

Taranaki
WEDDINGS
— Planner —

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You're Getting HITCHED!

Congratulations! And Welcome to the Taranaki Weddings
Planner!

This little book is the ultimate companion to your Wedding Planning Journey. It's been created in collaboration with local Industry Experts with your needs in mind. When used alongside the Taranaki Weddings Directory and Events - it should make planning your special day an absolute breeze!

With a 12 month timeline checklist, budget worksheet, an abundance of note pages and so much more - it should contain everything you need!

If you feel like something is missing - we'd love your feedback so drop us a line via email, our social media sites or tag us in your images of you using your Taranaki Weddings Planner

#thetaranakiweddingsplanner

Happy Planning!



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All the Details

_____ and _____

Are tying the knot on

At

The Bridal Party Are



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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!



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Budget Worksheet

| | <u>Costs</u> | | <u>Deposit</u> |
|---------------------------|--------------|--------|----------------|
| | Budgeted | Actual | \$\$ Due |
| <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>Accommodation</u> | _____ | _____ | _____ |
| <u>Honeymoon</u> | _____ | _____ | _____ |
| <u>Health& Beauty</u> | _____ | _____ | _____ |



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Budget Worksheet (cont.)

| Due Date | Paid | <u>Balance</u> \$\$ Due | Due Date | Paid |
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Budget Worksheet (cont.)

| | <u>Costs</u> | | <u>Deposit</u> |
|--------------------------|--------------|--------|----------------|
| | Budgeted | Actual | \$\$ Due |
| <u>Dance Lessons</u> | _____ | _____ | _____ |
| <u>MC/Toastmaster</u> | _____ | _____ | _____ |
| <u>Hired Furnishings</u> | _____ | _____ | _____ |
| <u>Attendant Gifts</u> | _____ | _____ | _____ |
| <u>Wedding Favours</u> | _____ | _____ | _____ |
| <u>Marriage License</u> | _____ | _____ | _____ |
| <u>Hens Party</u> | _____ | _____ | _____ |
| <u>Stag Party</u> | _____ | _____ | _____ |
| <u>Wedding Rings</u> | _____ | _____ | _____ |
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| Budgeted Cost | _____ | | |
| Actual Cost | | _____ | |



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Budget Worksheet (cont.)

| | | <u>Balance</u> | | |
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Guest List

| <u>Name</u> | <u>E-Mail/Telephone No.</u> | <u>Attending</u> |
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Guest List (cont.)

| <u>Name</u> | <u>E-Mail/Telephone No.</u> | <u>Attending</u> |
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Guest List (cont.)

| <u>Name</u> | <u>EMail/Telephone No.</u> | <u>Attending</u> |
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Guest List (cont.)

| <u>Name</u> | <u>E-Mail/Telephone No.</u> | <u>Attending</u> |
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Wedding Vows



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Wedding Day Runsheet (cont.)

| <u>Task</u> | <u>Start Time</u> | <u>End Time</u> |
|-------------|-------------------|-----------------|
| _____ | _____ | _____ |
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Emergency Kit

This list is quite inclusive and includes some reasonably obscure items you may not require. We've left some blank spaces at the end for you to add any specialty items you might need - please feel free to let us know if you think of anything we should add to our list!

- Make-up Touch Up Kit
- Eyelash Glue
- Contact Lenses and solution
- Hair Ties & Bobby Pins
- Hairspray
- Comb/Hairbrush
- Mirror
- Straws
- Bottled Water
- Hydrating Eyedrops
- Cotton Buds
- Tissues
- Baby Wipes
- Deodorant
- Toothpicks
- Breathmints
- Band Aids
- Nail Polish
- Nail Clippers/Nail File
- Tweezers
- Sunscreen
- Bug Spray
- Rescue Remedy
- Pain Killers



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Emergency Kit (cont.)

- Imodium
- Antacids
- Antihistamines
- Sanitary Towels/Tampons
- Hand Sanitiser
- Spare Earing Backs
- Spare Stockings
- Flat Shoes
- Handheld fan
- Phone Number List
- Cell phone and charger.
- Umbrellas
- Clean Undies (
- Sewing Kit
- Scissors
- Scotch Tape
- Double Sided Tape
- Safety Pins
- White Chalk
- Glue
- Small needle nose pliers
- Stapler
- _____
- _____
- _____
- _____
- _____
- _____



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Music/Playlist

Ceremony Music _____

Cocktail Hour Music _____

First Dances Music _____

Reception Music _____



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Photographers Shot List (cont.)

Horizontal lines for writing a list of photographers.



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Venue Floorplan / Layout



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Table Plan



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Contact us - louise@taranakiweddings.com

Or find us at

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