

Wedding Planning Checklist

As soon as possible

- Tell everyone the happy news - send Save the Date cards as soon as you have set a date, especially if you have chosen a busy time of year
- Set the budget, perhaps asking parents if they would like to contribute
- Religious ceremonies - Arrange the first meeting with your minister or; Civil ceremonies - Book your registrar and register office or venue
- Decide on the number of guests and draw up a potential list (see attached worksheet)
- Visit potential venues
- Discuss menus with potential caterers and get quotes
- Make all reception bookings
- Choose your best man, bridesmaids and other attendants
- Start looking for your wedding dress and attendants outfits
- Research and book your photographer and videographer
- Arrange wedding insurance

My notes.....

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Three months before

- Religious ceremonies - Arrange a second meeting with your minister to discuss the ceremony and agree a date for publication of the banns, if appropriate. Civil ceremonies - notice of the marriage must be given to the local superintendent registrar.
- Choose and order your invitations and RSVP cards
- Choose the hymns, music and reading for the ceremony and start putting together your Order of Service
- Book a first night hotel
- Book your honeymoon - if appropriate, check that your passports are valid and arrange any inoculations or medication
- Choose your wedding rings
- Research and choose a florist - have an initial meeting about the flowers
- Book the musicians for your reception
- Order your wedding cake
- Book the wedding transport
- Arrange dress fittings and shop for bridesmaids' dresses and accessories
- Discuss your wedding day hairstyle with your hairdresser & have a practise run
- Organise your gift list

My notes.....

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Two months before

- Finalise your ceremony details and order your Order of Services
- Post your invitations out - include gift list details, venue details, etc.
- Reconfirm all prior bookings in writing
- Buy your wedding day accessories - lingerie, shoes, etc.
- Check the groom and best man have organised their outfits
- Buy presents for the mothers and attendants

My notes.....

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One month before

- *Write to your bank & other official bodies confirming your name change, if appropriate*
- *Confirm guest numbers with your caterer*
- *Draw up and order your table plan*
- *Book your hairdresser and beautician for the morning of the wedding*
- *Make sure everyone involved knows what's happening and when*

My notes.....

Two weeks before

- *Try on your wedding outfit - practise walking in your shoes*
- *If you need to, order your foreign currency for the honeymoon*
- *Have your hen and stag nights*

My notes.....

One week before

- *Hold your rehearsal ceremony*
- *Confirm the arrangements for your reception and the suppliers who will be there on the day in writing, including timings*
- *Make a play list for the DJ - include your first dance song, your favourites and anything you definitely don't want*
- *Make a list of the most important shots for the photographer to take and discuss this with them*
- *Ensure that the groom, the best man and your father are all preparing a speech*
- *Think about preparing a bride's speech*
- *Ask your stationer about Thank You cards*

My notes.....

The day before

- *Pack for the honeymoon - have the cases taken to wherever you will be leaving from*
- *Decorate the reception venue. Arrange your table plan, table numbers, place cards and menu cards as appropriate*
- *Arrange for the cake to be delivered to the reception venue*
- *Have any beauty treatments that will save time on the day eg. manicure, pedicure*
- *Most importantly, relax and have an early night!*

My notes.....

On the big day

- *Collect bouquets and buttonholes or have them delivered*
- *Brief the ushers on their role*
- *Ask an usher or trusted friend to hand out the Order of Services or have them placed on seats*
- *Ask the best man to ensure that everyone has transport from the ceremony to the reception*
- *Smile and enjoy yourself!*

My notes

This is not a definitive list, and should be adapted to your circumstances - use it to give you an idea of timings and to remind you of the details you might have overlooked! Add your own notes if you need to.

The Seating Plan

For a guide on arranging your table plan, see the True Bloom blog at <http://truebloom.blogspot.com>

Top table

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(Traditionally:

Chief bridesmaid, Grooms father, Brides mother, Groom, Bride, Brides father, Grooms mother, Best man)

Table 1

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Table 2

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Table 3

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Table 8

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Table 9

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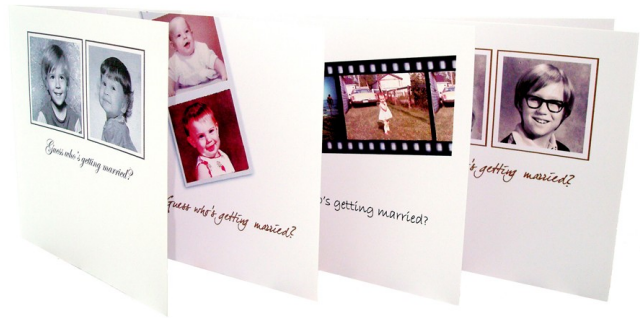
Table 10

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TRUE BLOOM STATIONERY PRICE LIST

'Guess Who' Invitations are priced as follows:

0 - 30 invitations:	£2 per card
30 - 60 invitations:	£1.80 per card
60 - 100 invitations:	£1.60 per card
100+ invitations:	£1.50 per card
200+ invitations:	£1.20 per card
300+ invitations:	£1.10 per card



This price INCLUDES good quality matching envelopes and postage within the UK.

Matching RSVP postcard:	£1 per card
Optional transparent vellum insert:	10p per card



Personalised invitations and envelopes

A completely personalised service is available. Once provided with a list of your guests, I will print each invitation with the name of your guest and print the envelope with their name and address. The full set of invites, ready to send, are then sent to you for inspection and for you to stamp and post. Please ask for a quote.

Pre-printed envelope:	40p per envelope
Pre-printed name in invitation:	20p per card



Order of Service

0-50 cards:	£2 each
50-100 cards:	£1.60 each
100+ cards:	£1.10 each

+ each insert is 10p each (1 insert = 4 pages)



Table Plan Price List

A1 size basic:	£42.00
A2 size basic:	£36.00
Floral/other image:	£4.00
Crepe embellishment:	£8.00
Matching table numbers:	£2.50 each
Placecards:	30p each
Menu cards flat A5 style:	£1 each
Menu cards standing style:	£2.50 each
P&P Courier (UK only):	£15.99



Thank You Cards

A5 style:	£1.10 each
Postcard with vellum style:	£1.30 each



Postage and Packing for Invitations / Cards

Within the UK:	Free
To Ireland & Europe:	£5 per order
To USA:	£8 per order
To the Rest of the World:	please ask for a quote

