



MANOR BY THE LAKE



Wedding
CHECKLIST & PLANNER



WEDDING COSTS PLANNER

Planning a wedding can be very daunting - its a big day!

To help you plan and ensure that you keep track of all the costs involved in the running up to and including your special day use this simple cost planner to keep track of your costs and the amount of items you require.

THE BASICS

Wedding budget	£
Number of guests (day)	
Number of guests (evening)	

LEADING UP TO THE BIG DAY

DESCRIPTION	NO. REQ.	COST £
Wedding consultant		
Photographer		
Flowers		
Wedding Dress		
Brides Accessories (shoes, jewellery etc)		
Bridemaids Dresses		
Bridemaids Accessories (shoes, jewellery etc)		
Grooms suit		
Grooms Accessories (shoes, tie, cufflinks etc)		
Usher(s) suit(s)		
Usher(s) Accessories (shoes, tie, cufflinks etc)		
The Rings		
Honeymoon (flight)		
Honeymoon (hotel)		
Wedding cake		
Invitations		

THE BIG DAY

DESCRIPTION	NO. REQ.	COST £
Room hire		
Car hire		
Welcome drinks		
Canapés on arrival		
Wedding breakfast		
Table wine		
Cash bar from guests arrival (limit?)		
Evening buffet		
Entertainment (band/DJ)		



WEDDING PLANNER

Planning a wedding can be very daunting!

To help you plan and ensure that the events leading up to your special day run as smoothly as possible use this simple planner to keep on top of the events and when they should occur!

9 - 12 MONTHS

- Select a wedding date
- Hire a wedding consultant
- Determine wedding budget

6 - 9 MONTHS

- Select and book a caterer
- Select and book photographer
- Decide on number of day guests
- Decide on number of evening guests
- Choose your witnesses
- Book transport for the wedding day
- Book dressmaker and showmaker if necessary
- Select and florist
- Register for wedding gifts

4 - 6 MONTHS

- Purchase wedding insurance
- Reserve rental items
- Buy shoes and accessories
- Start planning honeymoon
- Discuss playlist for ceremony/reception with musicians
- Order wedding bands

2 - 4 MONTHS

- Take formal engagement picture
- Order wedding cake
- Send out invitations
- Obtain marriage license
- Order stationery, balloons, confetti and disposable cameras etc
- Purchase gifts for Bride Groom and wedding party
- Mail invitations to shower

6 - 8 WEEKS

- Make a record of RSVPs and early wedding gifts
- Book hairdressers/beauticians appointments
- Maintain a record of shower gifts
- Select and reserve wedding attire for all gentlemen
- Mail invitations to rehearsal dinner
- Arrange transport and hospitality for out-of-town guests
- Plan bridesmaid luncheon
- Organise Stag/Hen nights
- Select the 'Something old, new, borrowed and blue'

2 - 6 WEEKS

- Make a wedding day itinerary
- Pick up wedding rings
- Ensure the speeches are prepared
- Confirm final number of button holes with florist
- Create reception seating plan
- Give photographer a photo checklist
- Practice with hairdresser/beautician
- Print out seating cards

1 WEEK

- Pack for honeymoon
- Wrap reception candies
- Give caterer final guest tally
- Arrange a place to store gifts at the reception
- RELAX

WEDDING DAY

- Eat breakfast
- Check wedding day itinerary
- Put engagement ring on
- ENJOY YOUR SPECIAL DAY