



12 Month Wedding Planner Guide

12 MONTHS	COMPLETED
• Decide on the date for your wedding	
• Book the church / ceremony venue	
• Book the wedding reception venue	
6 MONTHS	COMPLETED
• Select your minister/celebrant to conduct your ceremony	
• Decide on the bridal party	
• Draw up your guest list	
• Select your caterer	
• Book your photographer and/or videographer.	
• Organise your florist. Discuss bouquets for bride and attendants, and other flower decorations for lapels, tables etc. Decide whether you want to use a specialist floral artist	
• Book string quartet, DJ, band etc early	
• Book transport - to the ceremony, to and from the reception venue etc	
• Order your wedding dress or confirm a dressmaker. Start thinking about bride attendants' clothes at the same time	
• Decide on clothes for the groom, best man, etc	
• Talk about clothes to other key people such as ushers and parents	
• Consider where to spend your honeymoon. Book airfares/transportation and hotel suites early. Check your passport if you're travelling overseas	
• Write a list of your stationery requirements. Select who will provide this	
• Order your wedding cake	
• Order your wedding stationery (don't forget to include menus etc)	
3 MONTHS	COMPLETED
• Think about venue decorations. Establish whether you will require specialist venue decorators or if family will do a lot of the work	
• Arrange a meeting with your celebrant or minister to discuss details of your wedding day, music and songs, readings, and how the service will happen	
• Send out invitations approximately 8 weeks before the wedding. For guests overseas ensure they receive invitations 3 months before the wedding	

• Discuss possible hair styles with your hair stylist. Book them for the morning of the wedding	
• Buy shoes and other accessories	
• Finalise the details for groom and attendant clothing	
• Choose wedding rings	
2 MONTHS	COMPLETED
• Finalise the details of your honeymoon	
• Arrange wedding night accommodation	
• Keep a record of RSVP's	
• Finalise the proceedings for the ceremony	
• Think about your honeymoon clothes if you need to	
• Thank you presents for your bridesmaids, best man, parents and others	
• Reconfirm all the suppliers - venue, celebrant/minister, caterers, transportation, florist, musicians, wedding cake, photographer, and other bookings. Request written confirmations	
• Call or contact people who haven't replied to invitations	
• Write a final guest list and confirm numbers with venue and caterers	
• Work out a seating plan for the reception	
• Complete documentation and pay for the marriage certificate	
• Visit your hairdresser to check headwear and practice your hairstyle	
• Have a practice make-up session & book stylist for the morning of the wedding	
• Make a date and organise stag and hen parties	
TWO WEEKS	COMPLETED
• Go right through all aspects of your wedding and make sure everything is going according to plan	
• Make a detailed check on all aspects of wedding outfits	
• Arrange a rehearsal with all wedding participants. Confirm the rehearsal date with celebrant or minister	
• Make any arrangements for the last week's pampering - massage, Manicure, pedicure, etc	
• Reconfirm all arrangements by telephone all the wedding day suppliers	
• Prepare speeches	
• Pack for the honeymoon	
• Arrange required documents such as travellers' cheques, passport and travel insurance	
THE DAY BEFORE	COMPLETED
• Relax, relax, relax	

Take the stress and daunting tasks out of your wedding by calling **Freestyle Events** today.

Rochelle will be able to assist you through the planning process and help you create the wedding of your dreams.

Call her on (04) 526 3919 or 027 626 3919. You can also email her at rochelle@nzeventsplanner.com.