

A decorative graphic featuring several birds in flight (gold, brown, red) and a large, intricate blue floral swirl with leaves. The background is a light pink surface with a large, faint heart shape made of small white beads.

Kelly Garrick
Celebrants

Wedding Planning Tips

The Overview

Wedding Date:

Budget:

Style:

Colour scheme:

Ceremony location:	
Ceremony time:	
Address:	
Number of Guests:	

Reception location:	
Ceremony time:	
Reception time:	
Address:	
Number of Guests:	

Important Dates

Bridesmaids

Groomsmen

Celebrants

Engagement Party:

Stag Party:

Hen Party:

Rehearsal:

Honeymoon:

Bridal Party Contact List

Maid of Honor
Name:
Address:
Phone:
Email:
Tasks:

Best Man
Name:
Address:
Phone:
Email:
Tasks:



Bridesmaids

Name:

Address:

Phone:

Email:

Tasks:

Groomsmen

Name:

Address:

Phone:

Email:

Tasks:

Name:

Address:

Phone:

Email:

Tasks:

Name:

Address:

Phone:

Email:

Tasks:



Flower Girl

Name:

Address:

Phone:

Email:

Tasks:

Ring Bearer

Name:

Address:

Phone:

Email:

Tasks:



Kelly Garrick
Celebrants

Reception Seating Chart

Table #

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
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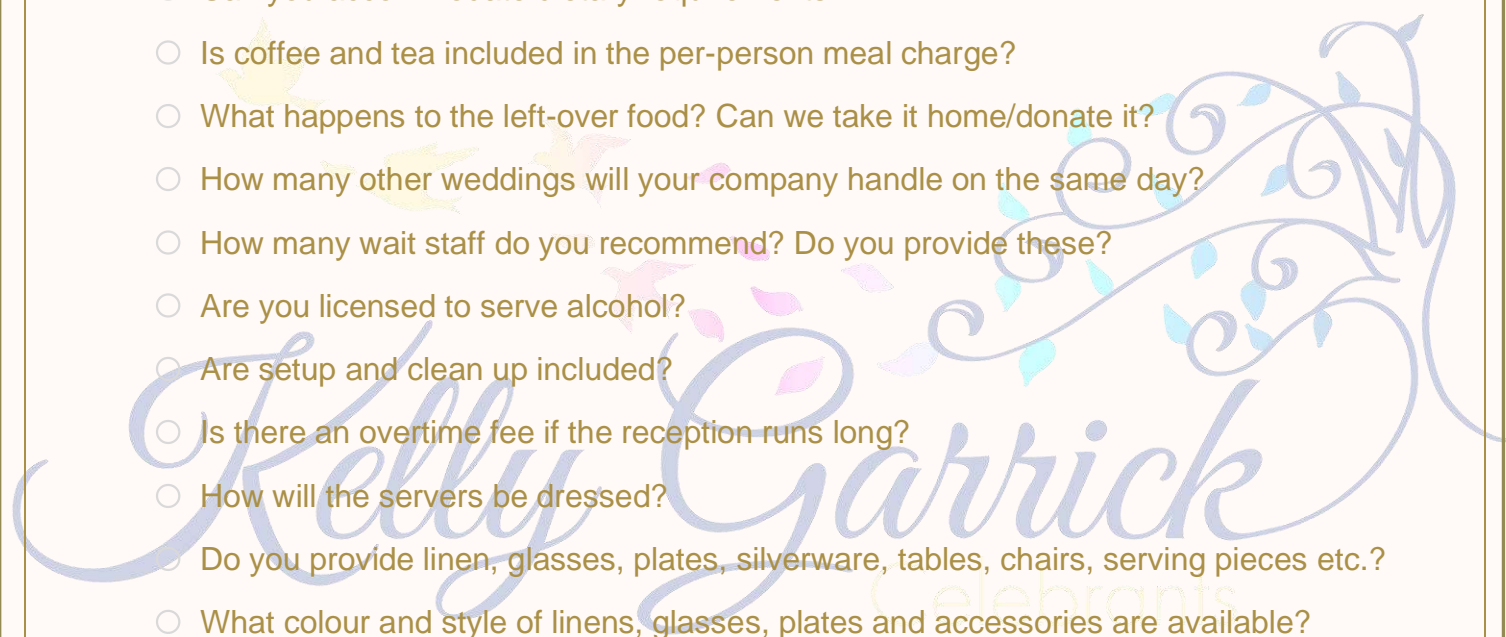
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Important Questions to Ask Your Venue Regarding Food Reception.

