

Wedding Planner

Checklists - A checklist is still the best way to guide you with your wedding planning and to keep track on things that are pending

<u>9 TO 12 MONTHS BEFORE THE WEDDING</u>		
<u>What needs to be Done?</u>	<u>Budget?</u>	<u>Status</u>
Get a file to keep track of all the wedding details.		
Wedding consultant or planner (optional)		
Select a date and time for the wedding. (Consult a priest if Muhurtha is required.)		
Once Muhurtha is established book the priest to perform the pre-nuptials as well as the wedding ceremony.		
Decide on the type of wedding you want, e.g. Traditional , informal, Trendy, etc. This decision will be based on your budget, personality and lifestyle.		
Choose a colour scheme and wedding theme.		
Determine an approximate amount of guest who will attend the wedding.		
Start a beauty regime		
Start shopping for your wedding outfit, headpiece, veil, lingerie as well as bridesmaid's dresses. If you find the perfect wedding outfit order it - some outfits may take up to 5 months to be made.		
Establish an initial budget as well as who will be paying for what. Rather meet with both families and come to an agreement.		
If you require a venue for the pre-nuptial, select and reserve the venue. Pay a security deposit down if you find one you like. (Check the cancellation / refund policies first and get it in writing.)		
Select and reserve your wedding venue. Some venues are booked a year in advance so put a security deposit down if you find one you like. (Check the cancellation / refund policies first and get it in writing.)		

Select and reserve a reception venue. Some venues are booked a year in advance so put a security deposit down if you find one you like. (Check the cancellation / refund policies first and get it in writing.) Remember to make sure that both the ceremony and reception locations are booked for the same day		
Select the different service providers and be sure to pay a security deposit once you have made a decision and always obtain a signed contract. Make sure to check the cancellation /refund policies first before booking		
Caterer and Wedding Cake		
Photographer/videographer		
Décor/Florist		
Entertainment for wedding day as well as pre-nuptial days		
Limousine/car hire		
Mendhi artist		
Additional items to remember		

6 TO 9 MONTHS BEFORE THE WEDDING

<u>What needs to be done?</u>	<u>Budget?</u>	<u>Status/Confirmation?</u>
Get your guest list finalized. Establish an equal number of guests for both sides of the families. Combine your list with the groom's lists in order not to duplicate invites and create a final list.		

Determine the number of invitations that need to be ordered.		
Select the wedding attendants, i.e. maid of honour, best man, etc, and request their participation in your special day.		
Select a wedding outfit and go for fittings		
Select bridesmaids' dresses and arrange dates for fittings.		
Select your wedding cake (keep it in line with the overall theme of the wedding).		
Sign up for a gift registry at your favourite store(s).		
Start to plan the honeymoon. Consult a travel agent and discuss possible destinations and prices.		
Additional items to remember		

4 TO 6 MONTHS BEFORE THE WEDDING

<u>What needs to be Done?</u>	<u>Budget?</u>	<u>Status/Confirmation?</u>
Start to shop for wedding rings		
Order the wedding invitations, thank you cards, napkins, guestbook and personal stationary, table memorabilia		
Finalise the guest list.		
Order gifts, trays and favours.		
Finalise the honeymoon details and make the necessary reservations through the travel agent.		
Decide where to live after the wedding and / or plan your new home.		

<u>Confirm dates and arrangements for the following:</u>		
Final fitting and delivery date of wedding dress/outfit.		
Florist/décor		
Photographer.		
Caterer		
Wedding cake		
Videographer		
Musicians		
Limousine/car hire service		
Additional items to remember		

<u>2 TO 4 MONTHS BEFORE THE WEDDING</u>		
<u>What needs to be Done?</u>	<u>Budget?</u>	<u>Status/Confirmation?</u>
Prepare maps and directions for the both the ceremony and reception venues.		
Start to shop for your wedding rings.		
Finalise the date and time with the officiant for the rehearsal.		
Plan the date and time of the rehearsal dinner and book a restaurant (if applicable).		

