

## **The Keele Hall Wedding Planner**

A guide to help you plan your wedding so you can get hitched without a hitch. We will be happy to help with anything noted with a ♥.

### *2 years - 6 months before the big day*

- It's a good idea to book a photographer, videographer, and wedding cars early to avoid disappointment.
- Your personal wedding organiser will be happy to recommend some local companies. ♥
- Arrange your wedding insurance. ♥
- Decide who will be your best man, bridesmaids and ushers.
- Decide on your honeymoon destination.
- Choose your wedding dress and the outfits for the groom and your attendants. ♥
- Book a florist and the cake maker. ♥
- Book a band or disco (if you have booked the all inclusive package, a disco is booked on your behalf). Please note all equipment must be PAT tested and suppliers must have public liability insurance. We are happy to arrange entertainment for you, please ask your wedding organiser for a cost. ♥

### *6 months - 3 months before the wedding*

- Order your stationery. ♥
- Finalise details with the cake maker.
- Buy your shoes, underwear and accessories ready for your dress fittings.
- Begin your health and beauty regime.
- Arrange to see a hairdresser regarding chosen hairstyles.
- Check the arrangements for you honeymoon i.e. first night accommodation, passports and inoculations.
- Choose your wedding rings.

### *3 months to go before the big day*

- Choose your menu for the reception. We will send you menus for selection, prior to your appointment with your wedding organiser. ♥
- Visit your registrar or minister to discuss the ceremony and arrange a date for the publication of the banns.
- Send out the invitations.
- Attend dress fittings.

### *2 months to go before the big day*

- Arrange a meeting with your personal wedding organiser to discuss menu choices, drinks packages, room layouts etc. Following this meeting, we will send you a copy of your wedding details outlining all your wedding requirements including an outline of your costing based on the information which you have provided. Check all the details are correct, amend as necessary and return a signed copy back to your personal wedding organiser. ♥
- Finalise the order of service and arrange printing.
- Reconfirm all prior bookings.
- Choose thank you presents for your attendants.
- Arrange your hen and stag nights.
- Six weeks before the wedding, you need to confirm final numbers with your personal wedding organiser.

### *1 month to go before the big day*

- Chase up any unanswered invitations.
- Draw up a table plan. ♥
- Finalise your hair and beauty bookings for the day.
- Start to notify banks etc. of your change of name/address.
- Purchase licences or certificate from registrar.
- Remind everyone involved in the wedding of their duties and prompt the groom to write his speech.

### *One week to go until the big day*

- If necessary, arrange a rehearsal.
- Confirm all reception arrangements, particularly final numbers and table plan. ♥
- Finalise all arrangements with photographers, cars, toastmaster and florist etc.
- Make final checks on wedding dress, outfit for attendants and all accessories. Check the best man has arranged for hired outfits to be returned on time.
- Pack for your honeymoon.
- Have your final hair and makeup practice.
- Arrange a meeting with a Duty Manager to drop off your place cards, favours etc the day before the wedding. ♥

### *On the day*

- Make sure your honeymoon/overnight bag is sent to your hotel.
- Enjoy preparing for your wedding, take some time to calm any nerves and enjoy your special day.