



Wedding Planner

NAMES &

ENGAGEMENT DATE

WEDDING DATE

Congratulations on your engagement!

To make planning your wedding both manageable and enjoyable, we have put together this organiser to help you plan the day of your dreams. It is divided into sections that cover different aspects of your wedding, from the ceremony to the honeymoon. These sections include plenty of basic information, ideas and suggestions along with space to make your own notes and revisions. There is also a countdown to help keep you on track, an expenses worksheet, an important contacts list and a to-do list, so you can tick off your achievements as you go.

Print out these sheets and put them into a folder. Once the big day has passed, they could become one of your wedding keepsakes.

The Essentials

- Where to start
- Getting organised
- Who does what
- To-do checklist
- Countdown
- Questions for specialists
- Expenses
- After the wedding
- Honeymoon
- Addresses

Guests & Invites

- Guest list
- Stationery
- Invitation wording
- Gift list

Fashion & Beauty

- Bride's attire
- Groom's attire
- Groomsmen's attire
- Bridemaids' attire
- Flowergirls' attire
- Rings & jewellery
- Hair & beauty

The Ceremony

- Church wedding
- Civil wedding
- Ceremony plan
- Flowers
- Transport
- Photography
- Wedding photo list
- Video
- Weddingmoons

The Reception

- Venue
- Music & entertainment
- Speeches
- Cake
- Drinks





You've decided to take the big plunge and are now wondering how to plan the perfect wedding. Managing such a major event can seem a little daunting, so we've put together this planner as a guide to help you organise your big day and keep things running smoothly. While some weddings are lavish events with hundreds of guests, others are simple, intimate occasions shared with close family and a few friends. If you're planning an informal wedding you do not need to observe many of the formalities, but there are still some points of etiquette and traditions that you may find useful.

Before you begin, you and your partner should sit down and discuss what you both expect from your wedding day. Communication is paramount when it comes to organising your wedding, and expressing your expectations and wishes from the start will prevent misunderstandings and disagreements later on. Discuss the venue, season, theme and decide on the style of wedding you want, bearing in mind that what the bride and her attendants wear will set the mood and influence the flowers, transport, ceremony and reception. Another decision you need to make early is where you will hold the reception and who will take the photographs, as most weddings take place on the weekend and sometimes reception venues and photographers are booked up to a year or more in advance.

Your wedding is probably the biggest event you will ever have to organise. But, by taking things one step at a time, you can make this a fun and exciting experience culminating in one of the best days of your lives. **The Wedding Countdown** will help you prioritise tasks and set a schedule leading up to the big day. We hope you find this version of our planner useful in helping you achieve a relaxing engagement and enjoyable wedding day.

notes

Dotted lines for notes

the law

Anyone getting married in New Zealand must:

- ♥ Be at least 16 years of age. If you are 16 or 17 years of age you will need your parents' consent.
♥ Have a marriage licence. This is applied for at a Marriage Registry Office (www.Govt.nz) in your local area. Your marriage licence will take at least three days to be issued.
♥ A marriage licence will cost around \$122.60, unless you want to be married in the registry office, in which case the fee will be \$173.70. Your licence is valid for three months from the date of issue. Once the wedding has taken place your celebrant or the registry office will register your marriage and give you a 'Copy of particulars of marriage'.
♥ If you were previously married or in a civil union you may be asked to provide evidence that you are now free to marry again.
♥ State where it is you intend to be married on your application for the licence. If you have an outdoors venue, an alternative venue is recommended. If the venue is changed, advise the Registrar's Office and if the office is closed let them know the next day they are open.
♥ Have at least two witnesses to your wedding who are old enough to understand what they are doing.
♥ Each party must say the words 'I AB, take you CD, to be my legal wife/husband/partner' - or words to similar effect.
♥ Be aware that marriage is forbidden by law between couples if certain blood or marriage relationships exist.

For more information visit your nearest Registrar of Marriages or www.Govt.nz

notes

Dotted lines for notes

WHERE TO START



Once the big question has been popped it leads to a whole series of other questions, and by answering these, you're on your way to planning your wedding. So during the initial stages you should discuss the following:

the date

This may seem obvious, but knowing how much time you have to work with could make all the difference to the way you plan your wedding. The time of year you choose to marry will impact on your budget and the availability of reception venues and other services. You may like your wedding to coincide with a visit from overseas family members or to fit in with your work schedule, so be sure to talk this over.

the size of the wedding

Do you see it as an intimate event with just close friends and family, or had you envisaged a large wedding with 150 guests or more? Do a quick headcount – it might surprise you.

budget

This is directly related to the size of the wedding. At this early stage, it's hard to know how much you might have to spend, but by throwing around some figures you will soon realise if your expectations match those of your partner. Weddings can cost anywhere from \$2000 to in excess of \$80,000, so establish a ballpark figure now. (You can always revise it once you've done a bit more research.) The areas where your budget will be spent are fashion, rings, stationery, ceremony, flowers, transport, photography, video, music, reception venue, cake, catering, alcohol, wedding-night accommodation and the honeymoon.

who's paying

If you are paying for the wedding yourselves, then it really is *your* wedding and you can call the shots. Things get slightly trickier when parents chip in or pay for the entire thing, as this will obviously entitle them to a say in how the money is spent. Another option is for the parents to pay for one element of the wedding, such as the reception or photography. This way, you can make many decisions for your wedding, while accepting some financial assistance.

style

Weddings are as individual as the couples who plan them. The venue, attire, entertainment and menu will all hinge on the style you choose, so keep this in mind. You may already have a clear view of how you see the day unfolding. Describe it and see if it matches your partner's ideas. Discuss what you liked and disliked about friends' weddings to see if you're both on the same wavelength. Look through past issues of *Bride & Groom* (available online) and search the internet for inspiration.

religious or civil ceremony

You probably know where you stand on this question. Also discuss your parents' expectations and whether or not they will impact on your decision.

the wedding party

Six bridesmaids may not be his idea of the ultimate wedding party, yet she may have secretly selected them years ago. Likewise, his pick for bestman might leave her gasping, so it's important to discuss this now. If you disagree, try to talk it through calmly, expressing why you think they might not be suitable. But remember that these are your partner's friends and they may have a history that pre-dates your relationship by many years. This could be one area where compromise is the only way.

Once you've established these key factors, it's time to get organised. Start a wedding-planning file in which you keep all correspondence, ideas, quotes, contact details, samples etc. If everything is in one place, it's less likely to get lost.

Based on your respective skills and interests, decide who should take care of planning the various aspects. It will be much easier if you share the tasks. Before booking anything, get written quotes and then discuss which options suit you best.

It's a good idea to open a special bank account for wedding expenses into which you (and your parents, if they're involved) can deposit money and pay bills from. This will help you keep tabs on what you are spending, as will setting up a spreadsheet.

wedding-planning wisdom

- ♥ Work out your priorities.
- ♥ Start early.
- ♥ You can never be too organised.
- ♥ Learn to compromise.
- ♥ Have fun. It's not supposed to be a chore.
- ♥ Delegate tasks to people you can trust.
- ♥ Accept help when it's offered.
- ♥ Planning the wedding involves you both.
- ♥ You don't have to spend a fortune to have a great day.
- ♥ Stick to your budget – if you overspend on one area, cut back on another.
- ♥ Don't take too long to make major decisions.
- ♥ Once you have set a date, book all your suppliers.
- ♥ Do your research.
- ♥ Get all your quotations in writing.
- ♥ Subscribe to *Bride & Groom* magazine.
- ♥ Use our online checklists.

notes

.....

.....

.....



Many couples plan every aspect of their wedding, but spreading the responsibility can greatly reduce your stress levels. In New Zealand it's quite common for everyone involved to lend a hand in some way, whether on a financial or practical level. These guidelines are based on traditional etiquette but they are not rules. In the past, the bride's parents paid for the wedding. Today, often both sets of parents will share the costs with the engaged couple but often the couple prefer to pay for their wedding themselves.

the bride

- ♥ Usually takes charge of planning the wedding with help from the groom and/or her mother.
- ♥ Plans key elements of the wedding such as the venue, photographer, celebrant etc. in consultation with the groom.
- ♥ Organises decoration of the ceremony venue and reception, helped by the florist, bridesmaids.
- ♥ Chooses attire and accessories for herself, her bridesmaids, flowergirls and pageboys.
- ♥ Sends out invitations if the bride's parents prefer not to.
- ♥ Compiles the wedding gift list with the groom.
- ♥ Writes thank-you letters for the wedding gifts.
- ♥ Chooses the wedding rings with the groom.

the groom

- ♥ Helps the bride plan the wedding.
- ♥ Chooses his bestman and groomsmen.
- ♥ Chooses wedding attire in consultation with the bride.
- ♥ Pays for the wedding rings and gives them to the bestman just before the ceremony.
- ♥ Organises transport from the ceremony venue to the reception for himself and his bride (unless it is more convenient for the bride or her father to order the transport).
- ♥ Arranges and pays for the honeymoon (many couples share this cost).
- ♥ Makes a speech at the reception in reply to the father of the bride's speech, in which he thanks the parents and guests, and proposes a toast to the attendants.

the parents

- ♥ May contribute to the cost and help organise the wedding.

notes

.....

.....

.....

.....

.....