- How much is the deposit? Is it refundable? What is the payment plan for the entire bill?
- May I see your standard contract? What is the cancellation policy?
- Given the budget and date of my wedding, what are some menu items you suggest?
- What would the cost-per-person be? What does this include/exclude?
- Do you have a specialty?
- Do you offer menu tastings? How much do you charge?
- Is food prepared on or off-site?
- Can you accommodate dietary requirements?
- Is coffee and tea included in the per-person meal charge?
- What happens to the left-over food? Can we take it home/donate it?
- How many other weddings will your company handle on the same day?
- How many wait staff do you recommend? Do you provide these?
- Are you licensed to serve alcohol?
- Are setup and clean up included?
- Is there an overtime fee if the reception runs long?
- How will the servers be dressed?
- Do you provide linen, glasses, plates, silverware, tables, chairs, serving pieces etc.?
- What colour and style of linens, glasses, plates and accessories are available?
- Cream, Ivory, White linen?
- Will you be personally handling my wedding on the day? Can I meet my coordinator?
- How much time do you need to setup/strike?
- Do you provide a wedding cake? Is there a cutting & serving fee if we bring our own?
- Can we bring our own alcohol? Is there a corkage fee?
- Can you provide children's meals? Is there a discounted charge?



Wedding Planning Timeline

12 Months Before

Discuss and set your budget
Decide what type of wedding you want (formal/informal, location, style...)
Research ceremony and reception options (book as soon as possible)
Set and confirm wedding date
Book appointment for notice of marriage at local registrars
Draw up your guest list
Send *Save the Date* cards

10 - 11 Months Before

Create a wedding website
Start your wedding gown research
Research honeymoon destinations
Meet different vendors (celebrant, photographer, caterer, florist...)

9 Months Before

Prepare Gift List
Book accommodation for out-of-town guests
Decide on wedding theme and colors
Hire celebrant and plan ceremony elements with them
Purchase wedding stationery (invitations, RSVPs, thank you cards...)
Hire photographer/videographer
Book hotel room for your wedding night
Reserve ceremony/reception rental items (furniture, glassware...)
Hire a musician/band/DJ/MC
Hire a caterer
Hire a florist
Shop for wedding rings
Have a cake tasting and decide on flavor and design
Select your hair and makeup artists and schedule trials for two months before wedding

Plan your honeymoon

5 - 7 Months Before

- Purchase ceremony and reception decorations
- Finalise your guest list
- Have a dress fitting
- Order bridesmaid's dresses
- Reserve/purchase formal wear for groom and groomsmen
- Choose attire for flower girl and ring bearer
- Purchase wedding shoes, jewelry, undergarments
- Hire wedding transportation for bridal party and out of town guests
- Check passports are in date and current

4 Months Before

- Meet with celebrant and finalize timeline for ceremony and reception
- Decide on wedding music playlist
- Select first dance song
- Schedule additional dress alterations (if required)
- Order wedding favours
- Book your honeymoon
- Send wedding invitations
- Order additional stationery (programs, table numbers, signage)
- Confirm wedding menu and order menu cards
- Finalize flower arrangements with florist
- Purchase gifts for parents, bridal party, each other
- Book time off work for honeymoon
- Purchase a wedding guest book
- Send the wedding day timeline to vendors
- Decide on who will be giving the toasts

1 Month Before

- Attend hair and makeup trials
- Finalise reception seating plan
- Follow up with guests who have not sent a response
- Confirm bridesmaid dress alterations
- Confirm ceremony script and vows with celebrant

2 Weeks Before

- Photoshoot list to photographer
- Confirm all rentals and delivery dates
- Finalise stationery (programs, menus, signage)
- Confirm arrival time of guests
- Pick up wedding dress and wedding rings
- Attend Stag & Hen party
- Prepare wedding day emergency kit
- Delivery final playlist to musicians/band/DJ
- Final fitting for groom

1 Week Before

- Confirm all duties with the wedding party and attendants
- Make final payments to all vendors
- Drop off seating & table cards to the venue manager
- Confirm hotel bookings for out of town guests
- Confirm honeymoon bookings
- Pick up formal wear for groom
- Get your hair cut
- Book a spa / massage

3 Days Before

- Give wedding day timeline to bridal party
- Gather all documents required for honeymoon travelling
- Check groomsmen have their formal wear
- Confirm transport arrangements...for all bridal party

1 Day Before

- Check your to-do list for outstanding items
- Get a manicure/pedicure
- Give rings to the best man
- Check wedding attire is ready
- Get a good night's sleep!



