

Weddings & Ceremonies

in West Sussex

PLANNING CHECKLIST

AFTER THE PROPOSAL

- Tell friends and family you are engaged.
- Set the budget.
- Decide on your date.
- Make a wedding file - keep a checklist at the front so you can cross things off as you complete them and put all information, contacts, and receipts inside you do not lose any vital information.
- Research ceremony and reception venues.
- Once you have found the perfect venue for your big day, pencil the date you wish to book with them.
- Contact the registration service and book and pay for your registrars.
- Confirm booking with venue.
- Organise wedding insurance.

9-12 MONTHS BEFORE

- Decide on your style of wedding.
- Put together a rough guest list (gives you an indication of numbers).
- Choose your caterers.
- Visit wedding fayres to meet suppliers and get information. They can be a little overwhelming, so go with a plan so you can get as much information as possible.
- Research photographers, and book one.
- Ensure you spend time looking at what sort of photography will suit your preference as they can be vastly 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 mind, be sure to try alternatives because you may never know until you try it on.
- Book your music; consult with your venue about equipment.

6-9 MONTHS BEFORE

- Choose your attendants and close wedding party and plan their outfits.
- Decide on what sort of transport, if any, you will be using on the day and book for the ceremony and afterwards.
- Choose your gift list or alternative plan.
- Plan and book honeymoon and arrange time off work.
- Send out wedding invitations to guests. It's a good idea to include local accommodation so your friends and family can make necessary arrangements.
- Choose menu options for the reception and order the cake.

4-6 MONTHS BEFORE

- Draw up a full guest list so you can mark off one you have your RSVP information.
- Book your notice of intent appointment with your local registration service.
- Groom to organise suits for himself and best men/ushers.
- Choose and buy wedding bands.
- Organise your wedding favours.
- Organise dress fittings.
- Confirm your flower order with your florist.
- Check passports are in date and organise any required travel injections and insurance.



2-4 MONTHS BEFORE

- Book hair and makeup trial run.
- Write your vows, if necessary.
- Schedule rehearsal with venue if you wish to have one.
- Buys a guest book.
- Design and print the order of service sheets, using your ceremony pack received after giving notice as a guide.
- Book first night hotel.
- Organise hens and stags.
- Choose and buy gifts for wedding party.
- Pay deposit balances, if required.
- If you have booked your honeymoon in new married name, apply for a new passport enclosing a PD2 form (we can complete the registrar's part of the form confirming your ceremony).
- REMINDER – make sure you have given your notices of intent.
- Buy your wedding accessories.
- Complete your ceremony choices for your registrars so they can plan your personalised ceremony.
- Organise dress fittings.

1 MONTH BEFORE

- Chases up unanswered invitations and draw up final guest list.
- Confirm numbers with venue.
- Start to draw up your table plan.
- Groom, best man, and father start planning speeches.
- Final clothes fitting.
- Confirm all suppliers ie transportation, photographer, florist, caterers etc.
- Order currency for honeymoon.

1 WEEK TO GO

- Pack for your honeymoon.
- Final hair and makeup practice for bride.
- The wedding couple should 'wear in' their wedding shoes around the house.
- Arrange cake delivery to venue.
- Ensure all hired clothes collected on time.
- Wrap attendants' gifts.
- Work out rough timetable for the day, run through it with wedding party and double check travel timings to and from your ceremony/reception venue(s) – allow time for heavy traffic.

THE DAY BEFORE

- To avoid any last-minute stress on the day, ask friends and family to see that the following arrangements are made for you on the day:
 - The cases are sent to your overnight hotel.
 - Any hired items are returned as soon as possible.
 - Any wedding gifts are carefully packed up and taken home.
 - Wedding cake is sent to anyone unable to attend if this is your choice.
- Relax and have an early night.

THE DAY BEFORE

- Make sure you have lots of time to get ready in a stress-free environment.
- Allow time for pre-ceremony interviews.
- Then off you go to the biggest day of your life!

