



your

wedding  
planner



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Jhong Ren runs [My Wedding Blog](http://www.MyWeddingBlog.com)- an online wedding diary that gives more than just the usual tips and advice on a daily basis. Check out <http://www.Romance-Fire.com> now and by all means leave us your comments, share some of your own wedding experiences and give us some suggestions for new resources we can recommend to our community.

**If this wedding checklist has benefited you, do pass on this wedding checklist to your friend.**

*\*This wedding checklist (worth US\$27) is free to be distributed & you won't be charged a single cent.*

**STOP:** Is the wedding checklist you are reading outdated?

To download the updated copy, [click here](#).

# 1. Your countdown list

## Do IT NOW!

- Place an announcement in your local paper
- Inform your friends and relatives you're engaged
- Decide on your wedding date
- Arrange for your parents to meet
- Set your budget
- Sit down and have the money conversation with your fiancé and your parents to decide who pay for what
- Open a dedicated joint wedding bank account
- Choose what type of wedding you prefer
- Choose what type of wedding ceremony you want
- Visit potential wedding venues and check availability for your choice of date
- Decide on the number of guests you want to invite to your wedding
- Choose your best man, ushers, bride attendants and bridesmaids
- Start your very own wedding scrap book of ideas to show your suppliers the theme or look you want for on your big day
- (any others?)
- 
- 



## 6-12 MONTHS AHEAD

- Book your wedding venue
- Fix a first meeting with your minister
- Arrange a date and time with your registrar
- If you are marrying in a church, discuss readings with the minister and music with the organist/ ceremony musicians
- Send out save the date cards
- Confirm your choice of menu and drink order with your caterer
- Start sampling menus and book your caterer
- Book your wedding photographer or/ and videographer (Make sure the church or wedding venue allows photography.)
- Cut out pictures of preferred wedding gowns from bridal magazines or print out from the internet
- Make appointments to try on your wedding dresses
- Start looking for attendants' outfits
- Choose your florist and discuss ideas based on your preferred wedding theme
- Choose gifts for your attendants, best man, mums and helpers
- Choose and order wedding favours if you're having them
- Decide dates to make your own favours if you prefer do-it-yourself
- Start a course of facials
- Start thinking about your honeymoon destination – it's always good to book early to ensure availability
- (any others?)
- 
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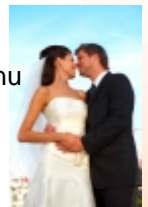
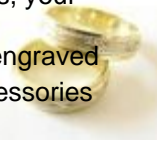


**4-6 MONTHS**

- If your wedding is not in a Church of England, give notice of the marriage to the superintendent registrar
- Have guest' booklets printed. If you have a choir, they will need copies too
- Reserve any rental equipment, such as tables and chairs
- Order your stationery, invitations, envelopes, placecards and menus
- Note the number of booklets based on expected number of guests
- Choose your wedding rings, your shoes and lingerie
- Have your wedding rings engraved
- Choose your wedding accessories
- Order your wedding cake
- Have your first dress fitting with lingerie, accessories and shoes
- Remind your groom to start looking for his outfit

*(any others?)***2-4 Months**

- Confirm your booking if you're marrying in a registrar office
- Choose your gift list company
- Send out your invitations, including details of your gift list and keep an up-to-date list of acceptances and refusals
- Consider having lessons for a professionally choreographed first wedding dance
- Finalise your honeymoon plans, including tickets, insurance and passports and whether you need inoculations and visas
- Plan your hen and stag parties with your attendants
- Prompt your fiancé to book your first night hotel
- Reserve accommodation for guests
- Cut out pictures of hairstyles and make-up from magazines and show them to your hairstylist
- Discuss your hair and make-up options with your make-up stylists (allow more time if you want to grow it.)
- Book your hairstylist for the morning of your wedding and any other colour or trim appointments
- Discuss the details of the menu with your caterer
- Take note of guest with any special diet
- Write personalized wedding vows, if necessary

