



TOUCH OF SPICE

WEDDINGS

Wedding Work Book

Every wedding takes a great deal of organising – use our Touch of Spice Wedding Work Book to tick off your to do list to ensure you get everything done and remember to say “I do”!

6-12 months prior

Notes

- | | |
|--|--------------------------|
| Pick a wedding date! | <input type="checkbox"/> |
| Estimate your budget discuss who pays for what & who makes which the decisions | <input type="checkbox"/> |
| Engage wedding planner | <input type="checkbox"/> |
| Choose the venue, place & time | <input type="checkbox"/> |
| Choose your attendants | <input type="checkbox"/> |
| Compile a guest list (consult with both families) | <input type="checkbox"/> |
| Book the reception venue & caterers | <input type="checkbox"/> |
| Decide on a wedding theme & colour scheme | <input type="checkbox"/> |
| Start shopping for & order a wedding dress | <input type="checkbox"/> |
| Book the photographer & videographer | <input type="checkbox"/> |

6-12 months prior

Notes

- Book the musicians/DJ & Band
- Book the florist
- Book the wedding transport
- Draw up a timeline of the day outlining what you want to happen and at what time
- Send out "save the date" cards for overseas guests
- Arrange appointments with clergyman or civil marriage celebrants

3-6 months plus to go

- Choose your hairdresser and makeup artist
- Book a hair & make up consultation
- Meet with & book caterers
- Choose and order Groom's outfit
- The groom & groomsmen fitted for their suits
- Choose bridesmaids' dresses
- Choose the design of your wedding stationery
- Order wedding cake
- Organise accommodation for out of town guests
- Organise activities for out of town guests

3-6 months plus to go

Notes

- Book honeymoon
- Book wedding night accommodation
- Choose & order wedding rings
- Mail invites
- Give the florist details of wedding colour scheme and agree on flowers.
- Compile a gift list and register for gifts

2 months to go

- Agree on the menu & wine with the caterer and confirm the number of expected guests
- Confirm honeymoon details
- Check passports, certificates etc are in order
- Start a list of wedding gifts received
- Buy gifts for attendants
- Arrange where attendants will dress on the day
- Notify anyone required to make a speech
- Book wedding night accommodation
- Finalise menu
- Draw up time line of running order

2 months to go

Notes

- Draw up seating plan for reception
- Write ceremony vows & organise readings
- Organise gift registry
- Hold bridal shower
- Organise rehearsal

1 month prior

- Apply for marriage license
- Chase up late invitation replies & finalise guest list
- Write out place cards for reception
- Buy cake boxes for guests unable to attend
- Address labels for these
- Arrange reception seating details. Liaise with the venue
- If you want to display your wedding gifts there
- Have final wedding gown fitting, with shoes you will wear
- on the day
- Fittings for all attendants
- See the celebrant and check through any formalities
- Agree on a date for a wedding rehearsal. Notify all
- Persons concerned.

2 weeks prior

Notes

- Confirm all arrangements with the event planner
- Try on your wedding gown with all the accessories
- Wear in your wedding shoes
- Check that the place cards and all other table settings are in order
- Give final numbers to the caterer
- Send thank you letters for gifts you have received so far
- Check bridal party's outfits are ready
- Hold Hen and Stag nights
- Begin packing for honeymoon
- Reconfirm all details with suppliers

1 week to go

- Hold ceremony rehearsal
- Speeches – a friendly reminder to those speaking
- Groom; make sure the best man has the rings & service sheets
- Check that suits & any hired items are collected
- Check all honeymoon arrangements

1 week to go

Notes

- Remind the best man to take charge of returning
- The grooms and attendants hired suits after the wedding day
- Final check on all arrangements
- Get lots of sleep!

Further Notes