



# *Wedding Checklist*

## Booking

- Sign & return the T&C's & Booking Form
- Arrange your wedding insurance
- Book the Registrar or Church for your ceremony and give notice of marriage
- Send out cards to friends and family letting them know your wedding date

## The Planning Showcase

- Shortly after booking you will receive an invitation for the Planning Showcase at Manor By The Lake

## The Taste

- This is your chance to sample the food and drink before making your menu choices for your wedding day

## The Details

8 weeks before your wedding day, you will need to send the planning team your...

- Ceremony times
- Guest numbers
- Seating plan
- Bedroom allocations
- Special requirements

- Food & drink choices
- Dietary requirements
- Supplier details
- Additional extras (collections or add-ons)

## Final Planning

- Your final planning meeting will be 6-8 weeks before your wedding day
- The planning team will run through your requirements for the day for you to sign up
- You will meet your Wedding Coordinator who will take care of you on the big day
- Confirm final details including seating plan, ceremony times, speeches, and other details