*(any others?)*

## 1-2 MONTHS

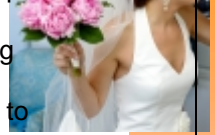
- Draw up a final guest list
- Draw up a final seating plan (but be prepared for final changes on your wedding day)
- Have order of service sheets printed
- Confirm in writing the final number of guests to your caterer and devise your seating plan
- Pick music for the ceremony
- Pick wedding songs as background music
- Schedule a rehearsal time for the ceremony (usually a few days beforehand) and tell everyone who needs to be there
- Choose gifts for wedding party
- Choose wedding gifts for your fiancé
- Have your final dress fitting
- Book your final hair appointment
- If you're changing your surname and your home address, start to notify companies and government bodies
- Buy a guest book
- Check your groom has got his outfit, buttonholes sorted
- Check your groom has got the first night hotel sorted
- Confirm your bridal car
- Book transport to your wedding venue and on to the reception for you, your parents and attendants
- Don't forget to organize transport to take you to your first-night hotel or the airport

(any others?)

## 2 WEEKS

- Write wedding placecards or send them to your calligrapher/printer
- Break in shoes by wearing them around the house
- Ask a neighbour or friend to look after your home while you are on honeymoon
- Book your travellers' cheques/foreign currency
- Meet up with wedding party to confirm roles on wedding day
- Find out where your guests are staying and have welcome notes or gifts sent to their rooms
- Remind your fiancé, dad and best man to have their speeches polished
- Type up a list of any must-take shots for the photographer
- Give the wedding day schedule to the photographer and/ or videographer so that they know what is going on. Videographer may need to draft the storyline of your video
- Write thank you notes as and when gifts arrive
- Confirm the photographer, flowers, cars and entertainment
- Give the music play list to the band
- Discuss special request with your DJ or band
- Have your final cut and colour before the big day

(any others?)



**1 WEEK**

- Pack for your honeymoon
- Final head count and notify the caterer
- Arrange for the cake to be delivered to your reception venue
- Double check your outfit is complete
- Make sure the best man has arranged for any hire outfits to be returned on time
- Have a final hair and make-up practice
- Write and practice your own speech
- Collect your marriage papers
- Ensure members of your wedding party have each other's mobile numbers on a sheet of paper should they need to contact each other on the day
- Ensure your bridesmaids and groomsmen have a copy of wedding day schedule
- Ensure ushers have copies of seating plan
- Go on your hen and stag nights - it's time to party!

*(any others?)***24 HOURS**

- Have a manicure, pedicure and any other pampering treatments
- Have dinner with your parents
- Help to decorate the venue if necessary
- Lay out the finery
- Have honeymoon luggage sent to your first night hotel
- Eat a light meal, take an indulgent bath & sleep early

*(any others?)*

## 2. Your wedding budget planner list

6

Reception			Attire		
	Budget (\$)	Expenditure (\$)		Budget (\$)	Expenditure (\$)
Venue Fees	_____	_____	Wedding rings	_____	_____
Decoration	_____	_____	Groom's outfits	_____	_____
Catering	_____	_____	Groom's shoes & accessories	_____	_____
Wedding Cake	_____	_____	Bride's outfits	_____	_____
Bar & Beverages	_____	_____	Bride's shoes & accessories	_____	_____
			Hair & makeup	_____	_____
			Facial	_____	_____
Sub-total			Sub-total		
Flowers			Music & Entertainment		
	Budget (\$)	Expenditure (\$)		Budget (\$)	Expenditure (\$)
Bride's bouquet	_____	_____	Church choir/ Organist	_____	_____
Flowergirl's nosegay	_____	_____	Pianist/ Band	_____	_____
Boutonnieres	_____	_____	DJ	_____	_____
Ceremony site	_____	_____	Music	_____	_____
Reception site	_____	_____			
Bridal car	_____	_____			
Sub-total			Sub-total		
Transportation			Photography & Videography		
	Budget (\$)	Expenditure (\$)		Budget (\$)	Expenditure (\$)
Bridal car rental	_____	_____	Studio portraits & album package	_____	_____
Wedding party cars	_____	_____	Videography	_____	_____
Driver' fees	_____	_____	Photography	_____	_____
Petrol allowances	_____	_____			
Sub-total			Sub-total		
Stationery			Miscellaneous		
	Budget (\$)	Expenditure (\$)		Budget (\$)	Expenditure (\$)
Invitation	_____	_____	Marriage license	_____	_____
Thank you cards	_____	_____	Church fees	_____	_____
Postage stamps	_____	_____	Officiant fee	_____	_____
Church order of services	_____	_____	Gifts for helpers	_____	_____
Placecards	_____	_____	Favours	_____	_____
Programmes	_____	_____			
Envelopes	_____	_____			
Sub-total			Sub-total		
<b>GRAND TOTAL: \$ _____</b>					