.....

the bride's mother

- ♥ Helps with the wedding arrangements, including consulting with the groom's family about invitations and keeping a checklist of replies.
- ♥ Can help the bride choose her wedding gown and the attendants' outfits.
- ♥ Consults the groom's mother about her choice of wedding outfit when choosing her own clothes.
- ♥ On the day, leaves the house just before the bride, usually with the attendants. She is the last person to be seated at the ceremony.

the bride's father

- ♥ On the day, is the last to leave the house and escorts his daughter to the ceremony.
- ♥ Walks up the aisle with the bride on his right arm and stands on her left.
- ♥ Gives the bride away and takes his seat after the vows.
- ♥ Makes the first speech, proposing a toast to the couple.

the bestman

- ♥ Organises the groom's stag night.
- ♥ Ensures the ushers know their duties and have their buttonholes and a seating plan for the family seats, as well as the Order of Service sheets.
- ♥ Helps the groom get ready and get to the ceremony on time.
- ♥ Stands on the groom's right as the bride arrives.
- ♥ Presents the rings to the groom at the appropriate moment in the ceremony.
- ♥ Liaises with the Master of Ceremonies or, if there is none, organises the order of wedding speeches and announces the cutting of the cake.
- ♥ Reads out some of the texts and emails from absent friends.
- ♥ Returns any hired suits.

the chief bridesmaid

- ♥ Is called the matron of honour, if married.
- ♥ Helps the bride with wedding arrangements.
- ♥ Organises any pre-wedding parties for the bride.
- ♥ Is responsible for the bridesmaids, flowergirls and pageboys, and makes sure they know their duties.
- ♥ Helps the bride dress for the wedding.
- ♥ Helps the bride with her train and holds her bouquet during the ceremony.
- ♥ Helps the bride change after the reception and takes charge of the wedding gown (returning it, if hired).

notes

.....

.....

.....

.....

.....

.....



Planning a wedding can be a real test of your organisational skills. This is a general list covering all the major things you may need to do in the lead-up to your wedding. It will give you an overview of the planning decisions you'll need to make, and will also be a useful ongoing reference tool. Make sure you tick off tasks as you complete them – this will give you a sense of satisfaction and make you realise that you are making progress, even though it may not always feel like it!

- Organise your engagement party.
- Choose the date, day and time of your wedding.
- Discuss your budget with those who are putting money towards the event.
- Decide on your wedding theme/style.
- Decide on the ceremony and reception venues.
- Compile a guest list in consultation with both families.
- Discuss details of the ceremony with officiant (minister, priest or celebrant).
- Choose your attendants and ushers.
- Choose and book the photographer/videographer.
- Choose and book the caterers.
- Choose and book the musicians/DJ.
- Choose and book the flowers.
- Choose and order wedding invitations and stationery.
- Choose and book transport to and from the ceremony and reception.
- Choose and order wedding attire for yourselves and your attendants.
- Order your wedding bands.
- Choose and order the wedding cake.
- Apply for the marriage licence.
- Select and have fittings for the wedding gown and bridesmaids' attire and accessories.
- Select and have fittings for the groom and groomsmen's suits and accessories.
- Compile a gift list and organise a register, if applicable.
- Decide where you want to go on honeymoon and make reservations.
- Book a hotel room for the wedding night.
- Organise time off work for the wedding and honeymoon, plus a few planning days beforehand.
- Send invitations. Keep a spreadsheet of RSVPs as they return. See guest list checklist.
- Arrange the wedding rehearsal.
- Re-confirm the details of all your major services the week before the wedding.
- Buy gifts for the attendants and your future spouse.
- Arrange where the bridal party will dress on the day.
- Help out-of-town guests with accommodation.
- Notify anyone required to make a speech.
- Write your vows (if you've decided to do your own).
- Write out place cards.
- Arrange reception seating details.
- Give a list of invitees for your stag/hen's night to your maid of honour/bestman.
- Book appointments with your makeup artist and hairstylist for a trial run and the wedding day.
- Wear in your wedding shoes.
- Make sure all legal documents (marriage licence, pre-nuptial agreements, passports etc.) are in order.
- Organise table settings and other decorations.
- Check bestman has the rings and service sheets.
- Pack for your honeymoon.
- Schedule some quiet time for you and your fiancé to relax before the big day.



This guide will help you keep everything under control and running smoothly. It allows an average of six to 12 months' preparation, and is based on a traditional style wedding and conditions in the larger centres. If you plan to get married in a shorter time or have a different style of wedding, don't worry, the planning and order will remain much the same. Delete any items that don't concern you and insert any extra items, then just tick off your achievements as you go.

6-12+ months

- ♥ Discuss the budget and type of wedding and who will pay for what.
- ♥ Choose the date, the time of year and time of day.
- ♥ Decide on the wedding colour scheme and/or theme.
- ♥ Compile a guest list in consultation with both families.
- ♥ Book the ceremony site.
- ♥ Book the reception venue.
- ♥ Choose and book the caterers.
- ♥ Decide on the attendants and ushers.
- ♥ Start looking for the bridal gown.
- ♥ Start beauty treatments.
- ♥ Choose and book the officiant.
- ♥ Choose and book the florist.
- ♥ Choose and book the photographer and/or videographer.
- ♥ Choose and book the musicians/DJ.
- ♥ Order transportation to and from the ceremony and reception.
- ♥ Talk to a wedding planner, if desired.
- ♥ Organise your engagement party.
- ♥ Choose the bridal gown.

Your wedding's vital stats:

Date.....
Time.....
Location/s.....
Overall budget.....
Size of guest list.....
Number of attendants.....
Officiant.....
Contact details of wedding planner (if applicable).....

Notes.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

COUNTDOWN when it all starts

BRIDE & GROOM



3 weeks

Monday.....

Tuesday.....

Wednesday.....

Thursday.....

Friday.....

Saturday.....

Sunday.....

Notes.....

COUNTDOWN three weeks to go



2 weeks

- ♥ Try on the bridal gown with all the accessories.
- ♥ Wear in your wedding shoes.
- ♥ Make sure all garments are clean and wrinkle-free.
- ♥ Check that place cards and all other table settings are in order.
- ♥ Give final numbers to your caterer.
- ♥ Confirm the wedding-day schedule with all participants.
- ♥ Organise for someone to look after any out-of-town guests due to arrive.

Monday.....

.....

.....

Tuesday.....

.....

.....

Wednesday.....

.....

.....

Thursday.....

.....

.....

Friday.....

.....

.....

Saturday.....

.....

.....

Sunday.....

.....

.....

Notes.....

.....

.....

.....

.....

.....

.....

.....

.....

COUNTDOWN two weeks to go



1 week

- ♥ Have the wedding rehearsal.
- ♥ Groom to: arrange for the bestman to have the rings and service sheets on the day.
- ♥ Check that suits and any hire items are collected.
- ♥ Check all the honeymoon arrangements and pack your suitcases.
- ♥ Ensure that the bride's mother or an appropriate person is responsible for taking home the bride's gown and accessories after the wedding.
- ♥ Arrange for the bestman to return the groom's and attendants' hired suits.
- ♥ Make final checks on all arrangements.

Monday.....

Tuesday.....

Wednesday.....

Thursday.....

Friday.....

Saturday.....

Sunday.....

Notes.....

COUNTDOWN one week to go



the day before

Check everything is going to schedule (if it's not: delegate!), then just relax.

7:00 am

8:00 am

9:00 am

10:00 am

11:00 am

12:00 pm

1:00 pm

2:00 pm

3:00 pm

4:00 pm

5:00 pm

6:00 pm

7:00 pm

8:00 pm

9:00 pm

10:00 pm

11:00 pm

COUNTDOWN the day before

Like any large event, your wedding needs a schedule to run smoothly. The time of your ceremony will dictate the rest of the schedule. Use the spaces provided in our handy chart, which is based on a mid-afternoon ceremony, to help plan your own wedding day.

Girls		Your times
7.30	Wake up. Eat a substantial breakfast, shower and put on a button-up shirt to prevent spoiling your hair or makeup. If your gown is strapless don't wear a bra.	
9.00	Hair. Time your hair trial or allow an hour for each person, depending on the number of hairstylists, plus any travel time needed.	
11.00	Makeup. Allow 40 minutes for the bride and each of the bridesmaids. Flowers. These should be picked up or dropped off at some point in the morning by someone outside of the bridal party.	
12.30	Lunch. Remember to eat as you may not have a chance to during the rest of the afternoon.	
1.00	Dress. Once hair and makeup is done, the bridesmaids should put on their dresses before helping the bride into her gown.	
1.45	Photos with parents and bridesmaids.	
2.20	Bride, her attendants and parents depart for ceremony (based on the venue being half an hour away).	
2.50	Bride, her attendants and parents arrive at the ceremony venue.	

Guys		Your times
9.00	Wake up, shower and shave. Eat a substantial breakfast.	
10.00	The lads often have a bit more time on their hands before the wedding, which could be spent doing any last minute set-up jobs or just relaxing.	
12.30	Lunch. Remember to eat as you may not have a chance to during the rest of the afternoon.	
1.50	Depart for ceremony venue (based on the venue being half an hour away).	
2.20	Groom and groomsmen arrive at the ceremony venue to greet guests and check everything is in order.	

The Wedding		Your times
3.00	Ceremony. Your celebrant or minister should be able to give you an indication of how long this will take, usually about 20-30 minutes. Allow an extra 15 minutes for any unexpected delays.	
3.45	Mingle with guests and have photos with family members. To ensure this happens quickly, provide the MC and photographer with a list of who needs to be in each photo.	
4.15	Wedding party photos. If you're having these offsite, make sure you allocate travelling time.	
5.45	Bride and groom arrive at the reception.	
6.00	Dinner and speeches. Speeches generally take place before or directly after the entrée, leaving the speechmakers free to enjoy their dinner.	
8.30	Cutting the cake. The bridesmaids may pass around the cake.	
9.00	The first dance, then the bride and groom are free to enjoy the party with their guests.	
12.00	Bride and groom depart. It's traditional for them to leave before their guests; if you're planning on partying into the night, have the MC announce that guests are free to leave as they wish.	



church officiant

Do we have to be a member of this church? Yes No

Are we required to attend pre-marital counseling? If so, how many sessions? Yes No Number

What is the cost to book the church?

