

WEDDINGS.CO.NZ

WEDDING PLANNER

Congratulations on your engagement!

Planning a wedding can be fun - use our checklist to help cover all the bases and keep track of your costs.

Begin with the things that are most important to you. For example, you may want a particular celebrant or venue so organise that first, then move onto the next most important item. The sooner you make your bookings, the more choice you will have - so get started!

We suggest you store all your brochures, quotes, and other paperwork in one box, and use a diary to keep track of when you need to do what.

As you talk to vendors make sure you get estimates, and confirmation of your arrangements, in writing.

If it's all too daunting - consider using a wedding co-ordinator.

Check out our web site at www.weddings.co.nz for more information.

The checklist is rather long, so we've split it into sections:

- ❖ General
- ❖ Ceremony
- ❖ Reception
- ❖ Attire
- ❖ Mementos
- ❖ Gifts

ESSENTIAL TIPS BEFORE YOU BEGIN

- Start with the things that are the most important to you. You will find that, once you have the essential items sorted, everything else will fall into place and the things that are of less importance can be compromised on if necessary. We do, however, recommend that you get the 'big ticket items' (such as venue and photographer) underway first - the sooner you make your bookings, the more choice you will have.
- Get a folder or box (even one you have around the house) and keep everything relating to the wedding (such as brochures, quotes, and other paperwork) together. This way you won't lose anything and you will always have everything on hand in case you want to look back at them.
- Also keep track of when you need to do things. It can be really helpful to diarise dates ahead because even though you think you will remember to check and confirm you venue two weeks out from your wedding, the odds are that in the excitement it could slip your mind.
- Make sure that you get all estimates and confirmation of your arrangements in writing so there is no room for confusion (or heartbreak) down the line.
- Remember that the timeframes set out in this checklist are a guide only. Don't panic if you aren't strictly following these timeframes as each person has different priorities and plan things differently. Weddings can be planned in a very short space of time, so don't think that you won't be able to do it!
- Keep checking back to Weddings.co.nz for new articles and advertisers as we update the site constantly and you may find just what you are looking for. Also make sure that you sign up for monthly newsletter and join the discussion forum – these are all great tools to help you in your planning.

Finally good luck and enjoy your planning!

The team at Weddings.co.nz

Engaged – 6 months

- Discuss your budget and the type of wedding that you want
- Choose venues for the ceremony and reception
- Set date and time for the wedding
- Compile guest list
- Choose and book the following as applicable to your wedding:
 - photographer
 - videographer
 - entertainment
 - caterer
 - florist
 - transport
 - co-ordinator
- Start thinking about your dress (you might need to book a dressmaker if you are getting married at a busy time of year)
- Choose your wedding party (best man, maid of honour, bridesmaids and groomsmen).
- Consider purchasing wedding insurance to cover many of those things that are out of your control which may result in you having to postpone or cancel your wedding.

3-6 months

- Finalise your choice of wedding dress
- Choose the attire for the rest of the wedding party as applicable:
 - Groom
 - Groomsmen
 - Bridesmaids
 - Flower girls
 - Page boys
- Don't forget that everyone will need to have fittings and you may need to find matching accessories.
- Choose your wedding theme and colours
- Select stationery including:
 - Invitations
 - Thank you cards/notes
 - Place name cards
 - Thank you
 - Place name holders
 - RSVP cards
 - Save the date cards
 - Seating plan
 - Envelopes
- Send out save-the-date cards (especially for overseas guests who may have to include the trip as part of their annual leave)
- Decide on and order your wedding cake
- Plan your honeymoon and make reservations
- Book your accommodation for the wedding night if required. Also work out whether your guests will need accommodation.
- Choose and purchase your wedding rings – these may need to be sized so make sure both try on
- Organise a gift registry if you are having one.

2 months

- Decide on an order of service and assign responsibilities for speech making, readings etc
- Write your vows – this will give you plenty of time to practice and perfect them
- Send out the invitations – remember to keep a list of RSVPs
- Organise dancing lessons for the first dance
- Purchase attendants' gifts and confirm arrangements on the day for them to meet up with Bride and Groom
- Confirm:
 - Flowers with florist – make sure that they fit with the theme, colours, dresses etc. Also flowers for mothers after wedding and buttonholes on day for parents.
 - Menu with caterer or venue
 - Accommodation for yourself and guests

1 month

- Apply for marriage licence
- Discuss your ceremony with minister or celebrant and plan your rehearsal date
- Confirm and finalise guest numbers
- Organise seating arrangements – allowing time for disagreements! Make seating plan
- Purchase wedding favours (if not already) and assemble
- Final dress fittings
- Try out your Bride hair and makeup

2 weeks

- Confirm everyone that you have booked for your wedding and advise final numbers such as:
 - photographer
 - videographer
 - entertainment
 - caterer/venue
 - florist
 - transport
- Make sure you are happy with everything including your accessories (have you worn in your wedding shoes!!)

