

Detailed Wedding List

12 months

✓	Tel. No:	Comments
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Wedding Date

Preferred Day

Backup Day

Wedding Theme

Formal

Casual

Day

Evening

Theme

Who's Paying - Budget

Names

Cost

Venue Cerimony

Wedding Cerimony

Reception

Evening Reception if different

Minister/Registrar

Local Minister Name

Church Booked

Registrar Name

Registrar Booked

Decide on Best Man, Bridesmaids, Ushers etc

Best Man

Chief Bridesmaid

Bridesmaid 1

Bridesmaid 2

Bridesmaid 3

Bridesmaid 4

Bridesmaid 5

Usher 1

Usher 2

Usher 3

Guests

Number of Guests

List Written

Reception Venue

Book the Wedding Reception

Book the Evening Reception

Musicians/DJ/Entertainment

Musician Name

Book for Wedding Reception

Book for Evening Reception

DJ Name

Book for Wedding Reception

Book for Evening Reception

Entertainment Details

Book for Wedding Reception

Book for Evening Reception

Other Information

Caterers

Names

Book for Wedding Reception

Book for Evening Reception

Any other notes

Photographers

Name of Photographer for Wedding Reception

Book for Wedding Reception

Name of Photographer for Evening Reception

Book for Evening Reception

Book Beautician for the Day

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Marriage License

Arrange for Marriage License

Put up the Bans????

Wedding Lists - Shops

Decide on Store(s) to use for Wedding Lists

Notify all Guests of the Store(s) details

Invitations - send out

Date for Posting

Keep Spares for Last Minute Invites

Confirm Ceremony Details

Discuss with Minister or Registrar

Decide On Order of Service

Give Minister the Order of Service Sheets

Decide on Wedding Music or Hymns

Arrange Date for Rehearsal

Confirm Catering Details

Discuss Menu Details for Wedding Reception

Discuss Seating Arrangements for Reception

Discuss Menu Details for Evening

Discuss Seating Arrangement for Evening

Official Notifications

Notify Building Society/Banks of Name Change

Amend Names on Utilities

Amend Will for any changes

Organise Stag/Hen Parties

Plan Hen Party

Plan Stag Doo

3 months

Photograph Details

Discuss 'Must Have' Photographs for day time

Discuss Video for day time

Discuss Photos for Evening Reception

Discuss Video for Evening Reception

Final Fittings Wedding Outfits

Buy Going Away Outfit

Arrange date for Final Fitting

Take Chief Bridesmaid with you on Final Fitting

Reconfirmations with Suppliers

Musicians/DJ/Entertainment - arrival times

Caterers - seating plan & numbers

Photographer/Videographer - arrival times

Transport - arrival times

Minister/Registrar - details

Cake Baker - delivery details

Florist - delivery details

Wedding Night

Honeymoon

Wedding Speeches

Groom

Best Man

Father of the Bride

Write toasts

1 to 2 weeks

Pick Up Wedding Outfits

Pick Up Dress

Try On

Break in Shoes

Best Man/Bridesmaids/Ushers Final Check

Give Rings to Best Man
Go Over All Wedding Arrangements with Best Man
Check Bridesmaids Outfits
Bridesmaids Confirm Arrangements
Check Ushers Outfits
Ushers Confirm Arrangements - Greeting & Seating
Button Holes - Allocate Responsibility

Travel Arrangements - Final Check

Check Passport
Order Currency
Confirm all Documentation is in Order

Day Before

Pre-Wedding Pamper

Manicure
Pedicure
Facial