How far in advance do we need to make a booking?

How many people can the church hold?

Are we allowed to take photos and video the ceremony? Yes No

Are there restrictions regarding flowers, candles and other decorations? Yes No

May guests throw confetti or other options such as birdseed, rose petals or rice, or blow bubbles? Yes No

Is there wheelchair access? Yes No

To what extent can we personalise the content of the ceremony?

Are there music restrictions? Yes No

Are there restrictions regarding the day of the week, or the time the ceremony can take place?

What is the church policy regarding interfaith marriages?

Is there another wedding booked on the day of our planned ceremony? What time? Yes No

Other questions

.....

.....

.....

.....

celebrant

Do you have ideas and ceremony suggestions to assist us in our preparation? Yes No

Do you have a list of references? Yes No

What would you say is your delivery style e.g. laid-back or formal?

What will you wear to our ceremony?

How many meetings do we need to plan and prepare our ceremony?

How long before the wedding do you arrive?

Do you offer a rehearsal at the ceremony location? Yes No

Do you have other commitments on the day of our wedding? (e.g. another wedding) Yes No

Other questions

.....

.....

.....

.....



wedding planner

How long have you been in the business?

How many weddings have you planned?

Can we see some photos of weddings you have coordinated?

Do you have references we can contact? Yes No

What is your style and approach?

How many weddings do you usually attend on one weekend? In a month?

Are you available on our wedding date? Yes No

What are your fees and what do we get for our money?

How many hours per week are you available to spend consulting with us?

How often do you provide updates?

Do you have lists of recommended suppliers?

Other questions

QUESTIONS TO ASK



cake maker

What is your experience with baking wedding cakes?

Do you have a portfolio we can view? Yes No

How far in advance do we need to make a booking?

What are your wedding cake specialties?

What flavours and fillings are available?

Can you create a custom-made cake? Yes No

Can you provide samples of cakes to taste? Yes No

If we would like to decorate our cake with fresh flowers, will you liaise with our florist, or will we be in charge of organising the flowers?

Are different fillings, frostings and decorating techniques priced differently?

How far in advance will our cake be made?

Do you freeze the cakes and, if so, can we taste one that has been frozen? Yes No

Do you provide a cake stand and knife? Yes No

What is the payment policy?

Do you deliver to the venue? If so, what is the cost?

Other questions

QUESTIONS TO ASK



gown

How far in advance should I book my gown?

How much is the deposit and when is it due?

Do you charge to try on different dresses? And is this cost refundable when I book?

Do you stock/can you make outfits for the entire bridal party? Yes No

Will you help me find the fabric, or do I need to find it myself?

How many fittings will I need? Are they included in the price?

If the gown needs adjusting, will you tailor it yourself or can you recommend anyone? What do you charge?

.....

How long before the wedding can I expect my gown to arrive?

What is your refund policy?

What are your payment and cancellation policies?

Other questions

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

QUESTIONS TO ASK



florist

Will you personally be the florist for our wedding? Yes No

Do you have a portfolio of your work? Yes No

How far in advance do we need to make a booking?

Are you familiar with the ceremony and reception venues? Yes No

What kind of experience and formal training do you have?

What type of design do you specialise in?

Approximately how many weddings do you do per year?

When is the deposit and balance due?

How do you price your flowers and what is the cost of delivery and set-up?

Are there any additional charges (e.g. travel)? Yes No

What flowers are in season and are they a cheaper option?

What kind of containers and hire items do you offer (e.g. vases, plants, trees, candelabras)?

Other questions



band/DJ/musicians

Have you had experience in weddings? How many have you played at?

Have you received any formal training? Yes No

Do you have references? Yes No

Is it possible to see one of your gigs or get an audio demo? Yes No

How far in advance do we need to make a booking?

Do you have the appropriate music and variety for our function? Can we see a playlist? Yes No

What size is your music library?

Can we pass on a list of songs we do and don't want played? Yes No

Are you capable of acting as MC? Have you done so before?

What will you be wearing?

What equipment do you provide?

What time will you arrive to set up your equipment?

How much space do you need?

How often do you need a break, and for how long? Will you play a CD while on a break?

Do you provide background music for the mealtime? Yes No

Do you offer lighting effects and a microphone for speeches? Yes No

Can you work in conjunction with a DJ/band? Yes No

When is the deposit and final payment due?

What are your overtime charges and any additional charges (i.e. travel)?

What band, if any, would you say you most likely resemble (in terms of musical style)?

Other questions



caterer

Are you a full-time caterer? Yes No

How much experience have you had with weddings?

Have you handled events of my type and size? Yes No

Do you specialise in a particular food or service style? Yes No

How far in advance do we need to make a booking?

Can you arrange a tasting of the dishes we're interested in serving? Yes No

Will you provide waiting staff? What is the staff-to-guest ratio?

What is the staff dress code?

Can you provide a list of references? Yes No

What kind of kitchen facilities will you require?

Do you work with fresh or frozen food?

How many menu selections do you have? What are the cost variances per person?

Are china, glassware and utensils included or an extra cost?

Is food provided for the photographer, videographer, band or DJ? Yes No

What type of food items do you recommend for my budget and the number of guests?

If we choose a buffet style, is the service charge included or is it extra? Yes No

Can you accommodate special dietary requirements? Yes No

Do you have a special menu and prices for children? Yes No

Do you provide alcohol and other beverages? If so, do you have a flexible wine list? If you don't provide beverages, when should we get them to you? Is there a corkage fee?

Do you have the correct glassware for the beverages being served? Yes No

How much time is needed to set up?

What deposit is required?

Is there an overtime charge? What about breakages?

When are the final headcount and payment due?

Other questions

.....
.....
.....
.....
.....
.....



reception venue

How many years have you been in business and how many weddings have you hosted?

What is the capacity of the venue?

Do you have all the necessary licences and permits? Yes No

Do you allow outside caterers? Is the kitchen fully equipped? Yes No

Is there a dance floor and how many people can it hold?

Is there a sufficient power supply? Yes No

What equipment do you provide (e.g. tables, linen)?

Do you have an example seating plan/layout and can you provide us with one?

Is there a PA system available for speeches? Yes No

Do you offer a decoration service or, if not, when can we have access to the venue?

.....

How much parking do you have?

Is there disabled access? Yes No

Can we put a marquee up on the grounds? Yes No

Do you have a specific closing time? Yes No

Is a deposit required? When and how much?

What are your refund and cancellation terms?

If at a hotel:

Do the bride and groom receive a complimentary suite? Yes No

.....

Are discounts available for guests booking their accommodation with you? Yes No

Other questions

.....

.....

.....

.....

.....

.....

.....

.....

.....



marquee

Is it possible to erect a marquee at our chosen location? Yes No

Are you available to do an on-site estimate? Yes No

What sizes are available? What is their capacity?

How far in advance must I make the booking?.....

What colour marquee 'skins', lining and flooring options are available?

What condition are the marquee 'skins' in?

Are tables and chairs included in the price? Yes No

Is there a sufficient power supply? If not, can you hire a generator? Yes No

Do you provide interior and exterior lighting? Heating? Yes No

How easy is it to incorporate our own theme and decorations?.....

Can walkways be covered? Yes No

Can you arrange for portable toilets if necessary? Yes No

Will you set up and dismantle the marquee? Yes No

How long before the wedding will the marquee be set up? And when will it be dismantled?

Is this included in the cost?.....

Will someone be on call in case of emergencies? Yes No

How long can we have the marquee?

Other questions

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....



photographer

Will you personally be taking the photographs at our wedding? Yes No

How many years experience have you had? How many weddings have you photographed?

Have you had any formal training? Yes No

Can we see your portfolio? Yes No

Do you work with digital or film?.....

How far in advance should we book?.....

Do you have another job on the day of our wedding? Yes No

What are your criteria for choosing what you photograph at a wedding?.....

Are we able to give you a list of the photographs we would like?.....

Are you available before and after the ceremony, at my home and at the reception? Yes No

Have you previously worked at our ceremony and reception site? Yes No

Do you have a list of different locations that may be suitable for our wedding photos? Yes No

.....

.....

How do you charge: a flat fee or by the hour?

Will you stay longer if required? If so, what are the rates for overtime? Yes No

Do you have back-up equipment if something goes wrong? Yes No

Will there also be an assistant? Yes No

Are there any extra costs (e.g. travel)? Yes No

Do you have package deals? If so, what is included in these? (e.g. albums) Yes No

What is your payment and cancellation policy?

Do you offer any type of guarantee? Yes No

On average, how long does it take for the proofs of the pictures to be ready?

Once we have ordered the photos, how long will it take before we receive them?

What are your policies regarding negatives and/or providing a CD of the images?.....

What will you wear to our wedding?.....

Other questions.....

.....

.....

.....

.....



transport

What are the different types of transportation you provide?

Do you charge by time or distance? Is there a minimum charge?.....

How far in advance must we make the booking?.....

May we decorate the vehicle if required or will you do that? Yes No

What will the driver be wearing?.....

Can we come and inspect the vehicles before the wedding? Yes No

How many passengers can each vehicle hold?.....

What is the contingency plan should the vehicle become unavailable or break down?.....

How long are you available for? What if we are running late – how flexible are you?.....

May we supply our own beverages or do you supply them? Are beverages included in the cost?

Do you have special offers or package deals? Yes No

When is the deposit and full payment due?.....

What is your refund and cancellation policy?

Other questions.....



gift register

What range of products and brands do you stock?

Who will our main contact be?

Will our register be available online? What about by phone, email and in person? Yes No

How do you keep track of purchases?

How often is the list updated?

Do you gift-wrap the presents? Yes No

Do you provide gift register cards we can send out with our invitations? Yes No

What is your delivery policy?

