

Ballara RECEPTIONS

The Ultimate Wedding Planning Checklist

So you are engaged, CONGRATULATIONS!

There is so much to consider when you are getting married, so here is a countdown to help you stay on track!



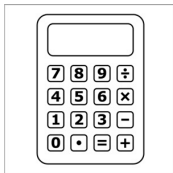
Make a guest list

This is preliminary only, but still very important for rough numbers to calculate budgets and venue options



Draw up a budget

Roughly decide how much you want to spend on what and try to stick to it. Pin point the top 5 things that are important to you and spend your money on those things. Leave a buffer for things you have forgotten



Chose a venue

Book now to avoid disappointment as the good ceremony and reception locations get snapped up fast. Find out exactly what is or isn't included in the packages so there are no surprises closer to the date



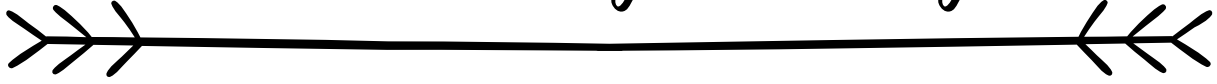
Chose your bridal party

Bridesmaids, groomsmen, flower girls, page boys, whoever you need - ask them now to be a part of your bridal party. Be honest and upfront about who is paying for what so that there are no surprises down the track



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8 - 10 months to go

Start researching and booking vendors

Look for your outfits, research cakes, florists, DJ/bands, photographers, videographers, celebrants and cars. Once you find the right fit for you, book them in so that you can tick off another thing on your list -- you won't need to confirm every single detail at this point, you just want to know that you have them secured for your big day. See who your reception venue recommends as they should have a list of 'recommended suppliers' they know and love



Send 'save the dates'

Make sure everyone on your guest list knows they are invited and that they 'save the date' for your wedding. If you're wedding is around public or school holidays send out earlier



Book accommodation

Book rooms for the night before the wedding if required and your own bridal suite for the big day. If you have out-of-town guests, research options for them to include in the invitation. Arrange transportation to the venue if required.



Start a registry

Decide if you want a wishing well or gift registry. Set up the registry and keep adding as you think of them



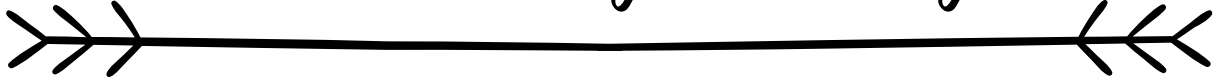
Order your rings

Go on the hunt for your wedding rings and purchase them once you've found 'the one'



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6 months to go

Stationary

Begin to look into your stationary needs. You'll want to send your invitations out at the 3 months mark so do your research and place your orders. Also keep in mind things like place cards, thank you cards, welcome boards, menus and any other signage you may want. Getting it all through one company can be cheaper and easier!



Do your trials

Hair and makeup trials should be done at this stage to ensure you are happy with the look you are going for on the day. This will also leave you time to change if you are not happy.



Book treatments

Facials, waxing, tanning, hair colouring, or anything else you need before the day. Booking ahead ensures you get the right timeline for on the day and during the busy lead up



Documentation

Make sure your passports, birth certificates, licenses and everything you need are together and ready to be updated



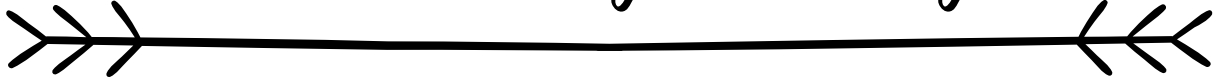
Book honeymoon

Choose your destination, then get your flights, accommodation and everything else booked. The earlier you do this, the less you have to worry about later



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3-4 months to go

Send out your invitations

Send out your invitations. Ask for RSVPs by 1 month prior to your date so that you can finalise meals, place cards & bonbonnières. Ask for special dietary requirements to be sent with RSVPs too



Finalise, finalise, finalise

Make sure all your vendors are firmly locked in and are on track with details such as times, locations and what services you require. Confirm your menu and other decor details too. Check if you need to make any further deposits at this stage



Attend fittings & finalise

Get any adjustments made to any suits, dresses etc as required and get refitted to ensure you are happy. Finalise any other items for the day such as shoes, jewellery, clutches or other items



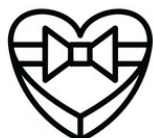
Hen & bucks parties

Check in with your Maid of Honour and Best Man (or whoever is doing the organising) and ensure everything is on track



Bonbonniere

Figure out what you want to have as your bonbonniere and get it organised



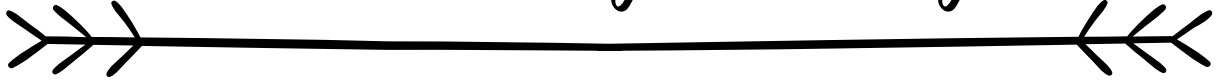
Ceremony details

Write your vows and meet your celebrant to go over everything and go over the legal paperwork



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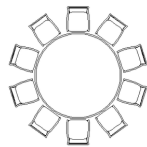
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1-2 months to go

RSVP's and table plans

Start to plan out floor plans and 'who sits with who'. As your RSVP's arrive, adjust your layouts till you get the right fit. Chase any late RSVP's



Wedding day schedule

Plan out the whole day from getting ready, to the time you need to be in the car etc. Make sure everyone has a copy and don't forget to include meal times!