1 week

- Final dress fitting
- Wedding rehearsal
- Pick up hire items including Groom's suit
- Final check on arrangements and plan for the day itself – who has the rings? Have you paid entertainment etc ahead of time or do you need to take money? Who is taking home the presents? Dry cleaning the dress the next day? Returning the suits? All packed for the honeymoon?

The day

- It is here at last, remember to enjoy yourselves cause it's too late to do anything more so just go with it!

GENERAL

Arrange for your families to meet, if they haven't already.

Announce your engagement in local newspapers.

In your diary, keep lists of :

Everything that needs to be set-up and/or taken to the ceremony,
 Everything that needs to be set-up and/or taken to the reception,
 What needs to be removed, and
 What needs to be returned after the wedding

Note on the list who will be responsible for each task.

Diary Note: One week before the wedding, give each person a list of his or her tasks.

Notes:

Select some possible dates, the type of wedding you want, number of guests, etc. and make up a budget. Agree who will be paying - couple, bride's or groom's families.

Budget: \$

Notes:

Arrange marriage preparation course.

Name:

Contact:

Date:

Total cost: \$

Date deposit paid:

Amount: \$

Date balance paid:

Amount: \$

Notes:

Decide on a theme and/or colour scheme.

Notes:

Book your honeymoon.

Name:

Contact:

Confirmation received:

Estimated cost: \$

Date deposit paid:

Amount: \$

Date balance paid:

Amount: \$

Diary note: Two weeks before the wedding, re-confirm booking. Diary note: Pack for honeymoon. Reception task list: Take honeymoon cases to reception.

Notes:

Organise passports, visas, and vaccinations required for honeymoon.

Notes:

Organise any legal work, for example pre-nuptial agreements, family trusts and/or wills.

Name:

Contact:

Confirmation received:

Estimated cost: \$

Date deposit paid:

Amount: \$

Date balance paid:

Amount: \$

Notes:

Guest list.

Suggestion: Notify out-of-town guests early so they can make necessary arrangements.

Notes:

Organise your attendants: best man, bridesmaids, etc. Discuss and agree who will be paying for their outfits, shoes, etc.

Notes:

Book a florist.

Name:

Contact:

Confirmation received:

Estimated cost: \$

Date deposit paid:

Amount: \$

Date balance paid:

Amount: \$

Diary note: Two weeks before the wedding, finalise bouquets and other floral arrangements.

Notes:

Book transport for the wedding party.

Name:

Contact:

Confirmation received:

Estimated cost: \$

Date deposit paid:

Amount: \$

Date balance paid:

Amount: \$

Diary note: Two weeks before the wedding, re-confirm booking.

Notes:

Book wedding night accommodation.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two weeks before the wedding, re-confirm booking.	
Notes:	

Order the wedding stationery; including invitations, response cards, evening invitations, order of service sheets (check with your celebrant before having them printed), menus, place cards, thank you cards, and napkins.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two months before the wedding, collect invitations and start addressing, ready to post them out six weeks before the wedding.	
Suggestion: List the acceptances and refusals as they arrive.	
Diary note: One month before the wedding, collect remainder of stationery.	
Ceremony task list: Deliver order of service sheets to venue.	
Reception task list: Deliver menus and napkins to venue.	
Suggestion: Keep a copy of your guest list to keep track of gifts and when you sent the thank you note. If possible write your thank you notes as the gifts arrive.	
Notes:	

Book a calligrapher.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: deliver invitations and guest list to calligrapher.	
Notes:	

Pack an emergency kit for the day
Suggestion: Snack bars, Aspirin, sticking plasters, safety pins, needle and thread, scissors, tissues, comb, nail file, pantyhose, some money, copies of the wedding readings and vows.
Ceremony task list: Take kit to ceremony and reception.
Notes:

Advise NZ Post of your new address.	
Name:	Contact:
Notes:	

CEREMONY

Book the venue for the ceremony.

Location:	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two months before the wedding, reconfirm booking.	
Notes:	

Book additional items for the ceremony - for example marquee, hire chairs, carpet, pew/chair decorations, etc..

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: One month before the wedding, re-confirm booking.	
Notes:	

Book a celebrant, or meet with your priest or minister.

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Arrange to meet and plan your service. Diary note: Give copies to those doing your readings. Diary note: Write marriage vows. Diary note: Schedule time for rehearsal.	
Notes:	

Decide on music for the ceremony, book musicians.