What is your return and exchange policy?

Is there a time limit for return of gifts? Yes No

How long after our wedding will the list remain open?

Can we purchase gifts that were not bought by guests at a discounted price?

Are there any other incentives? Yes No

Other questions

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

QUESTIONS TO ASK



Use the following list as a reference point to begin planning and discussing your budget. You might like to get quotes first to give you an idea of how little and how much you can spend. Once you have an estimated total budget and allocated amounts to the different aspects of your wedding, use this list to help keep track of your expenses and stick to your budget.

EXPENSES

	budget \$	quote \$	actual \$	deposit \$	balance \$
wedding rings					
Bride					
Groom					
Engraving					
Other					
ceremony					
Venue fee					
Officiant's fee					
Decorations					
Marriage licence					
Confetti					
Musician/s					
Other					
reception					
Venue hire					
Hire of furniture/equipment/marquee					
Food					
Drinks/bar					
Staff					
Entertainment					
Decorations					
Favours					
Cake					
Other					
stationery					
Invitations/envelopes and postage					
Order of service					
Menu cards					
Guest book					
Invitation reply cards					
Keepsake album					
Place name cards					
Thank-you cards and postage					
Other					



	budget \$	quote \$	actual \$	deposit \$	balance \$
photography/video					
Photography					
Prints and frames					
Wedding album/s					
USB/DVD movie					
Extras e.g. photo/video booth					
Props					
Other					
flowers					
Bride:					
Bouquet					
Other					
Bridesmaid/s:					
Bouquet/s					
Other					
Flowergirl/s:					
Basket/posy					
Other					
Grooms/Groomsmen:					
Buttonholes					
Mother of the bride/groom:					
Corsages					
Reception:					
Table centrepieces					
Ceremony:					
transport					
To ceremony					
To photo location					
To reception					
Leaving reception					
Guests					
Other					
wedding planner					

BRIDE & GROOM



EXPENSES

	budget \$	quote \$	actual \$	deposit \$	balance \$
fashion					
Bride:					
Wedding gown					
Veil/crown/hair accessories					
Shoes					
Accessories/jewellery					
Lingerie					
Drycleaning and storage (after wedding)					
Other					
Groom:					
Suit					
Shoes					
Accessories					
Other					
Bridesmaid/s:					
Dress/es					
Accessories					
Other					
Flowergirl/s:					
Dress/es					
Accessories					
Pageboy/s:					
Outfit/s					
Accessories					
Groomsmen:					
Suit/s					
Accessories					
Other					
hair and beauty					
Bride:					
Beauty treatments					
Hair					
Makeup					
Fragrance/s					
Spray tan					
Nails					
Other					
Bridesmaid/s:					
Hair					
Makeup					
Other					

BRIDE & GROOM



EXPENSES

	budget \$	quote \$	actual \$	deposit \$	balance \$
thank-you gifts					
Bride					
Groom					
Maid of honour					
Bridesmaid/s					
Flowergirl/s					
Bestman					
Groomsmen					
Pageboy/s					
Parents					
Other					
honeymoon					
First night					
Transport					
Accommodation					
Travel insurance					
Activities					
Spending money					
Passport/visas					
Vaccinations					
Other					
miscellaneous					
Engagement party					
total wedding costs					
Wedding rings					
Ceremony					
Reception					
Stationery					
Photography/videography					
Flowers					
Transport					
Wedding planner					
Fashion					
Hair and beauty					
Gifts					
Honeymoon					
Miscellaneous					
TOTAL					

You've said 'I do', cut the cake and had your first dance – it's now time to relax, enjoy a wonderful honeymoon and begin married life. But don't forget that after the wedding there will still be a few things to do and loose ends to tie up:

- If you aren't immediately leaving for your honeymoon, pre-arrange a day-after event to spend some extra time with your guests.
- Delegate the return of all rental items, such as hired suits, table settings and chairs, to members of the wedding party.
- Ask a trusted family member or friend to arrange for your gown to be professionally dry-cleaned while you're away on honeymoon.
- If you'd like to preserve your bouquet, ask a friend or relative to follow up arrangements with your florist on your behalf.
- Freeze any left-over wedding cake. If you're sending slices to those who couldn't attend the wedding, do this as soon as possible.
- Settle any outstanding accounts with suppliers.
- Open your gifts and return or exchange any faulty ones.
- Write and send thank-you notes to guests who have given gifts or contributed their time or skills.
- Re-assess your insurance policies, bank accounts and wills.
- If you're changing your name, update all applicable records.
- Make an appointment with your photographer to view your photos and choose a selection for your wedding album.
- Set up a time with your videographer to view and pay for the wedding video.
- You might like to make a scrapbook or memento box for all your wedding keepsakes.

name-change checklist

If you change your surname, you'll need to update the following:

Passport (change after the honeymoon so the name on your passport matches your air tickets)	Utility providers – phone, power, gas, internet, water, rates etc.
Driver's licence	Subscriptions and memberships – gym, sports clubs, magazines
Electoral role	Consumer fidelity programmes – FlyBuys, frequent flyer points etc.
Bank accounts, credit cards, mortgage agreements, retirement plan	Health providers – doctor, dentist, optometrist
Insurance policies	Community Services and WINZ
Legal documents – wills, trusts, contracts, loans etc.	Educational institutions
Employer, accountant and lawyer records	Email address and social networking sites – Facebook, Instagram, Twitter, Snapchat
IRD and GST records	



perfect planning

Start planning your honeymoon as soon as possible, because the closer you get to your wedding day, the less time you'll have! And, by booking in advance, you're more likely to get a better choice of flights and accommodation.

Discuss your ideas for honeymoon bliss together and decide on the type of holiday that suits you both. Is it a luxurious and relaxing tropical island escape, shopping and shows in a big city, or an intrepid adventure to an exotic location? Make a list of the things that are important to you and compare notes.

Do your research and check out websites such as tripadvisor.com for honest recommendations and real photos from fellow travellers. Then pay a visit to your local travel agent or honeymoon travel specialist. Although it's pretty simple to book flights and hotels online these days, you can't go past the knowledge and assistance a travel agent can offer. They'll often be able to find you great packages and discounts, offer advice based on extensive experience, and help if something goes wrong during your trip.

Don't forget to let the airline and hotels know you are on honeymoon – you might get special treatment!

money matters

Just like planning your wedding day, the first step when planning your honeymoon is setting a budget. Whether you're embarking on a European adventure or a road trip around New Zealand, here are some tips and tricks for cutting costs.

Before your honeymoon, use a credit card that gives you frequent flyer miles or rewards. You'll be surprised at how quickly the points add up, especially if you put big-ticket items like your reception on your card, and you'll be able to use them towards the cost of your flights or for seat upgrades.

Look for discounts or packages at resorts and hotels – many offer free nights when you book a certain number, room upgrades, meals and other extras, especially during the low season. Make sure it really is a saving – if the honeymoon package costs significantly more but only includes chocolates on the pillow, consider the normal room rate.

Booking an all-inclusive holiday is a good option if you want a better idea of how much your trip will cost. Find out exactly what is included and be aware of any hidden charges such as airport transfers or internet access. You may like to factor extra money into your budget for a few activities and meals away from the resort.

Consider the time of year that you travel – every destination has a high and low season and this will affect how much you pay and the experience that you have. During the low season there will be fewer crowds, you

should be able to find some good deals on flights and accommodation, and the weather may still be pleasant in most locations.

Once at your destination, talk to the locals for the inside word on the best places to eat – chances are they'll be reasonably priced and delicious. Otherwise, go to the local supermarket and stock up on goodies to make a picnic lunch – you'll save money and enjoy a romantic memory!

house-keeping

Be sure to advise your bank/credit card company that you're leaving the country so that they know any transactions from an exotic locale aren't the result of credit card fraud. You may also like to investigate debit card options that allow you to load a particular currency at the best exchange rate and then spend like a local.

If you're taking your smart phone away with you, go online and check out roaming charges beforehand. They can be quite prohibitive in some countries and you may not even realise you're clocking up extra charges as applications update and location services connect to the local network. It would pay to switch off as many of these as you can to avoid nasty surprises on your bill when you get home.

pack it right

As well as your clothes and toiletries, don't forget to pack a photocopy of your marriage licence (some places may want proof) and passport, adaptor plugs for your destination, extra batteries and memory card for your GoPro/camera, and any medication you require. Leave details of your trip and accommodation with family members in case of emergency.

You may also like to squeeze in a few things to make your honeymoon even more romantic and comfortable. Take along your favourite scented candle. Pack some bubble bath and fragrant massage lotion for a relaxing night in. How about some sexy lingerie?

Download your favourite tunes to your playlist for long journeys or while lounging poolside. Include a few romantic songs to play while relaxing with your loved one.

travel insurance

Missed flights, illness, injury or lost luggage will all leave a mark on your honeymoon memories, so for peace of mind make sure you include travel insurance in your honeymoon budget. Talk to your credit card company or travel agent and find out exactly what is included in their policy.

notes

.....
.....
.....
.....
.....
.....

Your honeymoon is the romantic trip of a lifetime and a great way to unwind after the big day. When you are busy planning a wedding, the honeymoon is possibly the last thing on your mind. However, it needn't be stressful if you work through this checklist to ensure nothing is forgotten.