### 3. Your wedding photo-taking list

#### Ceremony

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Ceremony site from various angles              | <input type="checkbox"/> Both sets of parents/ families entering             | <input type="checkbox"/> Bride's entrance                               |
| <input type="checkbox"/> Details at ceremony site                       | <input type="checkbox"/> Groom awaiting arrival of bride                     | <input type="checkbox"/> Ceremonial rites                               |
| <input type="checkbox"/> Guest arrivals                                 | <input type="checkbox"/> Shot of bride and her father getting ready to enter | <input type="checkbox"/> Exchange of rings                              |
| <input type="checkbox"/> Ushers escorting special guests to their seats | <input type="checkbox"/> Flower girl and ring bearer walking in              | <input type="checkbox"/> The Wedding kiss                               |
| <input type="checkbox"/> Shot of Bridesmaids and Bride attendants       |  | <input type="checkbox"/> Bride and Groom's emergence from ceremony site |

#### Reception

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Reception site being set up   | <input type="checkbox"/> Bride and groom cutting the cake | <input type="checkbox"/> Interesting moments throughout the reception     |
| <input type="checkbox"/> Details of reception site décor (chair covers, centerpieces, table settings, podium etc.) | <input type="checkbox"/> Groom popping champagne          | <input type="checkbox"/> Bride and groom having their first wedding dance |
| <input type="checkbox"/> Guest arrivals  | <input type="checkbox"/> Toasts and speeches              | <input type="checkbox"/> Games  |
| <input type="checkbox"/> Groom greeting guests   | <input type="checkbox"/> Reaction to toasts and speeches  | <input type="checkbox"/> DJ and other entertainers                        |
| <input type="checkbox"/> Guests at reception   |   |   |

#### Portraits

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Bride   | <input type="checkbox"/> Groom with male entourage                                    | Have ushers help to organize the various groups of people beforehand to help make things smoother, and so that no one is left out |
| <input type="checkbox"/> Groom   | <input type="checkbox"/> Bride with female entourage                                  |   |
| <input type="checkbox"/> Bride and groom                               | <input type="checkbox"/> The whole bridal entourage                                   |   |
| <input type="checkbox"/> Bride and groom with either set families      | <input type="checkbox"/> Ring bearer and flower girl                                  |   |
| <input type="checkbox"/> Bride and groom with both families altogether | <input type="checkbox"/> Bride and groom with witnesses                               |   |
|  | <input type="checkbox"/> Bride and groom with various groups of friends and relatives |   |

#### 4. Your wedding helpers contact list

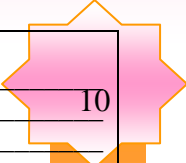
<b>Witness 1</b>	<b>Witness 1</b>
Name	Name
Mobile	Mobile
Email	Email
<b>Best Man</b>	<b>Wedding Planner</b>
Name	Name
Mobile	Mobile
Email	Email
<b>Bridesmaid 1</b>	<b>Bridesmaid 2</b>
Name	Name
Mobile	Mobile
Email	Email
<b>Flower Girl</b>	<b>Ring Bearer</b>
Name	Name
Mobile	Mobile
Email	Email
<b>Usher 1</b>	<b>Driver 1</b>
Name	Name
Mobile	Mobile
Email	Email
<b>Usher 2</b>	<b>Driver 2</b>
Name	Name
Mobile	Mobile
Email	Email
<b>Usher 3</b>	<b>Driver 3</b>
Name	Name
Mobile	Mobile
Email	Email
<b>Reception Coordinator 1</b>	<b>Reception Coordinator 2</b>
Name	Name
Mobile	Mobile
Email	Email

## 5. Your guests contact list

Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____	Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____
Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____	Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____
Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____	Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____
Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____	Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____
Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____	Name: _____ [ ] invitation sent Address: _____ [ ] attending _____ [ ] not attending _____ Tel: _____ [ ] number Email: _____

**6. Your banquet seating planner list**

Table No. [    ] 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	Table No. [    ] 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____
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## 7. Your Wedding Speech

### **How I started off...**

“Thank you speech:

Thank you very much to our relatives, friends and colleagues for sharing with me this joyous occasion. One of the principles that I hold on strongly to is: when I drink the water from the well, I must remember the source of the water.