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: One month before the wedding, reconfirm booking.	
Notes:	

Order the wedding rings.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: One month before the wedding, collect wedding rings. Diary note: One day before the wedding, clean your engagement ring. Ceremony task list: Take wedding rings to ceremony.	
Notes:	

If you're having a ring bearer - select a cushion for the rings.	
Date:	Total cost: \$
Ceremony task list: Take ring cushion to ceremony and attach rings.	
Notes:	

Organise marriage license from Births, Deaths and Marriages (valid for 3 months from date of issue).	
Name:	Contact:
Date:	Total cost: \$
Diary note: Two months before the wedding, organise marriage license. Ceremony task list: Take marriage license to ceremony.	
Notes:	

RECEPTION

Book the venue for the reception.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two months before the wedding, re-confirm booking.	
Notes:	

Book additional items for the reception - for example marquee, hire tables & chairs etc..	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two months before the wedding, re-confirm bookings.	
Notes:	

Book the caterers.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two months before the wedding, re-confirm booking. Diary note: Advise caterers of the final numbers.	
Notes:	

Decide on entertainment/music for the reception, book providers.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: One month before the wedding, reconfirm booking.	
Notes:	

If you are having a formal first dance together, book dancing lessons if necessary.	
Name:	Contact:
Date:	Total cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Notes:	

❖ Order the wedding cake.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Three weeks before the wedding, re-confirm your order.	
Notes:	

❖ Organise a reception seating plan and place cards.	
Diary note: Deliver seating plan and place cards to reception venue.	
Notes:	

❖ Decide what speeches you will have, and who will give them. Let them know well in advance.	
Diary note: Write speech.	
Notes:	

If you are having several children at your reception you may like to organise someone to entertain and care for them.

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Three weeks before the wedding, re-confirm your booking.	
Notes:	

ATTIRE

Order the Bride's gown.

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: If hiring, re-confirm booking two weeks before the wedding.	
Diary note: Arrange for any fittings required.	
Diary note: Arrange to collect gown.	
Ceremony task list: If you're dressing at the venue make a list of everything you're wearing ahead of time - double-check before you leave for the venue.	
Post-wedding task list: Return hired gowns.	
Notes:	

Select bride's accessories, head-dress, veil, etc..

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Notes:	

Select bridal lingerie.

Date:	Total cost: \$
Notes:	

Order bridal attendant's gowns.

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: If hiring: two weeks before the wedding, re-confirm booking. Diary note: Arrange for any fittings required. Diary note: Arrange to collect gowns. Post-wedding task list: Return hired gowns.	
Notes:	

Select bridal attendant's accessories.	
Date:	Total cost: \$
Notes:	

Select groom's and his attendants' suits.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: If hiring, re-confirm booking two weeks before the wedding. Diary note: Arrange for any fittings required. Diary note: Arrange to collect suits. Post-wedding task list: Return hired suits.	
Notes:	

Select wedding shoes for the bridal party.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two weeks before the wedding, start to wear in the shoes so they are comfortable on the day.	
Notes:	

Book hairdresser and makeup artist.	
Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Three months before the wedding, visit for a consultation. Take pictures of styles you like, your head-dress (if you've got it), and a picture or sketch of your gown. Diary note: Two months before the wedding, book your appointment time. Allow two hours from leaving the hairdresser and makeup to get ready. Diary note: One month before the wedding, have a trial run of your chosen hairstyle, with your head-dress, etc. and your make-up.	
Notes:	

Select fragrances for the wedding party.	
Date:	Total cost: \$
Notes:	

Select your going away outfits.

Date:	Total cost: \$
Diary note: Pack outfits. Reception task list: Deliver going away clothes to reception.	
Notes:	

MEMENTOS**Book a photographer.**

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two weeks before the wedding, re-confirm booking.	
Diary note: Arrange to visit venues to check out the best places for shots, give him/her a list of the must-have photos you want.	
Notes:	

Book a videographer.

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two weeks before the wedding, re-confirm booking.	
Notes:	

Purchase disposable cameras for guests to record the day.

Date:	Total cost: \$
Reception task list: Deliver cameras to reception.	
Notes:	

Select reception guest book.

Date:	Total cost: \$
Reception task list: Deliver guest book to reception.	
Notes:	

Arrange to have your wedding bouquet preserved.

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: Two weeks before the wedding, re-confirm booking.	
Notes:	

Arrange to have your gown cleaned and stored.

Date:	Total cost: \$
Reception task list: collect gown. Diary note: When you return from your honeymoon - take gown to specialist cleaners then store in an acid free box lined with paper.	
Notes:	

GIFTS

Set up a wedding gift list.

Name:	Contact:
Notes:	

Select gifts for your attendants.

Date:	Total cost: \$
Diary note: One week before the wedding, wrap attendants' gifts.	
Notes:	

Select gifts for your parents to thank them for their help and support.

Date:	Total cost: \$
Diary note: One week before the wedding, wrap parents' gifts.	
Notes:	

Order favours (small gifts, for example bomboniera) for the wedding guests.

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Reception task list: Deliver favours for guests.	
Notes:	

Organise favours (small gifts, for example bomboniera or a boxed piece of wedding cake) for guests unable attend.

Name:	Contact:
Confirmation received:	Estimated cost: \$
Date deposit paid:	Amount: \$
Date balance paid:	Amount: \$
Diary note: When you return from your honeymoon, send out favours.	
Notes:	