- Set a budget
- Decide on the length of the holiday.....
- Discuss the type of holiday you would like: relaxed, adventurous etc
- Think about possible destinations.....
- Decide on the accommodation grade and type.....
- Decide on your preferred means of transport to the destination e.g. plane, cruise ship, train, car
- Consult with a travel agent or holiday company – ask about discounts, upgrades or special packages available to honeymooners.....
- Organise wedding-night accommodation if necessary
- Arrange any necessary visas and visit your GP to have any required vaccinations.....
- Organise foreign currency.....
- Refill prescriptions for regularly taken medication and contraceptives, plus pack a small first-aid kit.....
- Double check the number of bags and maximum luggage weight allowed on your flight

Keep a note of the following and give a copy to a family member or close friend in case of emergency:

- Destinations
- Accommodation address and contact details
- Your travel agent's contact details
- Cost of deposit, total cost and a note of the date they were paid
- Your transport date, day, check-in time and day and time of arrival
- Transfers to and from both airports or any other transport terminals
- Details of your rental company and vehicle

top tips

- ♥ Remember to make copies of all legal documents and leave a copy with a friend or relative. Give the other to your spouse to keep separate from the originals.
- ♥ In case your luggage is delayed or misplaced, pack an emergency kit in your hand luggage, including toothbrush, change of underwear and clothes and any medication.
- ♥ Make appropriate arrangements for any pets and children.
- ♥ Arrange for a friend or neighbour to retrieve mail from your letterbox, check on your house and water your garden and houseplants.
- ♥ Check out the global roaming possibilities with your mobile phone service provider.
- ♥ Do some research on review/forum websites like www.tripadvisor.com to take advantage of other people's holiday recommendations.
- ♥ Pack an extra bag or take an expandable suitcase for souvenirs and mementos.
- ♥ Have a few days at home before leaving for your honeymoon and after returning so you are not rushing.

When packing don't forget:

- Passports and visas
- Marriage certificate (sometimes needed for honeymoon rates at hotels etc.)
- Any tickets and vouchers
- Foreign currency
- Vaccination certificates
- Travel insurance policy
- Itinerary
- Credit/travel cards
- Driver's licences and vehicle documents
- Maps and guidebooks
- Sunscreen, after-sun lotion and sunglasses
- First-aid kit and insect repellent
- Medication
- Contraception
- Salt tablets
- Water purifying tablets
- Travel-sized toiletries and cosmetics
- Clothes and accessories suitable to the climate and style of your holiday
- Swimwear & beach towel
- Camera and video camera plus chargers and memory cards
- Hairdryer and bathrobe (if not supplied by hotel)
- MP3 player/iPod



chief bridesmaid/maid of honour

Chief Bridesmaid's name

Address

Home phone *Mobile*

Email

bridesmaids

Bridesmaid's name

Address

Home phone *Mobile*

Email

Bridesmaid's name

Address

Home phone *Mobile*

Email

Bridesmaid's name

Address

Home phone *Mobile*

Email

Bridesmaid's name

Address

Home phone *Mobile*

Email

bestman

Bestman's name

Address

Home phone *Mobile*

Email

groomsmen

Groomsman's name

Address

Home phone *Mobile*

Email

Groomsman's name

Address

Home phone *Mobile*

Email

Groomsman's name

Address

Home phone *Mobile*

Email

Groomsman's name

Address

Home phone *Mobile*

Email

flowergirls

Flowergirl's name

Parents' names

Address

Home phone *Mobile*

Email

Flowergirl's name

Parents' names

Address

Home phone *Mobile*

Email

pageboys

Pageboy's name

Parents' names

Address

Home phone *Mobile*

Email

Pageboy's name

Parents' names

Address

Home phone *Mobile*

Email

ushers

Usher's name

Address

Home phone *Mobile*

Email

Usher's name

Address

Home phone *Mobile*

Email

other

Name

Address

Home phone *Mobile*

Email

Name

Address

Home phone *Mobile*

Email

Name

Address

Home phone *Mobile*

Email



ceremony location

Date..... time.....
Contact.....
Venue name.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

officiant

Name.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

ceremony musicians

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important ceremony contacts.....
.....
.....

reception location

Venue name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

reception musician/dj

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important reception contacts.....
.....
.....

caterer

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

cake

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

stationery

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

florist

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

photographer

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

videographer

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....



gown

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important gown contacts.....
.....
.....

suit

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

jewellery

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important jewellery contacts.....
.....
.....

hairstylist

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

makeup artist

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important beauty contacts.....
.....
.....

transport

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important transport contacts.....
.....
.....

rental hire

Company name.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....

honeymoon

Destination..... date.....
Departure..... time.....
Arrival..... time.....
Travel agent.....
Contact.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Accommodation.....
Address.....
Phone..... Mobile.....
Email.....
Website.....
Other important honeymoon contacts.....
.....
.....

Other important wedding contacts

.....
.....
.....
.....
.....

BRIDE & GROOM



Print as many copies as you need to keep track of your guest information.

name/s.....
address.....
..... postcode.....
phone..... email.....
 invite sent rsvp received attending NOT attending
special requests.....
gift received..... thank you note sent

name/s.....
address.....
..... postcode.....
phone..... email.....
 invite sent rsvp received attending NOT attending
special requests.....
gift received..... thank you note sent

name/s.....
address.....
..... postcode.....
phone..... email.....
 invite sent rsvp received attending NOT attending
special requests.....
gift received..... thank you note sent

name/s.....
address.....
..... postcode.....
phone..... email.....
 invite sent rsvp received attending NOT attending
special requests.....
gift received..... thank you note sent

name/s.....
address.....
..... postcode.....
phone..... email.....
 invite sent rsvp received attending NOT attending
special requests.....
gift received..... thank you note sent

GUEST LIST



Whatever else you say when writing your invitations, you must include the following information:

- ♥ names of the hosts
- ♥ first name of the bride and groom (surnames are optional)
- ♥ time, date and place of the wedding ceremony (including day, month and year)
- ♥ time and place of the wedding reception
- ♥ contact details and date for guests to RSVP

formal wedding

If you're hosting a formal wedding, here are a few things to keep in mind:

- ♥ Invitations should be written in the third person.
- ♥ Dates and times should be spelt out, e.g. the eighth of January, at four o'clock.
- ♥ If it's a church ceremony, the words 'the honour of your presence' are used.
- ♥ A non-religious ceremony tends to use the words, 'the pleasure of your company'.
- ♥ The bride's name should appear before the groom's.
- ♥ The time and date should be written first, followed by the venue.

Here are a couple of formal examples to inspire you:

*Mr and Mrs Leonard Green
and
Mr and Mrs Jack Geller
Request the pleasure of your company
At the marriage of their children
Rachel Karen Green
and
Mr Ross Eustace Geller
on Saturday, the twenty first of January
two thousand and eighteen
at three o'clock in the afternoon
St Patrick's Cathedral
43 Wyndham Street
Auckland*



*Rachel and Ross,
together with their parents,
warmly invite*

*to share in the celebration of their marriage
on Saturday, the twenty first of January
two thousand and eighteen
at three o'clock in the afternoon
St Patrick's Cathedral
43 Wyndham Street
Auckland*

informal wedding

For a relaxed informal wedding you can choose whatever wording you like. Invitations are written in the first person and titles and surnames are often omitted. The tone tends to reflect that of a letter to a close friend.

Here are a couple of informal examples to inspire you:

*Together with our families
Rachel Green
And
Ross Geller
Would like to invite*

*To our wedding
On Saturday, 21 January 2012 at 3pm
St Patrick's Cathedral
43 Wyndham Street
Auckland*



*Rachel and Ross
Are tying the knot
We would love you to come and join the celebration
On Saturday, 21 January 2012 at 3pm
St Patrick's Cathedral
43 Wyndham Street
Auckland*

Gift lists have certainly moved with the times and now, as well as the traditional registry at a homeware store, popular options include honeymoon registries, wishing wells, experience vouchers, a special bank account and charity donations. Choose something that suits you as a couple. If you do decide to register at your favourite store, here is a comprehensive checklist of items that you may want or need to begin your newly married life!

bath items	table linen
Bath towels	Place mats
Bath sheets	Table cloths
Hand towels	Napkins
Face cloths	Napkin rings
Guest towels	
Bath mats	
Shower curtain	
Soaps	bed linen
Accessories	Blankets
Bathroom scales	Duvet
Beach towels	Duvet cover
	Electric blanket
	Pillows
	Pillow cases
china	Sheet set
Dinner set (formal)	Flat sheets
Dinner set (informal)	Wool underlay
Cereal bowls	Quilt
Pasta bowls	Valance
Soup bowls	Throw pillows/cases
Soup tureen	Curtains
Butter dish	
Tea/coffee service	
Teapot	
Teacups/saucers	cutlery
Coffee pot	Cutlery set (formal)
Coffee cups/saucers	Cutlery set (informal)
Mugs	Butter knives
Espresso cups/saucers	Steak knives
Sugar bowl	Serving spoons/ladles
Oven to tableware	Tea/coffee spoons
Vegetable dishes	Sugar spoon
Serving bowls	Cake knife
Serving platters	Cake forks
Salad bowls	Cake slice
Fruit bowls	Pastry forks
	Bread knife
	Cheese knife
	Chef's knife

cutlery cont...
Carving knife
Carving fork
Knife sharpener
glassware
White wine glasses
Red wine glasses
Champagne flutes
Liqueur glasses
Brandy glasses
Sherry glasses
Martini glasses
Hiball glasses
Tumblers
Beer mugs
Beer pilsners
Shot glasses
Decanter
Ice bucket
Water jug
Water glasses
laundry
Washing machine
Tumbledryer
Iron
Ironing board
Washing basket
Washing line
Clothes horse
cookware
Saucepan set
Frying pan
Wok
Baking tins
Roasting dish/rack
Steamer

Casserole set
Deep fryer
Flan dish
Fondue set
Soup pot
Pizza stone
Omelette/crêpe pan
Soufflé dish
Stock pot
Sauté pan
Cake tins
kitchen appliances
Blender
Bread maker
Coffee grinder
Electric carving knife
Electric kettle
Sandwich press
Electric frying pan
Rice cooker
Toaster
Filter coffee maker
Espresso machine
Fridge/freezer
Microwave
Yoghurt maker
Food processor
Juicer
Pasta maker
Waffle iron
Liquidiser
Mixer/attachments
Pressure cooker
Milkshake maker
kitchenware
Bread bin
Bread board
Cheese board