CONGRATULATIONS

It's your Wedding Day!

Relax and enjoy your day – *“that’s the most important part to remember”*

Get your hair and makeup done

Eat something healthy for breakfast

Present parents, wedding party and partner with gifts

TIP - Plan some quiet time together away from everyone to enjoy the moment.



After the Wedding

Write and mail thank you cards to guests and vendors

Change your name on necessary documents

Kelly Garrick
Celebrants

Timeline on Your Wedding Day

_____ Bride's hair appointment

_____ Bride's makeup appointment

_____ Everyone gets dressed

_____ Vendors arrive to setup

_____ Pre-wedding photos

_____ Guests begin to arrive

_____ Ceremony commences

_____ Ceremony ends

_____ Ceremony photos

_____ Bridal party / guests relocate to reception venue

_____ Cocktails begin

_____ Bride & Groom photos

_____ Reception begins

_____ Newlyweds grand entrance

_____ First dance

_____ Food served

_____ Best Man's Toast

_____ Maid of Honour Toast

_____ Dancing

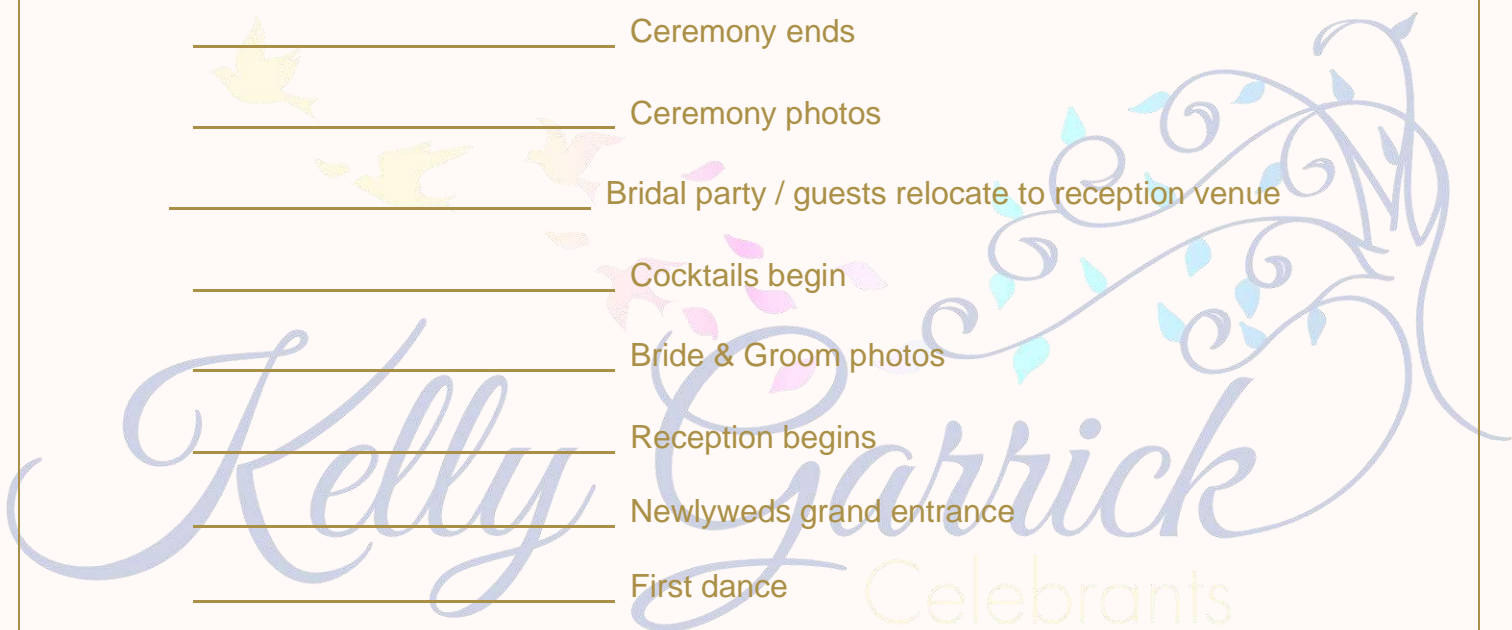
_____ Cake cutting

_____ Bouquet toss

_____ Last dance

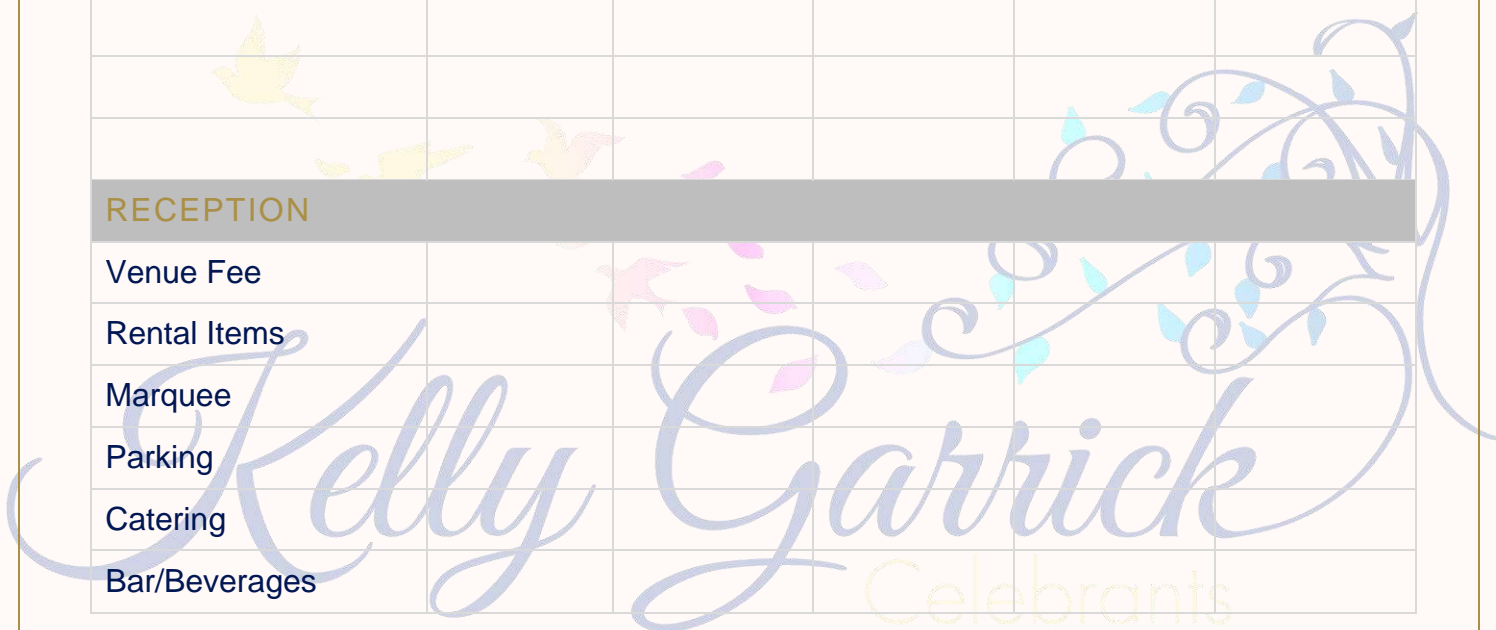
