

Overwhelmed at the prospect of planning a wedding? Here is a checklist that will help create some order from the chaos - and help you maintain a level of sanity as you approach the 'big day'! Best wishes . . .

task:	comments:	tick:
decide on budget, and who is paying for what		
agree on wedding ceremony style and theme		
make guest list - decide on number of guests		
choose/invite best man, page boys, ushers		
choose/invite maid of honour and bridesmaids		
select/invite witnesses		
choose ideal date, ceremony and reception venues		
book the ceremony venue		
book the registrar/minister		
book the reception venue		
book the catering - and special dietary requirements		
arrange alcohol, soft drinks and bar staff if necessary		
arrange marquee if required		
book toastmaster if required		
book photographer/videographer		
organise honeymoon - budget, where, how long		
order wedding dress		
order groom's outfit		
order outfits for bridesmaids/wedding party		
book hair, beauty and make-up specialists		
order your wedding rings		
decide on order of service, arrange printed sheets		
order flowers (bouquets, button holes, sprays)		
book entertainments/musicians/dj		
arrange any additional equipment		
order wedding cake		
order other decorations - balloons, table flowers, chair covers etc		
draw up seating plan for reception		
arrange hen/stag party		

task:	comments:	tick:
design/order wedding invitations (inc directions and accomm suggestions for guests)		
decide wedding gift list/organise gift registry		
update contents insurance to cover new gifts		
purchase gifts for wedding party		
arrange transport between venues		
book first night's accommodation		
arrange transport for going away		
check passports are valid (do this in plenty of time)		
arrange visas if necessary (do this in plenty of time)		
arrange inoculations if necessary		
buy travel insurance		
someone to take care of children/pets for honeymoon		
buy going away outfits, honeymoon clothes and luggage		
prepare speeches for reception		
arrange 'thank you' cards		
check clothes fit comfortably, wear in wedding shoes		
ensure all attendants know their role, timings, venues etc		
check the weather forecast - adapt plans if necessary		
final checks on all of the above prior to the 'big day'		
your notes:		
take a deep breath, relax, smile and enjoy!		