Apply for the marriage license.		
Make an appointment with a beauty professional and hairdresser for the bride and bridesmaids on the wedding day.		
Start inviting guests. Remember to include the maps and directions.		
Arrange for all rental items that might be needed at the ceremony and reception, e.g. crystal, silver, arches, candelabras.		
Confirm Mehendi artist and finalize designs and styles of mehendi art you would like		
Shop for bridal party gifts.		
<u>Finalise and confirm all details with the:</u>		
Venue for wedding day as well as prenuptial days		
Florist/décor		
Photographer.		
Caterer		
Wedding cake		
Videographer		
Musicians		
Limousine/car hire service		
Additional items to remember		

4 TO 6 WEEKS BEFORE THE WEDDING

<u>What needs to be done?</u>	<u>Budget?</u>	<u>Status/Confirmation?</u>
Visit the priest who is performing the wedding and obtain a list of prayer goods needed		
Make an appointment with the photographer for a formal bridal portrait.		
Select gifts for all the wedding attendants.		
Finalise and order your program for the ceremony.		
Prepare a music selection list for band or DJ.		
Finalise alterations and make an appointment for the final fitting of the wedding outfit.		
Schedule fittings for the bridesmaids and flower girl.		
Make arrangements for all "Pre-Wedding Parties".		
Additional items to remember		

2 TO 4 WEEKS BEFORE THE WEDDING

<u>What needs to be Done?</u>	<u>Budget?</u>	<u>Status/Confirmation?</u>
Collect the wedding rings.		
Give the final number of guests to the caterer and finalize menu. It is advisable to taste the food first		
The groom needs to buy his gift for the bride.		

The bride needs to buy her gift for the groom.		
Select and / or purchase the going away outfit.		
Purchase (or borrow) all the wedding accessories such as the ring pillow, candles, etc.		
Confirm the delivery time and details with the florist.		
Finalise the seating for the reception and start to write the placement cards.		
Make sure all the bridesmaids' have gone for a final fitting.		
Go for the final wedding dress fitting.		
Plan the Bachelor and Bachelorette parties.		
Confirm your make- up artist and schedule makeup trial		
Visit you're the hairdresser and decide on a style with your veil.		
Make the necessary arrangements in terms of transportation for your honeymoon as well as when you return.		
Confirm the final honeymoon plans with the travel agent.		
Additional items to remember		
<u>2 WEEKS BEFORE THE WEDDING</u>		
<u>What needs to be done?</u>	<u>Budget?</u>	<u>Status/Confirmation?</u>

Confirm wedding venue and venue for prenuptial events		
Confirm with florist regarding flowers for hair, garlands, etc and choose flowers according to the wedding outfit colour and style		
Make sure all dresses, clothing and accessories for the bridal party are ready.		
Collect the marriage license.		
Start making a list of companies and institutions that need to be informed of the bride's new surname (e.g. Banks, identity document, passport, driver's license, etc).		
Complete the floor and seating plan for reception.		
Confirm all delivery dates with the different suppliers.		
Confirm the arrival time for all attendants.		
Check parking arrangements - take any elderly or disabled guests' needs into account.		
Additional items to remember		

1 WEEK BEFORE THE WEDDING

<u>What needs to be done?</u>	<u>Budget?</u>	<u>Status/Confirmation?</u>
Review the seating details with the ushers.		
Contact guests who have not responded yet.		
Finish all the place cards for the reception.		

Give the final head count to the caterer and confirm menu.		
Confirm the reservation for the rehearsal dinner.		
Give the band or DJ a list of songs you would like to have played on your wedding day.		
Pick up all the formalwear and ensure that everything fits.		
Bachelor and Bachelorette parties will be during this week.		
Send out "Thank You" notes to guests that won't be attending the wedding but have sent you a gift.		
Collect the plane tickets and passports (if applicable) for the honeymoon.		
Start to pack for you honeymoon.		
Additional items to remember		
1 DAY BEFORE THE WEDDING		
What needs to be Done?	Budget?	Status/Confirmation?
Confirm that the wedding venue is decorated		
Get a manicure, pedicure and massage to relax. If you are having mehendi decorations done remember to get your manicure and pedicure done one week before the ceremony.		
Try to be early at the rehearsal dinner to greet the guests.		
Hand out the bridal party gifts at the rehearsal dinner.		
The officiant's fee needs to be handed to the best man in a sealed envelope in order for him to discreetly hand it over after the ceremony.		

Get enough sleep before the big day.		
Additional items to remember		
On the Wedding Day		
What needs to be Done?	Budget?	Status/Confirmation?
Eat something to settle the stomach.		
Ask someone to check that everything is ready at the reception venue.		
The bride needs at least 6 hours to get ready.		
Prepare for the hairdresser and makeup appointments.		
Remember the rings and the wedding license.		
Make sure that the best man and maid of honour sign the wedding certificate as witnesses.		
Allow time for photos if this has been arranged with the photographer.		
It is your once-once-in-a lifetime moment. Make sure you make it your best		