_____ Couple exits

_____ Guests depart



Wedding Budget Worksheet

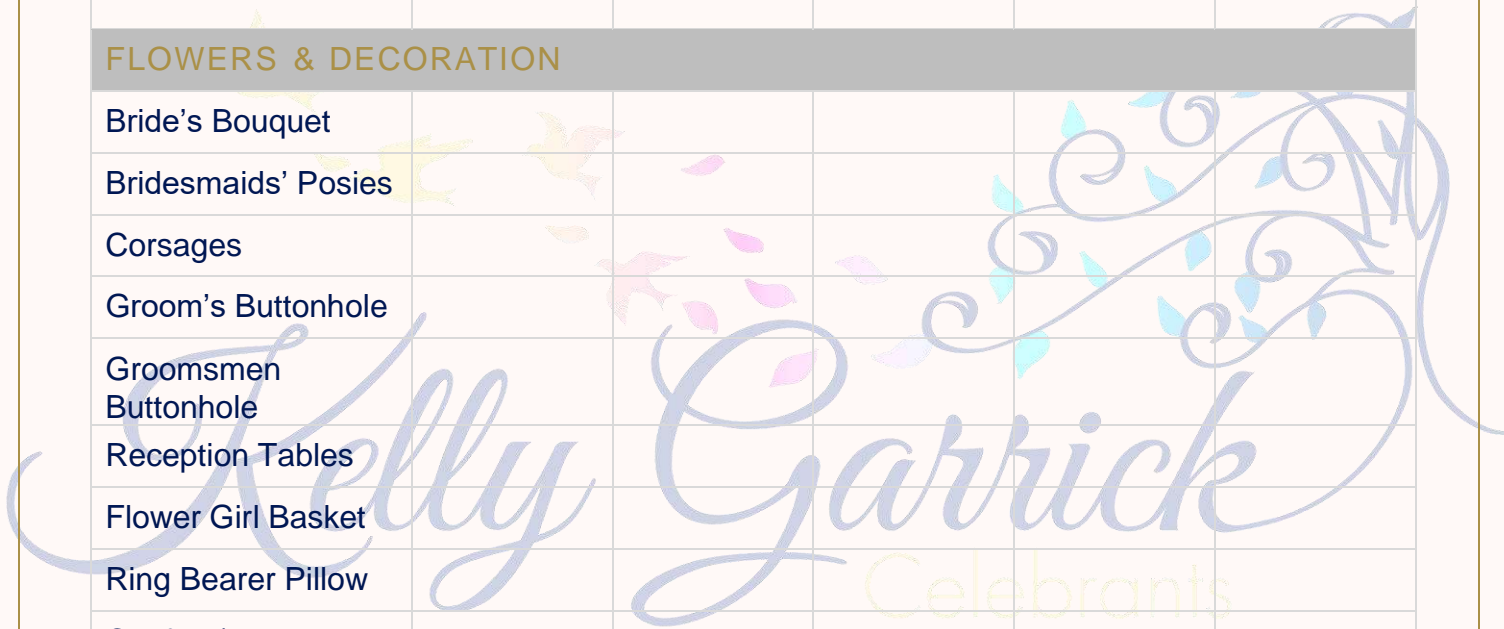
EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
CEREMONY					
Location Fee					
Celebrant's Fee					
Ceremony Site Decoration					
Other					
RECEPTION					
Venue Fee					
Rental Items					
Marquee					
Parking					
Catering					
Bar/Beverages					



EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
WEDDING RINGS					
Bride's Ring					
Groom's Ring					
Engraving					
WEDDING ATTIRE					
Wedding Dress					
Veil / Headpiece					
Jewelry					
Shoes					
Lingerie					
Alterations					
Bride Other					
Tuxedo/Suit					
Shoes					
Cufflinks					
Tie					
Groom Other					



EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
WEDDING CAKE					
Cake					
Cake Knife					
Cake Stand					
Cake Topper					
Boxes					
Cake Table Décor					
Delivery Fee					
FLOWERS & DECORATION					
Bride's Bouquet					
Bridesmaids' Posies					
Corsages					
Groom's Buttonhole					
Groomsmen Buttonhole					
Reception Tables					
Flower Girl Basket					
Ring Bearer Pillow					
Confetti/Petals					
Car Decoration					
Wreaths/Garlands					
End Seat Flowers					
Aisle Runner					
Delivery & Installation					
Other					



EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
MUSIC					
Ceremony Musicians					
Reception Musicians					
Sound Equipment					
Other					
PHOTO & VIDEO					
Photographer					
Videographer					
Wedding Album					
Prints					
Other					
GIFTS & FAVOURS					
Wedding Favors					
Maid of Honor					
Best Man					
Bridesmaids					
Groomsmen					
Flower/Ring Bearer					
Bride's Parents					
Groom's Parents					
Bride/Groom					
TRANSPORT					
Car for Bride & Groom					
Car for Bridal party					
Guest Transport					



EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
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STATIONERY

Save the Date					
Wedding invitations					
RSVP cards					
Thankyou cards					
Envelopes					
Wedding programs					
Menu					
Signs					
Seating chart					
Table numbers					
Guest book					
Postage					
Calligraphy					

BEAUTY

Hair					
Makeup					
Manicure/Pedicure					
Spa/Massage					
Groom's Hair					
Tanning					
Teeth Whitening					
Other					



Ceremony Order

Processional Order

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Welcome Address

Who is absent?

