



# FRANSCHHOEK WEDDINGS

*venues • accommodation • planning • tours*

## *Planning Checklist*

### **After Your Engagement**

- Set a wedding date and decide what time you would like it to take place i.e. morning or an evening wedding – thereafter you can decide what time you would like the church service and reception to start.
- Select a venue for both your ceremony as well as the reception.
- Discuss the budget and who will pay for what.
- Make an appointment with the ceremony official.
- Decide on the size of your wedding – check with both families that you have included everybody.
- Decide on how formal you would like your wedding to be and include this in your wedding invitations.
- Start with the guest list. NB! If you are having a wedding where you expect many guests from abroad or out of town, please make sure that you book accommodation way in advance as some hotels, guesthouses and lodges are booked out at least 1 year in advance.
- Choose your bridesmaids, groomsmen, ushers, flower girls and honored roles.
- Send announcements of your engagement to your fiancé's and your local and hometown newspapers.
- Book your wedding photographer and videographer.
- It might be helpful if you start a wedding file where you keep all your notes, quotes and contracts together.
- Book wedding coordinator if you plan to use one.

### **6-8 Months Before**

- Discuss honeymoon destinations.
- Make sure your passport is valid and obtain visas.
- Book your flights.
- Arrange time off work – make sure your superiors know it's for your wedding and honeymoon.
- Select or design wedding invitations, RSVP cards, thank you cards, order of service, hymn sheets, menu's, gift favors, etc.
- Make appointment with a dress designer and select your style of wedding dress.
- Arrange dress and suit fittings for your groom, bridesmaids, etc.
- Decide on a colour scheme or a theme for your wedding.
- Select a florist, décor company and discuss your ideas and colour scheme with them.
- Book your hair and make-up artist.
- Select the music or DJ for your ceremony as well as the reception.
- Find out from the wedding venue if they can do catering – if not – hire a caterer. Discuss the menu selections with the chef.
- Book a wedding car and remember to arrange transport for the bridal party to and from the ceremony and reception.



## **2-6 Months Before**

- Plan new living arrangements and home furnishings.
- Select and register wedding gifts and mail together with invitations.
- Decide on your wedding cake and place an order.
- Shop for wedding rings.
- If you need to order in any extra equipment i.e. tables, chairs, marquee tent, etc do so now.
- Finalize accommodation for all out of town guests.
- Start with your honeymoon shopping to avoid a last minute rush.
- Start shopping for gifts for your attendants.
- Health check-up – make appointment with your doctor.
- Make sure that all your documentation is in order i.e. with the marriage officer, insurance consultants, solicitor, banks, etc.
- Change your address (billing) if one or both of you are moving to a new address.
- If you have received any wedding gifts at this stage – start with your thank you cards.
- Plan your hen / stag nights or a bachelor / ladies day out.

## **1-2 Months Before**

- Follow up on all unanswered invitations.
- Contact all the parties / suppliers involved to see if all the wedding arrangements are on track i.e. florist, wedding cake, dress maker, venue, caterer, photographer, etc.
- Arrange a final fitting for your wedding dress.
- Trial run for your make-up and hair.
- Plan rehearsal dinner and bridesmaids luncheon.
- Decide on final accessories to go with your wedding dress.

## **1-2 Weeks Before**

- Confirm final numbers with the venue and caterer.
- Finalize the details with all your suppliers.
- Confirm all your transport, accommodation and honeymoon arrangements.
- Plan your seating / table arrangements.
- Set up a program or a running order for the day – give this to your MC, best man, venue, photographer, etc.
- All speeches need to be prepared and finalized.
- Be good to yourself. If you can, take some time off and pamper yourself with facials, manicures, pedicures and massages.

## **1 Day To Go**

- Run through the day with your groom and parents to get some idea of what is going to happen.
- Get everything ready that you might need for the day i.e. dress, accessories, shoes, going away outfit, etc.
- Take a nice long, hot bath the night before and just relax.

## **The Big Day**

- Have a healthy breakfast. It will give you the energy that you need for the day ahead.
- Relax and Enjoy! Take a moment every now and then to take it all in – this is a once in a lifetime experience.

## **After Your Honeymoon**

- Send out all your thank you cards – including the suppliers.
- Send photo's, etc to selected family and friends.