Purchase gifts

If you are organising gifts etc for your bridal party, parents or anyone else, get this sorted early



Speeches & MC

Nominate who you would like to give speeches and start to write your speeches etc so that you don't have to worry about this closer to the day. Also make notes for your MC on what they need to cover



Take dance lessons

If desired, take dance lessons for your first dance as newlyweds. Would you do a dance routine with your bridal party?



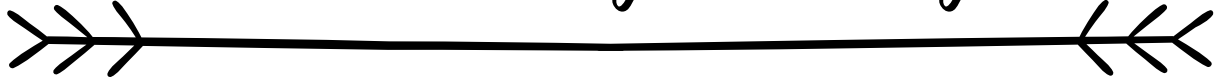
License and Legal Documents

Make sure all of your legal documentation has been lodged and processed for the ceremony. Get paperwork organised if you are going to be changing your name after the wedding



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2 weeks to go

Reception confirmations

Send in all your final numbers, floor plans and any others details to your reception venue, caterers etc



Pick up your outfits

Final outfit checks, get it all together and ready to go for on the day



Pack bags

Pack any bags required for the wedding, e.g. if you are staying somewhere the night before the wedding + the night of the wedding



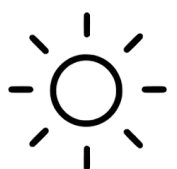
Honeymoon prep

Make sure you pack your bags for the honeymoon, have all your documents in order, travel insurance cover etc all ready to go ahead of time



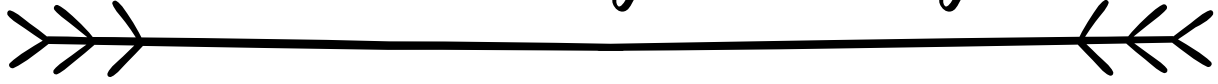
Check the weather forecast

Let's be honest, we live in Melbourne. We can get four seasons in one day! Although the forecast will change between now and the wedding day, have a look and make sure you have planned for any contingencies e.g. super hot and windy, rain etc. Have fans or umbrellas at the ready so you don't have to worry about it during the last couple of days.



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1 week to go

Prepare payments

Make sure you are all paid off with your suppliers before the day so you have nothing to worry about on the day.



Engagement ring

Get your engagement ring cleaned and polished so it is extra sparkly for the big day



Drop off at your venue

Make sure all items are delivered to your ceremony and reception venues. Ensure set up instructions are clear.



Ceremony rehearsal

Check in with your celebrant about if they require a rehearsal and set up a time that works for everyone



Get pampered

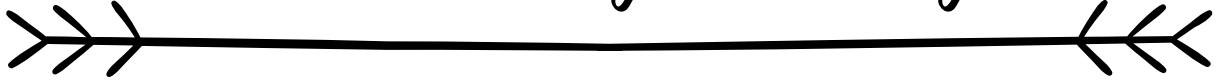
Enjoy the last couple of days!

Get a massage, hair cut, spray tans, nail appointments and anything else you'd like to have! Try to get as much sleep as possible. Drink plenty of water and relax!



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The Big Day

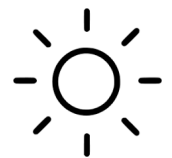
Relax and leave it to the professionals

You have spent many months planning for this special day, so now just relax and enjoy it. You spent the time to select the best vendors, so leave it in their capable hands. Don't stress about the little things and just go with the flow. You might find that your photo time runs overtime or speeches go for longer than allocated, but it will all work out - and most likely the guests won't notice the difference and everyone will have a blast, so don't let it worry you! YOU ARE GETTING MARRIED TODAY!



Weather

You unfortunately cannot control the weather, so no matter what Melbourne gives you on the day, don't let it upset or stress you. You will have planned out back up options, so just go with it and don't dwell on what is no longer feasible. You are spending a lot of money on hair, makeup, attire etc, so you don't want to be melting in the sun or being soaking wet by the time you make it down the aisle - you will regret that more when you get your photos and video back from your vendors.



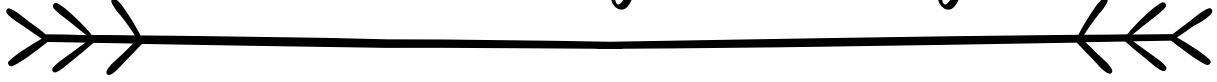
Take it in

Be sure to stop and just look at everything, Take in the views, smells and laughter. Make sure you make time to eat that delicious food. You spend so many months planning it all and it is all over in a day, so make sure you appreciate it all.

*Just
Married!*

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After the big day

Enjoy the honeymoon

Take a break and enjoy each other's company. Keep celebrating and sharing your favourite bits from the day.



Thank you cards

Send out "thank you" cards to everyone who made it on the day or who sent a gift. Do special messages for bridal party members, parents or anyone who helped out



Legal Documents

Ensure all your name changes etc have all gone through and you get new copies of passports, membership cards, credit cards etc



Dry cleaning

Get any attire dry cleaned if necessary



Gift registry

Finalise your gift registry and exchange any duplicates etc



Review your vendors

Review your vendors and meet up with your photographer and videographer to review photos/footage and put together your album/video