Whether you decide to have a dress made, buy from off the rack or hire, these suggestions will help you organise your bridal gown. When choosing your dress, select a style that accentuates your good points and flatters your figure. Try on a variety of styles, as you may be surprised at what suits you best.

bride's gown

Gown purchased from/made by.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 TOTAL PRICE.....
 Deposit..... date due.....
 Balance..... date due.....
 To be collected by.....
 Collection date.....

style

Description.....
 Pattern number..... Colour.....
 Fabric.....
 Lining..... Neckline.....
 Bodice..... Waistline.....
 Sleeves..... Length.....
 Embroidery required.....

measurements

Size..... Waist.....
 Bust..... Hips.....
 Sleeve length..... Skirt length.....
 Inches above ground.....

hire details

Hire company name.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 Hired items.....
 TOTAL PRICE.....
 Deposit..... date due.....
 Balance..... date due.....
 To be collected by.....
 Collection date.....
 Return date.....
 To be returned by.....

fittings

Fitting dates.....
 Alteration dates.....

hair accessories

Veil.....
 From..... price.....
 Colour..... Style.....
 Fabric.....
 Embroidery.....
 Beading.....
 Length.....
Tiara.....
 From..... price.....
Flowers.....
 From..... price.....
Other.....
 From..... price.....
 Person to fit (e.g. hairstylist, bridesmaid).....

accessories

Shoes.....
 From..... price.....
Lingerie.....
 From..... price.....
Jewellery.....
 From..... price.....
Hosiery.....
 From..... price.....

something...

Old.....
 New.....
 Borrowed.....
 Blue.....

top tips

- ♥ Ensure you can hook up your train if you plan to do lots of dancing at the reception.
- ♥ Take the time of year into consideration when choosing your fabric.
- ♥ When looking for your gown, ask someone whose opinion you trust to accompany you.



It's your big day and you want to be looking your very best. You might like to begin a hair and beauty regime a few months in advance of your wedding. These suggestions assume the involvement of professionals, but depending on your confidence, skill and available time there is always the do-it-yourself option.

hair

Company.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 TOTAL PRICE.....

Bride

Hairstyle ideas.....

 Initial consultation date.....
 Time..... price.....
 Date of trial.....
 Time..... price.....
 Location for the day.....
 Time..... price.....
 Hair accessories..... price.....
 Flowers for hair..... price.....
 Colour/highlights date..... price.....
 Cut/trim date..... price.....

Bridesmaids

Number of bridesmaids.....
 Hairstyle ideas.....

 Initial consultation date.....
 Time..... price.....
 Date of trial.....
 Time..... price.....
 Location for the day.....
 Time..... price.....
 Hair accessories..... price.....
 Flowers for hair..... price.....

Flowergirls

Number of flowergirls.....
 Hairstyle ideas.....

 Hair accessories..... price.....
 Flowers for hair..... price.....

Groom

Hairstyle ideas.....

 Consultation date.....
 Time..... price.....

makeup

Company.....
 Makeup artist's name.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 TOTAL PRICE.....

Bride

Makeup ideas.....

 Initial consultation date.....
 Time..... price.....
 Date of trial.....
 Time..... price.....
 Location for the day.....
 Time..... price.....
 Products (e.g. foundation, lipstick, waterproof mascara)

Bridesmaids

Number of bridesmaids.....
 Makeup ideas.....

 Initial consultation date.....
 Time..... price.....
 Date of trial.....
 Time..... price.....
 Location for the day.....
 Time..... price.....
 Products (e.g. foundation, lipstick, waterproof mascara)



church ceremony

Between religions there can be many similarities and differences in the service. It may be a good idea to do some research into the wedding customs of your faith before you meet with the minister, rabbi, priest or celebrant. Due to space constraints, we outline the traditional Christian service only.

Talk to someone from your church early on and find out their particular requirements. The minister will tell you about the form your ceremony will take and any church fees. You will also need to discuss the readings, hymns and music. Remember that although the minister will want to hear your ideas, they will have the final say about the service, so if you have any special requests, broach the subject with tact.

It's important to check whether your minister permits photographs (with or without flash) or video recording during the ceremony, and also if it is acceptable to have confetti, rose petals or rice thrown in the church grounds.

at the church *(traditional Christian service)*

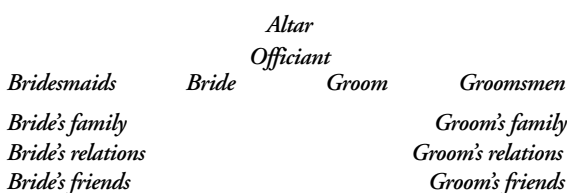
The bride always arrives last. This is because no stir caused by late-arriving guests can be allowed to mar the solemn hush in which the couple exchange their vows. Guests should arrive no later than 15 minutes before the ceremony.

The groom and bestman arrive together, about 40 minutes before the ceremony. The bride's mother arrives and is ushered to her seat. She ensures there is a seat beside her for the bride's father, who will join her after he has given the bride away.

The officiant may be waiting at the chancel steps for the procession or he may greet the bride at the door and precede her up the aisle.

When the bride's veil and train have been adjusted, her engagement ring moved to her right hand, and the attendants are in position, the processional music begins and the groom and bestman take up their positions – the bestman on the groom's right. The groom turns to greet the bride as she proceeds slowly up the aisle on her father's right arm, either preceded or followed by her attendants in pairs (normally with the youngest in front). The bride's father leads her to the groom's left.

the layout



The chief bridesmaid steps forward and takes the bride's bouquet, which she holds until the bride has signed the register.

The ceremony lasts about 35 minutes. It starts with the officiant addressing the congregation on the significance of marriage. This is followed by the giving away of the bride, the declarations, vows and exchange of rings. The bride and groom then follow the minister to the altar for prayers, psalms, hymns, an address and a final blessing.

The ceremony concludes with the signing of the register. While the bride (using her maiden name), groom and two witnesses (usually the bestman and chief bridesmaid) sign the register, music is played in the church.

The bridal party leaves with every woman in the party on the left of her male escort and in the following order: bride and groom, child attendants, chief bridesmaid and bestman, the other bridesmaids each escorted by the groomsmen, the bride's mother escorted by the groom's father and the groom's mother with the bride's father.

non-religious ceremony

Many couples choose to be married by a celebrant as it enables them to have a non-religious ceremony in the location of their choice. You can have a very formal event or throw convention to the wind and express your individuality. Perhaps you want to be married in a place that has special meaning to you both – the choice is yours. But wherever you choose to be married, on public or private property, obtain the consent of the owners, local council or appropriate authority.

The flexibility of a non-religious ceremony allows a couple to choose the words they want to say to each other, the surroundings in which they wish to be married and how much, if any, religious content they would like in their ceremony.

You can keep certain elements of the traditional ceremony or completely change it. Most couples still follow the standard Order of Service: the greeting, the declaration of intentions or wedding vows, the exchange of rings and the pronouncement. Your marriage celebrant is a good source of assistance when considering a tailor-made wedding ceremony. They can offer advice on vows, readings (religious and non-religious) and the order in which it should all take place.

the vows

The legal requirement of your marriage vows require your full names to be used at some point in the ceremony, that you must say the phrase 'I, AB, take you, CD to be my legal wife/husband', or words to that effect. Apart from this, you are free to choose your own wedding vows, although if you're having a religious ceremony, your officiant may have certain requirements. The traditional wedding vows still remain popular, however many couples choose to adapt them so that they are more personal and unique to them.



The ceremony is the most important part of your wedding day and is often the highlight – after all, it is when you actually become married! The following suggestions are based on a traditional Christian service. Before you meet with your officiant to discuss the ceremony, you might like to research the wedding customs of your faith. Check with your officiant as to how personalised the service can be. Consider including special music, readings and prayers that reflect your own tastes and love for each other.

venue

Name of church.....
 Church capacity.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 Date of ceremony..... time.....
 Introductory session to the church.....
 Date..... time.....
 TOTAL PRICE.....
 Church fees.....
 Deposit..... date due.....
 Balance..... date due.....
 Marriage licence/certificate..... price.....
 Rehearsal date..... time.....
 Rehearsal dinner date..... time.....

officiant

Name.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 Fee..... date due.....

the service

Vows.....
 Reading.....
 Reader's name.....
 Reading.....
 Reader's name.....
 Psalms.....
 Hymns.....
 Music.....
 Before the ceremony.....
 Processional music.....
 During signing of register.....
 Recessional music.....
 After the ceremony.....
 Organist..... price.....

Choir..... price.....
 Musician..... price.....
 Singer..... price.....
 Other..... price.....
 Bell-ringer..... price.....
 Stereo/sound system..... price.....
 Order of service.....

timing

Set-up with flowers/decorations etc.....
 Organised by.....
 Arrival of usher/s.....
 Arrival of photographer/videographer.....
 Arrival of musician/s.....
 Arrival of groom.....
 Arrival of guests.....

permission

Photographs.....
 Video.....
 Sound recording.....
 Confetti.....
 Candles.....
 Other.....

top tips

- ♥ Some churches have regulations about photography and filming so it is important to check their policies before booking your photographer and videographer.
- ♥ Make sure that the power outlets are adequate.
- ♥ Some churches may limit the number of flower arrangements for the altar and sanctuary; other locations prohibit the use of candles.
- ♥ Make sure you obtain approval to include performances and your preferred music.
- ♥ One order of service per couple should suffice, however some people prefer to take one each. Provide the officiant and bridal party with a copy well before the ceremony.