Who should be thanked?

Will your celebrant tell your love story?

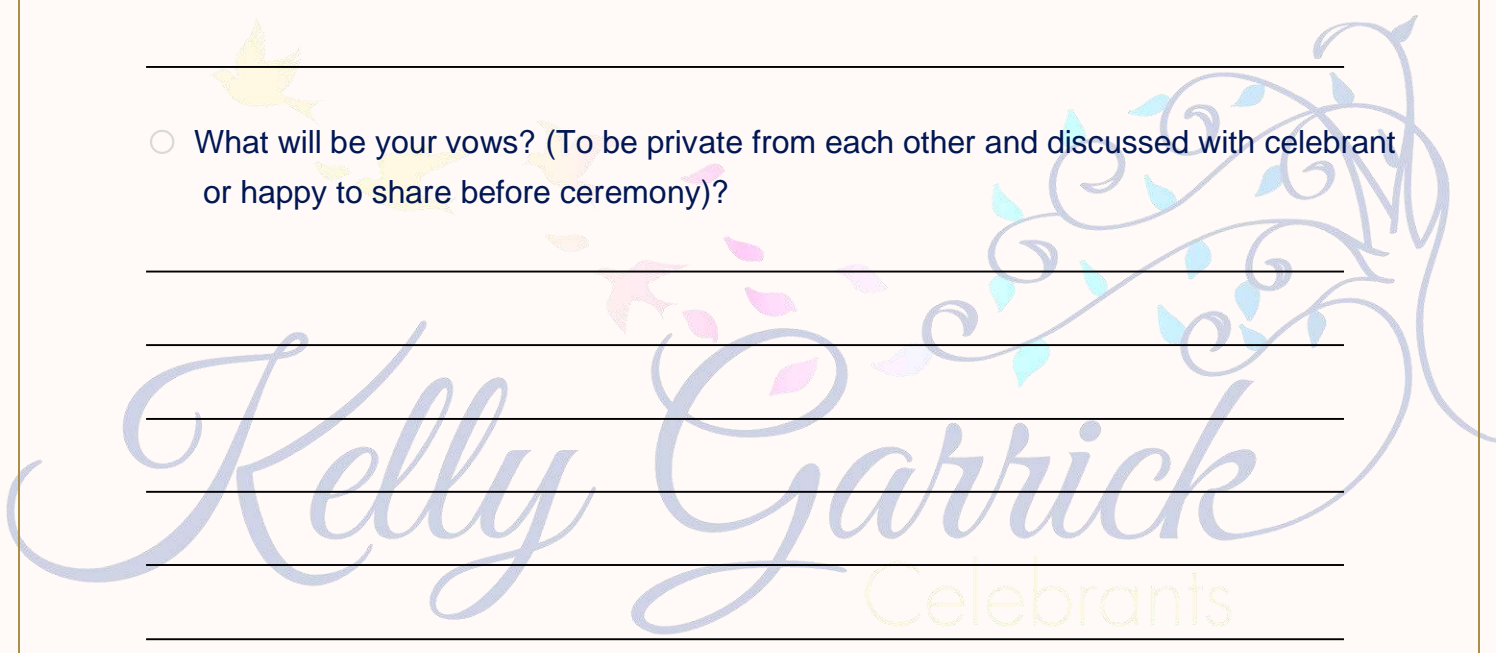
Reading

Who is reading a published text, poem or song?



Any symbolic gestures?

What will be your vows? (To be private from each other and discussed with celebrant or happy to share before ceremony)?



The Commemorative Certificate

Who will be your witnesses?

The Presentation

How will you be presented – Mr & Mrs, the newly married couple etc.?

Recessional Order

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____





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