

# THE *Taranaki* WEDDINGS PLANNER

A complete timeline breakdown of the entire wedding planning process—your perfect guide to planning your perfect day!

## 6—12 MONTHS TO GO

- Set A Budget
- Set a Date/Time
- Find and Book Venue. Pay Deposit.
- Decide on Ceremony Type - Civil or Religious
- Choose/Book a Celebrant/Minister/Priest
- Select and Ask Attendants/Bridal Party
- Prepare an Initial Guest List
- Book Reception Caterer. Pay Deposit.
- Choose a Theme
- Book a Photographer/Videographer. Pay Deposit.
- Book a Florist. Pay Deposit.
- Book Wedding Transport. Pay Deposit.
- Choose and Order a Wedding Dress. Pay Deposit.
- Book Entertainment - Band or DJ. Pay Deposit.
- Get Quotes for Wedding Stationery including Wedding Favours
- Get Quotes for Wedding Cake
- Order Groom Attire. Pay Deposit.
- Discuss Honeymoon
- Book Time off Work for Wedding and Honeymoon
- Book Wedding Night Accommodation
- Send "Save the Date" Cards to Out of Town/Overseas Guests.

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## 3—6 MONTHS TO GO

- Complete Guest List and Order Stationery
- Book Appointments for Hairstylists & Make-up Consultation/Trial and Wedding Day.
- Choose and Order Groomsmen Attire and Arrange Fittings
- Choose and Order Bridesmaids Attire and Arrange Fittings
- Order Wedding Cake. Pay Deposit
- Book Honeymoon and Make Arrangements -passports etc.
- Purchase Wedding Rings
- Register for Gifts
- Book Dance Lessons for First Dance
- Confirm Floral Arrangements with Florist
- Help Mother of Bride/Mother of Groom to plan attire.
- Shop for Wedding Accessories
- Select Toastmaster/MC
- Order Decorations for Ceremony and Reception Venues. Pay Deposit.

## 2—3 MONTHS TO GO

- Send out Invitations - List RSVPs as They Arrive.
- Agree on Menu and Drinks with Caterer - Give rough indication of Numbers.
- Buy Accessories for Bridesmaids.
- Buy Gifts for Attendants.
- Notify Expected Speakers - Best Man etc.
- Write Your Vows.
- Begin Dress Fittings
- Arrange where Bride/Attendants will get ready.

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## 1—2 MONTHS TO GO

- Apply For Marriage License.
- Bridal Hair and Make-up Consultation/Trial
- Final Fittings of Wedding Dress
- Final Fittings of Bridesmaids Dresses
- Begin Seating Plan
- Chase Unconfirmed Guests
- Organise House sitter/Pet Boarding for Honeymoon
- Meet with Celebrant/Minister - Agree on Date for Rehearsals. Finalise Ceremony.
- Hen & Stag Parties.
- Buy Guest Book
- Draw up Timeline of Day and Assign Duties/Responsibilities
- Check Transport Arrangements and Time the Journey.

## 2—4 WEEKS TO GO

- Confirm All Arrangements and Deliveries
- Have Beauty Appointments - Haircut & Colour, Facial, etc.
- Wear in shoes - All members of the Bridal Party
- Give Final Numbers to Caterer
- Confirm Table Plan - Check Place Cards/ Table Settings etc. Are in Order.
- Collect Wedding Rings
- Collect Wedding Dress, Bridesmaid Dresses.

### HANDY HINT!

Be sure to take some time out with your significant other in these crucial final stages to relax and enjoy each others company! The next few weeks are going to be busy!

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## 1—2 WEEKS TO GO

- Confirm Rehearsals and Remind Those involved.
- Pack for Honeymoon
- Collect Marriage License.
- Give Friendly Reminder About Speeches.
- Final Beauty Prep.

## THE FINAL FEW DAYS

- Attend Wedding Rehearsal
- Do Final Checks - Delegate Responsibilities
- Give Rings to Best Man
- Give Attendants Gifts
- Collect Groomsmen Attire.

## THE BIG DAY

- Put the planner away!
- Relax & Enjoy your Special Day!

CONGRATULATIONS  
AND  
BEST WISHES!















# THE *Taranaki* WEDDINGS PLANNER

## MUSIC/PLAYLIST

CEREMONY MUSIC—

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COCKTAIL HOUR MUSIC—

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FIRST DANCES MUSIC—

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RECEPTION MUSIC—

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# THE *Taranaki* WEDDINGS PLANNER

## BUDGET WORKSHEET

	<u>ESTIMATE COST</u>	<u>ACTUAL COST</u>
<u>CEREMONY VENUE</u>	_____	_____
<u>RECEPTION VENUE</u>	_____	_____
<u>TRANSPORT</u>	_____	_____
<u>CELEBRANT</u>	_____	_____
<u>PHOTOGRAPHER</u>	_____	_____
<u>VIDEOGRAPHER</u>	_____	_____
<u>CATERING</u>	_____	_____
<u>BAR/DRINKS</u>	_____	_____
<u>FLOWERS</u>	_____	_____
<u>WEDDING CAKE</u>	_____	_____
<u>STATIONERY</u>	_____	_____
<u>WEDDING DRESS</u>	_____	_____
<u>BRIDAL ACCESSORIES</u>	_____	_____
<u>GROOMS ATTIRE</u>	_____	_____
<u>BRIDESMAIDS ATTIRE</u>	_____	_____
<u>GROOMSMEN ATTIRE</u>	_____	_____
<u>ENTERTAINMENT</u>	_____	_____
<u>DÉCOR/STYLING</u>	_____	_____
<u>ACCOMODATION</u>	_____	_____
<u>HONEYMOON</u>	_____	_____
<u>HAIR AND MAKEUP ETC</u>	_____	_____
<u>WEDDING RINGS</u>	_____	_____

# THE *Taranaki* WEDDINGS PLANNER

## BUDGET WORKSHEET

ESTIMATE COST

ACTUAL COST

DANCE LESSONS

M/C TOASTMASTER

HIRED FURNISHINGS

ATTENDANT GIFTS

WEDDING FAVOURS

MARRIAGE LICENSE

HENS PARTY

STAG PARTY

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ESTIMATED COST

ACTUAL COST

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