A civil wedding can be less formal than a religious wedding, with more opportunities to personalise the ceremony. Consider including special music or readings that reflect your unique tastes and love for each other.

venue

Location.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 Ceremony style.....
 Venue capacity.....
 Other weddings on the same day.....
 Exclusive use of venue.....
 Date of ceremony time.....
 Venue hire.....
 TOTAL PRICE.....
 Deposit..... date due.....
 Balance..... date due.....
 Marriage licence/certificate..... price.....
 Rehearsal date..... time.....
 Rehearsal dinner date..... time.....

officiant

Name.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 Fee date due.....

the service

Vows.....
 Witness 1.....
 Witness 2.....
 Reading.....
 Reader's name.....
 Reading.....
 Reader's name.....
 Songs.....
 Music.....
 Before the ceremony.....
 Processional music.....
 During signing of register.....
 Recessional music.....
 After the ceremony.....
 Musician..... price.....

Singer..... price.....
 Stereo/sound system..... price.....
 Other..... price.....
 Order of service.....

timing

Set-up with flowers/decorations etc.....
 Organised by.....
 Arrival of usher/s.....
 Arrival of photographer/videographer.....
 Arrival of musician/s.....
 Arrival of groom.....
 Arrival of guests.....

permission

Location.....
 Photographs.....
 Video.....
 Sound recording.....
 Confetti.....
 Candles.....
 Other.....

things to consider

- ♥ One order of service per couple should suffice, however some people prefer to take one each if they are unsure of the songs. Provide the officiant and bridal party with a copy well before the ceremony.
- ♥ If you are getting married in a registry office, contact your local registry office.



There is a protocol governing the order of arrival at formal weddings. The more informal and less traditional your ceremony, the more you are free to arrive and leave as you like. Below are the traditional orders of procession and recession, plus the order in which you and your wedding party stand at the altar or area where the ceremony will be performed.

processional:

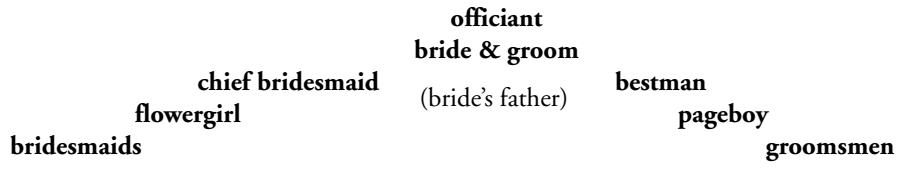
Altar/Ceremony area



guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests

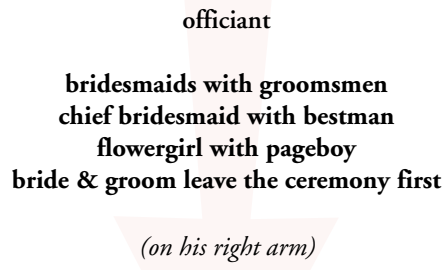
guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests
 guests guests guests

Once they have processed down the aisle, the guests will see you in the following order as you face the officiant:



recessional:

Altar/Ceremony area





Your choice of wedding-day transport will depend on the style of your wedding, the time of year, travel times and what the bride is wearing. You might like to consider organising transport for your guests as well. Ensure you provide the transportation company with arrival and departure times, addresses and directions.

transport

Hire company.....
Contact.....
Address.....

Phone..... Mobile.....
Email.....
Website.....
Number of people requiring transport.....
Number of vehicles.....
Type/colour.....

TOTAL PRICE.....
Deposit..... date due.....
Balance..... date due.....
Cancellation fee.....

when & where

Vehicle for groom, bestman and groomsmen.....
Pick-up time..... Drop-off time.....
Pick-up address.....
Drop-off address.....
Directions.....
Name of driver.....

Vehicle for bridesmaids, flowergirls and bride's mother.....
Pick-up time..... Drop-off time.....
Pick-up address.....
Drop-off address.....
Directions.....
Name of driver.....

Vehicle for bride and bride's father.....
Pick-up time..... Drop-off time.....
Pick-up address.....
Drop-off address.....
Directions.....

Vehicle/s for bridal party photo session.....
Pick-up time..... Drop-off time.....
Pick-up address.....
Drop-off address.....
Directions.....
Name of driver.....
Refreshments (eg. champagne, water, snacks, glasses).....

Vehicle for bride, groom and attendants to reception.....
Pick-up time..... Drop-off time.....
Pick-up address.....
Drop-off address.....
Directions.....
Name of driver.....

Vehicle for bride, groom and attendants from reception.....
Pick-up time..... Drop-off time.....
Pick-up address.....
Drop-off address.....
Directions.....
Name of driver.....

top tips

- ♥ Check whether the cars are being used for other weddings that day. If so, consider paying extra for exclusive use to ensure punctuality.
- ♥ Ask what the chauffeur will wear.
- ♥ Consider ribbons on the cars or rosettes and plumes for the horses.
- ♥ Find out whether there are overtime fees.



Your photographs will keep giving you pleasure for the rest of your life. When discussing the style and coverage you would like with your photographer, you can use this list to highlight the special moments you would like them to cover.

getting ready

- Hairdresser/makeup artist putting on bride's veil
- Detail shots of gown, flowers or accessories
- Full-length shot of bride in gown
- Bride with mother
- Bride with father
- Bride with both parents
- Bride with chief bridesmaid
- Bride with bridesmaids
- Bride with flowergirl/s and/or pageboy/s
- Bride leaving for the ceremony
- Groom getting ready with groomsmen and/or father
-
-
-
-

the ceremony

- Guests outside church/registry office/civil venue
- Ushers escorting guests to their seats
- Groom arriving
- Groom and bestman
- Groom and his parents
- Bride arriving
- Ring bearer making their entrance
- Groom and bestman at the altar
- Bride and father walking down the aisle
- Bride and groom at the altar
- Wedding party at the altar
- Wide-angle view of ceremony
- Bride and groom exchanging vows
- Exchanging rings close-up
- Signing the register group shot
- Bride and groom coming up the aisle
- Bride and groom outside venue
-
-
-
-

group shots

- Bride with her parents
- Bride with her entire immediate family
- Groom with his parents
- Groom with his entire immediate family
- Bride and groom with both sets of parents
- Bride and groom with immediate family members
- Bride and groom with whole wedding group
- Bride
- Groom
- Bride and groom
- Bride with bridesmaids
- Groom with groomsmen
- Bride and groom with wedding party
- Bride with flowergirl/s and/or pageboy/s
-
-
-
-

at the reception

- Bride and groom arriving
- Receiving-line
- Table shots
- Bride and groom making toasts
- Speeches
- Bride and groom's first dance
- Bride and father dancing
- Groom and mother dancing
- Musicians
- Cake table
- Bride and groom cutting the cake
- Bride and groom getting into the car
- Rear of car departing
-
-
-
-



planning your reception

A reception can be as grand or as informal as you wish, but it will depend on the style of your wedding as a whole. Whether it's large, small, formal, semi-formal, informal, stand-up or seated, how much you can or want to spend on your wedding reception is the biggest deciding factor. Consider the cost of the reception you are planning, then add 10% and see if you can afford it.

Remember that receptions are the single biggest expense for a wedding, so it is never too early to start planning. However, keep in mind that it's the gathering of your family and friends that makes your reception special.

the venue

After determining your type of reception, decide on an appropriate venue, such as a hotel, reception venue or in a marquee. Take the following into account: budget, theme, number of guests, proximity to the ceremony venue, alcohol licence, time of day, type of food and entertainment requirements. When visiting potential venues, don't forget to check for all the little things, such as ample electrical outlets, the condition of the bathrooms, lighting and parking etc.

Many venues offer package deals that include the venue hire, catering and waiting staff. But be aware that on top of room hire, you may also have to pay for a late licence, damage waivers, decorations and/or other miscellaneous items. Ask for written confirmation of everything and read the fine print.

catering

Many wedding venues have inhouse catering while others give you the option of using your own caterers. There are a few different catering options, depending on the style of your wedding and time of day.

- ♥ A set menu is the most formal catering option. Suitable for a lunch or dinner reception of any size, guests can relax and enjoy being waited on. This is usually the most expensive option and guests might like an opportunity to mingle, before being seated.
- ♥ Buffets can be more cost effective, requiring fewer staff, although there may be food wastage. Guests will serve themselves, but the top table will usually have table service.
- ♥ For a mid-afternoon reception or cocktail style reception, consider canapés or grazing tables. Everyone can mingle, although guests may drink more if a full meal isn't being served.
- ♥ Mobile caterers, food trucks or self-catering are a perfect option for a casual home, park or beach wedding reception. It's a great option if you have a limited budget, but it may put extra pressure on you or your family.

seating

Typical seating for the top table is, from left to right: bridesmaids, chief bridesmaid, bride, groom, bestman, groomsmen. To seat the other guests with the least amount of fuss, a seating plan is essential. This should be given careful consideration, as guests cannot mingle easily once seated. You want people to talk to each other and feel comfortable, so seat those with similar interests and of similar ages together. Have a floor plan somewhere near the entrance to the reception and have place cards at each table setting.

beverages

Offer a range of beverages, including non-alcoholic options. Champagne or sparkling wine is the traditional wedding drink for toasts, followed by wine with the meal. You'll probably have to pay for corkage if you bring your own drinks. Remember to ask to have the corks kept so you can do a count up of how many bottles were used.

cutting the cake

Cutting the cake is one of the most eagerly awaited wedding-day rituals, and the wonderful thing about a wedding cake is that it provides an opportunity for the bride and groom to express their personalities and tastes in a way that all the guests can enjoy. What's more, there are no rules. Your cake can be simple and elegant on the outside, but inside it's a combination of unexpected flavours and colours. Use your cake to bring all the elements of your wedding theme together, drawing inspiration from your gown, flowers and stationery. Be sure to position your cake somewhere prominent. Have your MC announce the cutting of the cake to your guests and make sure your photographer captures the moment.

music and dancing

At the reception you have a number of choices – a jazz band, a DJ, covers band, classical guitarist or string quartet. When booking a live band, it always helps if you hear a recording of their music first, or see them in action at a public performance. If you are considering a DJ, ask to see a list of the music they play, and if you have any special requests (or a 'please-don't-play' list), let your band or DJ know well before the day.

departures

Generally the guests will not leave the reception before the bride and groom, so consider others when timing your departure. If you intend to party on make an announcement to let guests know they are free to leave when they wish.

notes

.....
.....



