



Wedding Planner

6 to 18 months prior to your special day

- Visit the Magic Moments Marquees website
- Discuss and agree the budget for your special occasion with partner and family
- Book the church or registry office (if you have chosen a location that is a newly licensed venue you will need to provisionally book the registrar but you must confirm with them 3 months before your wedding date)
- Book your wedding cars, photographer and or video company
- Compile your wedding guest list
- Choose the best man, ushers, bridesmaids and page boys
- Book your marquee with **Magic Moments Marquees**
- Book the reception venue and caterers
- Book the honeymoon especially if you plan to travel during peak season
- Consider taking out wedding insurance
- Arrange the entertainment for the reception
- Start looking for the wedding dress and bridesmaids dresses - remember that you should allow time for both the making and any alterations

5 months to go

- Arrange the hire of any formal wear for the groom, best man, ushers and the fathers

4 months to go

- Meet and confirm arrangements with the minister, discussing the service, any readings and your choice of music
- Book the registry office now if appropriate
- Order your wedding stationery, (invitations, orders of service, place cards etc.)
- Organise and book your wedding flowers
- Choose and order your wedding rings
- Order your wedding cake and check with the reception venue if you will need to supply a cake stand and knife

3 months to go

- Confirm wedding music with minister
- Confirm registrar booking if only provisionally booked
- Finalise your honeymoon plans and check for any visas or vaccinations that may be necessary (if the bride plans to change her name have the passport name changed now so they are the same as the travel documents, forms can be obtained from the Post Office)
- Book the wedding night hotel
- Shop for your honeymoon and going away clothes
- Place your wedding list with stores of your choice

2 months to go

- Send out your wedding invitations
- Have your wedding present list ready for people who ask for it
- If presents are sent to you before the wedding send a thank you letter now
- Ensure guests have details of local accommodation
- Choose your presents for the best man, ushers, bridesmaids and mothers

1 month to go

- Any late invitation replies should be chased up to enable you to finalise the guest list
- Work out the seating plan and write out the place cards
- Advise **Magic Moments Marquees** of any alterations required
- Check that the wedding clothes will be ready on time (they will need to be ready at least one week before)
- Bride to visit the hairdresser to discuss what style is required and to book a final appointment (don't forget to take the brides wedding head-dress if appropriate)
- Check all transportation has been arranged and check the journey time to the marriage venue
- Order money for the honeymoon
- Notify banks, insurance companies etc. if bride is planning to change her name
- Advise caterers or receptions of the final guest numbers in writing two weeks before the wedding
- Don't forget to ensure the stag and hen nights are arranged

1 week to go

- Final checks on the honeymoon arrangements (check tickets, local currency, traveller's cheques and passports and put in safe place)
- Pack your clothes for the honeymoon you won't need before the wedding
- Have the rehearsal for the wedding ceremony and check that the wedding 'orders of service' have been given to the best man or ushers
- Check the wedding dress accessories and the morning suits have been collected
- Final practice of hair and make-up for the bride

Your big day has arrived

You need to be able to relax and enjoy your big day, so ask your friends and family to see that the remaining arrangements are made for you on the day

- The case for your honeymoon needs to be sent to your overnight hotel
- After you have changed into your going away clothes, your wedding outfits need to be packed and taken home
- Your wedding presents need to be carefully packed up and taken home
- Arrange for any items that you have hired to be returned as soon as possible after the wedding
- Wedding cake is to be sent to people unable to attend the wedding

*Enjoy your special day
Compliments
Magic Moments Marquees*

Magic Moments Marquees

29 Pirrie Close
Upper Shirley
Southampton
Hampshire
SO15 7QA

Tel: 0870 9192849

Fax: 0870 9192849

Mobile: 07040 402746

E-mail: info@mymarquees.co.uk

Website: www.mymarquees.co.uk