



## COUNTING DOWN TO YOUR SPECIAL DAY

Congratulations you are about to start on a wonderful journey. Planning your wedding can seem like an overwhelming task but like all things that are worth while if they are done with love and broken down into small steps and goals you will be amazed how easy it is.

Large Weddings can take considerable effort but these tasks are almost the same for a smaller more intimate wedding – you just have a little less time to accomplish your plans. If you use a task list you will feel in control and more at ease as you tick off each achievement.

If you don't have much time to organise your special day many of these tasks can be shared with bridal party and family members. It's a great way for everyone to be involved and feel part of the day.

### Six to Twelve months before your wedding

TASK	TIPS	Completed by	✓
Announce your engagement			
Choose your engagement and wedding rings	Try to buy both together if you want them to sit well on your finger and match		
Hire a Wedding Planner/Consultant (Optional)			
Set your budget	Its important to know what you have to spend and who will pay for each item		
Decide on the Wedding date	Remember some dates are more popular than others and you may need to book really early not only the venue but the celebrant or church		
Decide on the time of the ceremony	Always have your starting time 15 minutes before the actual ceremony time so there is less likelihood of latecomers disrupting your ceremony		
Decide what style of wedding you would like	Formal, casual, outdoors, indoors, your special place		
Decide on the location of your wedding and make a booking	Important to remember when choosing an outdoor location to have a Plan B in case of bad weather		
Book a caterer if the chosen location does not provide catering services			
Choose your Celebrant or Minister and meet with them	<a href="http://www.trilogylifeevents.com.au">www.trilogylifeevents.com.au</a>		

to discuss your plans			
Decide how many guests you will invite.	Start a list that you can use to check off acceptances and declines. This will help with knowing the number you have to cater for or seat		
Make and Book accommodation for any out of town guests			
Decide on the music for both the ceremony and the reception			
Decide who will attend you in your bridal party	Keep in mind that your witnesses need to be 18 years or older		
Decide and choose your wedding dress and the gentleman's attire	What you wear should be in keeping with the style of wedding you have chosen		
Find a Photographer and make a booking	Take the time if possible to view some of their previous work		
Find a videographer and make a booking	Take the time if possible to view some of their previous work		
Choose a florist	Take the time if possible to view some of their work		
Get a quote from all the service providers i.e. florists, photographer, celebrant	This way you will know exactly what you will receive		
Choose and order your wedding cake			
Choose the style of cars or transport and make booking			
Book a venue for a rehearsal dinner			

### Four to Six months before the big day

Arrange to hire any special equipment you may need	This may include such things as arches, audio visual, marquees chairs etc		
Choose and order your stationary for invitations and thank you notes			
Choose the wording of your invitations and arrange the printing			
Finalise your guest list			
Send any engagement announcement to the paper or other media (Optional)			
Talk to mothers about their dress selection	Remember they will be in many of the photographs so need to compliment your colour scheme if possible		
Book your honeymoon and finalise bookings	Don't forget the travel details		

## Two to Four months before the big day

Check wedding rings for sizing	You may have lost a lot of weight in the flurry of planning		
Prepare maps and instructions to location and venue	This is important for your bridal party and also drivers of cars		
Assemble all the necessary documentation	Your celebrant will tell you what you require to bring to your meeting with them		
Meet with your celebrant to complete the Notice of Intended Marriage (NIM)	It is <b>important</b> to complete the Notice of Intended Marriage (NIM) at least one month and one day prior to your wedding		
Finalise the florist			
Finalise the photographer and videographer			
Finalise accommodation for out of town guests			
Plan your rehearsal dinner			
Finalise the wedding cake details			

## Six to Eight weeks before the big day

Send out your invitations			
Select gifts for your attendants			
Make appointments for yourself and the bridal party at the Hairdresser	Arrange to have trial appointment especially if you are wanting a intricate style		
Make appointment with your chosen Make up Artist	Be sure to have a trial of the makeup before the day so you know what suits you best		
Confirm all transport arrangements			
Meet with your celebrant to complete the Notice of Intended Marriage (NIM) if you have not already done this	It is <b>important</b> to complete the Notice of Intended Marriage (NIM) at least one month and one day prior to your wedding. <b>This is a legal requirement</b>		

## Four to Six weeks before the big day

Decide on the final menu			
Finalise catering and drink package with venue			
Buy a gift for each other			
Have your final dress fitting	Be sure to try on your dress if you have purchased it some time prior. You may need to have some adjustments at the last minute		
Choose an outfit to "Go"			

away" in (Optional)			
Pick up the wedding rings			
Purchase any wedding accessories, (shoes, handbag, hat, gloves, garter)			
Confirm with photographer and videographer details and arrival times			
Confirm with florist delivery times and details			
Plan the seating for the reception			
Prepare place cards if required			
Have bridal party's final fitting			
Confirm the music for the reception and the ceremony			

### Two weeks before the big day

Move wedding gifts to your home (Optional)	This is when you have used a Bridal Register at your favourite place to shop		
Complete all the legal and business details such as address changes for bills etc			
Finalise any out of town guest accommodation			
Double check you have all clothing and accessories for yourself and your attendants			

### One week before the big day

Finalise seating details and confirm with venue			
Reconfirm your honeymoon travel arrangements			
Pack for your honeymoon			
Contact any guest who have not replied to your invitation	Unexpected guests can cause problems for venues and caterers and embarrassment for guests		
Finalise place cards for reception			
Give final count to the caterer and venue	Caterers need to order food and often the set up of the venue is done a day or two before the event. The number of staff required is also dependant on the final number of guests		

Delegate any special tasks to reliable family or friends to help you on the day			
Double check that your bridal party know the time and place of the wedding	Surprisingly this is often overlooked		
Wrap you bridal party gifts			
Finalise any rehearsal dinner arrangements			

### One day before the big day

Have a manicure			
Have a massage	Do this with some of your special girlfriends or your bridal party. Its lots of fun ☺		
Attend the wedding rehearsal and dinner			
Have an early night			
Take time to relax and enjoy			

### Your special day

Remind your witnesses of their responsibilities			
Take time to dress			
Eat proper meals on the day	Try not to over indulge in the champers while your dressing		
Keep your hair and makeup appointments			
Enjoy your day	You have worked hard so take your time and enjoy it		