The setting for your wedding reception is at the heart of your planning. When choosing your reception venue, you need to take several considerations into account, such as the number of guests, your budget and theme, its proximity to the ceremony venue and the time of day you wish to have your reception. Before securing a booking, you might like to dine at one or more possible venues and take note of the décor and atmosphere, standard of food and service, and value for money. Make sure you request a detailed estimate and a confirmation of your booking in writing.

venue

Venue name.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 TOTAL PRICE.....
 Venue hire..... price.....
 Deposit..... date due.....
 Balance..... date due.....
 Cancellation terms.....
 Cancellation fee.....

guests

Number of adult guests..... price per head.....
 Number of children..... price per head.....
 Total number of guests..... total price.....
 Final guest numbers..... date to confirm.....

facilities

Available rooms.....
 Capacity.....
 Ceremony space.....
 Marquee.....
 Display and storage areas for presents.....
 Public address/sound system.....
 Entertainment and dance area.....
 Bar.....
 Car parking.....
 Wheelchair and pram access.....

package includes

Flowers.....
 Cake.....
 Entertainment.....
 Decorations.....
 Photographer.....

Officiant.....
 Wedding consultant.....
 Other.....

tables

Seating plan to include.....
 Number of tables.....
 Number of people per table.....
 Number of people at head table.....
 Names and places of people per table.....
 Layout of tables.....
 Organised by..... date required.....
 Placenames.....
 Organised by..... date required.....
 Decorations (e.g. candles, vases of flowers, centrepieces).....
 Organised by..... date required.....
 Head table decorations.....
 Organised by..... date required.....
 Favours.....
 Organised by..... date required.....

helpers

Number of helpers.....
 (e.g. delivery of flowers, alcohol, decorations etc.).....
 Name.....
 Phone.....
 Role.....
 Name.....
 Phone.....
 Role.....
 Name.....
 Phone.....
 Role.....

cont...



Traditionally, there are three speeches at a wedding, given by the father of the bride, the groom and the bestman, in that order. It's now not uncommon for others in the bridal party and the couple's family – such as the bride, chief bridesmaid or parents of the groom – to say a few words, too. The speeches are usually given after the meal before the cutting of the cake or between different courses.

father of the bride's speech

The primary aim of this speech is to talk about the bride with affection and praise. The bride's father may share a couple of anecdotes about the bride's childhood and adolescence. He should welcome the groom to the family and talk about the newlywed's secure and happy future. To conclude the speaker proposes a toast to the bride and groom.

father of the groom's speech

Similar to the speech of the father of the bride, this is your turn to talk about your son, welcome your new daughter, and wish them well for the future. In your speech you might like to thank the previous speaker, compliment the newly married couple, welcome the bride and her parents to the family, offer an anecdote about the groom, and finish with a toast to the bride and groom.

groom's speech

The groom should speak on behalf of himself and his wife, although more and more brides are choosing to add their own voice to the occasion. The groom should thank the first speaker for the toast and pay tribute to the people who have raised his bride. This is often followed by him thanking his own parents for their love and support. He may choose to talk about how he met his beloved and then briefly outline the couple's intentions over the coming years. It is important that he ends by thanking the hosts of the wedding and the guests for their support and attendance. In closing he thanks all those who have helped with the wedding and proposes a toast to the bridesmaids, flowergirls and pageboys.

bestman's speech

Here the tone can change from serious to fun and witty, but the bestman must be careful not to descend into bad taste. He should begin by thanking the groom for his toast to the bridesmaids and then offering his sincere congratulations to the newlyweds. He then has the opportunity to recount a few anecdotes from the groom's past and, if the groom did not mention how he first met his bride, the bestman is at liberty to do so. He should propose a toast to absent friends and read out any greeting cards, emails and telegrams. Once these have been read he announces the cutting of the cake.

chief bridesmaid's speech

The bride's leading lady may like to offer a few words, which can be more relaxed and conversational in tone. After thanking the previous speaker and complimenting the bride and groom, you may like to recount a story about the bride, or an experience you shared together.

The bride or bride's mother may also like to make a speech or toast.

writing a speech

Find out approximately how much time the couple would like you to speak for – five minutes is usually enough. Jot down all the things you would like to say and then group them according to type and subject matter. You should start to see which points are most important and from there you can derive a logical progression to create a framework. Break your speech up into titled sections such as 'praise daughter', 'incident with the swing and the cat', 'welcome groom', and 'propose toast'. Prepare numbered cue cards, one per section title. If it helps, list a few key words as a prompt but don't write out the entire speech or learn it off by heart – sincerity is best achieved through spontaneity and a smile.

top tips

- ♥ Prepare your speech well in advance and remember that practice makes perfect.
- ♥ Structure your speech well by ensuring it has a beginning, middle and end. Begin with thank-yous, follow with anecdotes, and finish with a toast.
- ♥ Don't drink too much alcohol before your speech – you don't want to be slurring your words!
- ♥ Take a deep breath before beginning, stand tall and don't rush – take your time and speak clearly.
- ♥ Avoid saying 'um' and 'er.' If you need to gather your thoughts, don't be afraid to pause for a few moments.
- ♥ For those who are not accomplished after-dinner speakers the trick is to be sincere and concise.
- ♥ Finish on a positive note with a heart-felt comment.

notes

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



When you're choosing a cake, shop around. Ask to see pictures of finished wedding cakes and references from satisfied customers. If a traditional fruit cake is not your thing, consider choosing your favourite flavour instead or a combination of different flavours.

cake supplier

Company.....
Contact.....
Address.....
.....
Phone..... Mobile.....
Email.....
Website.....
Delivery/to be collected by.....
Delivery date.....
Delivery address.....
TOTAL PRICE.....
Deposit..... date due.....
Balance..... date due.....

style

Flavour.....
Number of guests/slices.....
Number of tiers.....
Shape.....
Size.....
Colour and type of icing.....
Decoration.....

accessories

Cake stand.....
From..... price.....
 Cake knife.....
From..... price.....
 Cake moulds.....
From..... price.....
 Cake tins.....
From..... price.....
 Decorations.....
From..... price.....

hire details

Hire company.....
Contact.....
Address.....
.....
Phone..... Mobile.....
Email.....
Website.....
Hired items.....
..... price.....
Delivery/to be collected by.....
Delivery date.....

Delivery address.....
Return date.....
To be returned by.....
Deposit..... date due.....
Balance..... date due.....

homemade cake

Cake ingredients.....
.....
.....
.....
.....
.....

Icing ingredients.....
.....
.....
.....
.....
.....

Decoration details.....
.....
.....
.....
.....
.....

timing

Cake/s made.....
 Almond paste.....
 Icing.....
 Decorations.....
 Cake flowers to be delivered/picked up from florist by:.....
.....

things to consider

- ♥ How many cake flavours do they offer?
- ♥ How many filling flavours do they offer?
- ♥ How many cake combinations?
- ♥ How many different cake packages?
- ♥ Is tasting, delivery, set-up and cake boxes included in the total price of the cake?
- ♥ Can they incorporate decorative elements, such as flowers, colours, bows and beading?

Working out how much alcohol and how many canapés to provide for your wedding day can seem daunting for the inexperienced. Here are some guidelines to help you out, but remember to consult with your caterer who will give you an estimate tailored to your wedding style. And don't forget, you know your friends best – if they are likely to drink eight beers a night or are predominantly teetotalers, adjust the quantities to suit.

drink/food type	no. of guests	quantity	notes
Champagne	100	4 cases or 48 bottles	<ul style="list-style-type: none"> Don't forget to set aside a couple of good bottles of Champagne for the bride and groom to take on honeymoon.
Still table wine	100	100 bottles ratio of white:red = 2:1	<ul style="list-style-type: none"> Quantities vary with the length of the reception. Budget for half a bottle per person for the meal and a further half bottle for the ensuing party. The standard 750ml bottle will yield five or six glasses of wine. If you know your guests' preferences for red and white wine then base your ratio of red to white on that.
Dessert wine	100	17 x 375ml bottles	<ul style="list-style-type: none"> Based on one small glass per guest, with six small glasses per 375ml bottle.
Beer	100	200 – 300 bottles	<ul style="list-style-type: none"> Allow four to six beers for every male guest present. Calculation based on half the guests being male.
Punch	100	5 bottles of spirits 60 cups of juice/mixer	<ul style="list-style-type: none"> A typical punch recipe yields 30 servings. Allow for one and a half glasses per person.
Non-alcoholic	100	50 litres	<ul style="list-style-type: none"> Allow 500ml per person.
Canapés: pre-reception meal	100	200 – 300	<ul style="list-style-type: none"> Only need to be bite-sized. Provide just enough to satisfy any hunger pangs but not so many as to ruin guests' appetites. Price usually between \$1.50 and \$2.50 each.
Canapés: for a cocktail reception	100	1200 – 2400 total 18 – 24 each (for a two-hour party)	<ul style="list-style-type: none"> Based on six to eight types of canapé, with two or three of each per guest. Consult with your caterer since people's appetites and needs vary depending on time of day, style and length of reception.