



PHAEDRA LIAKOU

EVENT DESIGN CREATIVE STUDIO

## *Wedding Timeline*

*A wedding timeline is one of the most precious tools and a checklist always comes in handy. Check out our timeline below to help guide you through what to plan and when, and get the assistance you need in keeping your wedding day on track.*

### Up to 12 months out

#### Financial

- Financial contributions & wedding budget
- Tentative guest list – numbers must be relevant for the budget & venue
- Consider wedding insurance

#### Style/Theme

- Decide who will be in your wedding party – large or small party
- Invitations/save the date cards
- Wedding dress & bridal party attire

- Consider whether you will need any hire equipment i.e. chair covers, decorations etc.
- Wedding transport
- Flowers (especially with seasonality), book florist
- Consider any vocalists or musicians for the ceremony venue
- Wedding cake

### Bookings

- Book date for reception & ceremony. Have a contingency booked for bad weather (if wedding is outdoors).
- Book your priest or celebrant.
- Book your MC.
- Book your entertainment: DJ, Band etc.
- Book your photographer and/or videographer.
- Book your hairdresser & make-up artist

### Other

- Start thinking about honeymoon
- Make sure you will be able to take leave from work!
- Think about how you would like to prepare your appearance for the big day i.e. lose weight, get skin in check etc.

## 6 months out

### Considerations

- Discuss and decide on the style of suits for your fiancé and groomsmen.  
Booked any necessary suit hire
- Wedding rings
- Refine the guest list and begin to collect names and addresses for posting the invites

### Bookings

- Have decided the style of your dress, and booked the dressmaker or ordered the dress
- Book honeymoon and any necessary vaccinations, travel documents (passports)
- Arrange your gift registry if you plan to use one
- Book wedding night accommodation
- Consider pre-marriage counselling

## 4 months out

- Deposits made for wedding dress & bridal party
- Wedding rings should be made

- Deposits and reconfirmation for cars, photographers, videographers, wedding cake reception church & celebrant.
- Church or celebrant to complete “Intention to Marry” form
- Have a final guest list and order invitations, place cards, thank you cards, wedding ceremony books and any other stationary. RSVPS should arrive back to you at least 4 weeks before the wedding day.
- Keep a list of gifts received and who they are from. Send out thank you notes within 2 weeks
- Have the honeymoon booked with deposits
- Book any hire equipment
- Arrange your party favours if you plan to have them
- Arrange a tasting at your reception venue to decide on the menu for the day
- Start consolidating the addresses for your guests invitations
- Consider transportation and accommodation for out of town guests. Include this information in the invitation

## 2 months out

- You should be receiving RSVPS by now, keeping a checklist of who is attending
- You should be attending fittings of your dress

- Mens suits should be fitted and hired
- Plan your bridal showers and pre-wedding celebrations
- Visit your florist to confirm arrangements
- Buy a guestbook
- Consider taking dance classes
- Get your Order of Service printed and collated if you plan to have one
- Appoint your ushers, and ensure they know what their responsibilities are
- Appoint readers/other participants for your wedding service
- Select the readings for your ceremony and give these to the readers in advance to practice
- Shop for your party clothes for your pre-wedding celebration and honeymoon
- Consider buying gifts for your bridal party

## 1 month to go

- Confirm vendors: church, reception, cars, flowers, photographer, videographer, make-up artist, hair, cake.
- Arrange final fittings on your dress
- Start wearing your shoes in
- Hair and make-up trials

- Seating plan & chart
- Place cards to be made
- Pre wedding parties
- Make any final payments
- Arrange any foreign currency, travellers cheques, travel insurance
- Decide who will make speeches. Know who will toast whom, and how much time they have to speak
- Check household insurance to ensure your gifts are safe while you are on your honeymoon
- Make sure your bridal party knows what is required of them
- Select music for the ceremony and nominate someone responsible for the music
- Choose the music for the reception, i.e. for when you arrive to the reception, first dance as husband and wife
- Provide a list of music you would like played during the reception

## 2 weeks to go

- Final fitting for the bride and attendants
- Confirm that all legal documents are in order - marriage licence
- All your accessories are in order

- Start packing for your honeymoon
- Arrange to have the order of service delivered to your ushers, or have them sent to the church earlier on the day and let the ushers know where they will be
- Pick up some thank you cards to give to your parents/loved ones on your wedding day
- If you are having an envelope box, request a table close to the gift table and ask someone to be responsible for it

### 1 week to go

- Collect your dress, and give it a once over when you return home to make sure everything is in order
- Organise your rehearsal
- Put together a few personal items for your handbag e.g. lipstick, bandaids, panadol etc
- Pick up honeymoon tickets and confirm travel arrangements
- Prepare your speech if you plan to give one
- Arrange to have your rings polished just before the big day. Do not put your engagement ring back on until the wedding day, so it stays clean
- Confirm roles & responsibilities with family and bridal party
- Have your run sheet prepared and kept somewhere safe
- Confirm numbers to your reception venue

- Consider having reserved signs placed on the first few rows for any close family or friends
- Deliver place cards and favours to the reception along with instructions on how they are to be set out
- Pack overnight bags and deliver these to the hotel prior to the wedding
- Arrange for someone to make any necessary payments on the day

### Night Before

- Layout your clothes for the next day
- Set aside everything you plan to take with you during the day
- Get an early night in!
- Call your Phaedra Liakou representative with any last minute panics or jobs that need to be done

## On the Day

- Enjoy a long shower or a nice bubble bath and get a fresh breakfast
  - Stay calm & enjoy your day, let us do all the worrying for you!

*xoxo*

*Phaedra*