes
Complete the table plan and get it printed – you will also need table numbers or names printed so guests can identify which table is theirs.	Date completed .....	
Finalise lists for guests using any transport you have arranged for them – print off a list of who has requested to be on which bus journey etc and give this list to one of your ushers to supervise.	Date completed .....	
Visit venue with your consultant (if you have one) for a final check and a run-through of what happens where and when so everything will be familiar on the day.	Date completed .....	
Give your venue and caterer final numbers.	Date completed .....	
Make sure your consultant (or whoever is setting up tables etc on the day) has all the table decorations, favours, disposable cameras, menus, table place names and a copy of the table plan etc	Date completed .....	
Make sure you have something old, new, borrowed and blue	Date completed .....	
Two Weeks Prior to Wedding	Complete by .....	Notes
Arrange delivery of your wedding cake to the venue together with any special storage instructions. Ensure someone brings a cake knife or ask the venue if they have one you can use.	Date completed .....	
Book a manicure, begin packing for the honeymoon. <b>Do not</b> have a facial in the last two weeks as this may cause spots! And do not overdo any sunbathing (if you do go out in the sun watch out for strap marks which may show if you have a strapless wedding dress). Try to relax and enjoy these last two weeks. Your consultant (if you have one) will be available on the phone for any last minute panics or queries.	Date completed .....	



<p>If you have booked the <i>Weddings Co-ordinated</i><sup>TM</sup>, 'On-The-Day' Wedding co-ordination service, meet with your consultant to run through all the goods and services you have booked and the running order of the day so that she will know what should be happening, by whom and when and will be able to oversee the smooth running of the day from set-up to completion.</p>	<p>Date completed .....</p>	
<p><b>One Week Before Wedding</b></p>	<p><b>Complete by</b> .....</p>	<p><b>Notes</b></p>
<p>Collect your wedding dress and your bridesmaid's dresses</p>	<p>Date completed .....</p>	
<p>Hold your wedding rehearsal</p>	<p>Date completed .....</p>	
<p>Talk through any last minute details with your consultant (if you have one). Relax and enjoy these last few days with family and friends.</p>	<p>Date completed .....</p>	
<p><b>One Day Before Wedding</b></p>	<p><b>Complete by</b> .....</p>	<p><b>Notes</b></p>
<p>Ensure someone collects any hire clothes ordered for the Bridegroom and Ushers.</p>	<p>Date completed .....</p>	
<p>Final packing for honeymoon, double check tickets, passport, money and travellers' cheques.</p>	<p>Date completed .....</p>	
<p>Have an early night</p>		
<p><b>The Wedding Day</b></p>		<p><b>Notes</b></p>
<p>The big day is finally here. Don't forget to transfer your engagement ring onto your right hand before the ceremony. And that final stitch needs to be completed on your dress before you leave. Congratulations, you've done it! Have a wonderful day.</p>		

**That's all there is to it!**

**Please call us at Weddings Co-ordinated if you would like to attend one of our 'Wedding Workshops' to help you get started or if you are interested in finding out about our Wedding Consultancy and Co-ordination Services.**

**Tel: 0845 310 12 19**

**[www.weddingsco-ordinated.co.uk](http://www.weddingsco-ordinated.co.uk)**

