

Wedding Planning Checklist



Date: July 2014

Onecall Hospitality Limited

Clawthorpe Hall Business Centre, Burton, Lancashire, LA6 1NU

015395 64654

info@onecallhospitality.com

**ONECALL**
HOSPITALITY
Operational Management Specialists



Wedding Planning Checklist

Making an early start

- Tell relatives and friends you're engaged
- Visit wedding fairs for inspiration
- Identify the type of wedding you would like
- Set a budget and agree who's paying for what
- Choose the Best Man, Bridesmaids and Ushers
- Research venues and reserve your favourite
- Define the format of the day
- Set a date

12 – 6 Months before the big day

- Book ceremony venue/registry office and reception venue
- Arrange and negotiate a rate for guests' accommodation
- Book first night hotel (if necessary)
- Select a time
- Choose transport
- Choose Photographer/Videographer
- Choose Florist
- Choose theme/colour scheme
- Choose stationery
- Choose a wedding dress and Bridesmaids' dresses
- Plan and book a honeymoon
- Choose entertainment for your reception
- Create an invitation list
- Distribute 'save the date cards'
- Organise wedding insurance
- Begin a health and beauty/fitness regime

6 – 4 Months before the big day

- Organise creative decor: table centre pieces, lighting etc.
- Organise suits for the Groom, Best Man and Ushers
- Choose wedding rings
- Order a wedding cake
- Choose a gift list
- Choose wedding favours
- Choose menu
- Make any hire arrangements
- Book hairdresser/make-up artist appointments

4 – 2 Months before the big day

- Distribute invitations, including wedding gift list info, menu, accommodation etc.
- Write personal vows (if necessary)
- Choose music and readings
- Schedule rehearsal and organise rehearsal dinner
- Contact local or national newspapers about publishing your wedding announcement
- Organise Hen and Stag parties
- Arrange passports/vaccinations for the honeymoon

6 – 2 Weeks before the big day

- Confirm Photographer/Videographer
- Confirm Transport
- Confirm Florist
- Confirm Entertainment
- Provide a list of music for any special moments
- Confirm any hire arrangements
- Re-confirm final numbers with venue/caterer
- Choose gifts for your wedding party
- Draw up a final list of who will be attending your wedding
- Confirm the final number to the venue and caterer
- Design a seating plan
- If you're changing your surname or address, notify your bank, Doctor etc.
- Write speeches
- Have final fittings
- Collect wedding rings
- Write place cards
- Brief the Photographer on any specific requirements

One Week before the big day

- Create an itinerary/wedding day schedule to make sure everything runs smoothly on the day
- Double check ALL the arrangements
- Hold a ceremony rehearsal with the wedding party
- Nominate someone to take care of the itinerary/wedding day schedule and handle any problems that may arise