If without the different guidance and support given by everyone of you here, I won't be who I am today.

I would like to take this opportunity to express my gratitude to my mother especially, my relatives, friends and colleagues for helping me in any way in my journey from childhood till now.”

### **“To mommy:**

Thank you very much for raising me up single-handedly. Father has built my foundation and mother has carry on where he left off. I know it is very tough for you to manage the house alone, plus to raise me up into a healthy adult and to educate me and see me through university days. And thank you for helping me in preparing this wedding too.

### **To relatives:**

Despite I am the only child, I have sisters who adore me.  
Despite the absence of my father, I have uncles who treated me like their sons.  
Of course, I will always remember the aunties who have protected me and taken good care of me.

### **To friends:**

Thank you for being there for me when I need you. Thank you for being so supportive. Thank you for providing a shoulder to cry on, to confide in, and to learn from.

To my wedding helpers, my groomsmen and our bridesmaids, thank you very much for agreeing to help me in preparing my wedding.”

\*\*This is MY wedding speech and thus the one you may be writing may entirely be different.

What I really believe is you need to **write your speech**, not with your head or hand...but **with your heart**...><

For more wedding speeches, [click here](#)...

## 8. Your Music Song List

### **Music 1:**

Air  
Bridal Chorus  
Canon In D Major  
Can't Take My Eyes Off You  
For Once In My Life  
For The First Time  
From This Moment  
I Do ( Cherish You )  
I Finally Found Someone  
Open Arms  
The Gift  
This I Promise  
Valentine  
Wedding March  
Where Do I Begin ( Love Story )  
Wonderful Tonight ( Live Version )  
You Are Still The One

**Music 2:**

Hustler  
Matsuri ( Kitaro )  
Nirvana  
Peter Gun  
Sacral Nirvana ( Long Version )  
Sacral Nirvana ( Radio Edit )  
Victory  
Adiemus  
Barcelona Night  
Be Our Guests ( From The Beauty & The  
Beast )  
Classical Gas

**Music 3:****Wedding Background Music**  
**CLASSICAL**

An Der Schonen Blauen Donau  
Apres Un Reve  
Arioso from Cantata  
Ave Maria  
Clair De Lune  
Concerto for Piano & Orchestra  
Contredanse in G Flat  
Dance of the Swans ( Swan Lake )  
Divertimento in D Major  
Etude in E Major Tristesse  
Fantasia on Greensleeves  
Le Carnaval Des Animaux  
Liebesleid  
Liebestraum No 3  
Love Theme from Romeo & Juliet  
Lullaby  
March ( Nutcracker )  
Meditation from Thais

**Music 4:****Wedding Background Music -**  
**JAZZ**

You'd Be So Nice To Come Home To  
A Kiss To Build A Dream On  
All Would Envy  
As Time Goes By  
At Last  
Bewitched Bothered and Bewildered  
Blue Moon  
Crazy Little Thing Called Love  
Cry Me A River  
Don't Know Why  
Dream a Little Dream of Me  
Eternal Flame  
Frim Fram Sauce  
Glory of Love  
God Bless the Child  
Honeysuckle Rose  
I Loves You Porgy  
I'm Beginning to See the Light  
In My Life  
It Aren't Necessarily So  
La Vie En Rose

**Music 5:****Wedding Background Music**  
**INSTRUMENTAL**

Winter Spirits Part 2 – Peace  
Yesterday  
Summertime  
All the Things You Are  
Angels Among Us  
Aurora  
Beauty & The Beast  
Body & Soul  
Life Is Beautiful  
Chariots of Fire  
Colour of the Wind  
Crimson Sky  
Currents  
Desafinado  
Divine Serenity  
Eleanor Rigby  
Emerald Waters  
Forrest Gum Suite

**Music 6:****Wedding Background Music**  
**SONGS**

Field of Gold  
Red is the Rose  
Wishes ( Le Couple Version )  
It Time to Say Goodbye ( Con Te Partiro )  
After All  
And When She Dance  
Flying Without Wings  
Forevermore  
From the Heart  
I Believe I Can Fly  
I Don't Want to Miss a Thing  
I Will Still Love You More  
Just Once  
Love Me  
Love Will Keep Us Alive  
No Matter What  
One Boy, One Girl  
Open Arms