

Valerie Tall

COUNTDOWN PLANNER

As Soon As Possible



Celebrate your engagement by making an announcement in the local or national newspapers.

Set the date and book the Church or Synagogue. Arrange the Marriage Licence. (If you are having a ceremony at a licensed venue, you cannot book the registrar more than a year before your chosen date, although you can book the venue).

Agree on a budget with your family and fiancé and decide who is going to pay for what.

Decide on the number of guests to invite and compile a list for the wedding and/or reception with both sets of parents

Book the reception venue.

Select a caterer if the chosen venue does not offer catering.

Book a professional photographer/videographer.

Decide on your wedding transport and make a booking.

Six to Twelve Months



Book the registrar as soon as possible.

Choose your bridesmaids, best man, ushers and pageboys.

Start looking for your bridal gown, accessories and dresses for your bridesmaids. Book a designer at least four months in advance if you are having them made.

Decide on the men's outfits and either buy or arrange to hire them.

Consult both your mother and the groom's mother about their choice of dress.

Book the honeymoon early, especially if you are going in peak season, and arrange visas if necessary.

Book the honeymoon night hotel.

Book the music and entertainment and toastmaster (if necessary).

Order your wedding cake.

Organise the floral arrangements for the Church and the reception venue.

Order flowers for the bridal party including buttonholes and corsages.

Select and order all the wedding stationery - invitations, thank-you notes, Order of Service sheets, napkins, place cards, cake boxes, favours, etc.

Consider taking out wedding insurance.

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Three Months



Confirm all wedding arrangements made to date.

Consult the Church about music, flowers, confetti, fees, bells, and the order of service.

Book the choir and bell ringers.

Organise all the clothes for your trousseau and your going away outfit.

Address and post the wedding invitations.

Visit your hairdresser with your headdress for a bridal consultation.

Book your appointment for the morning of the wedding.

Look out for gift ideas and place your wedding gift list with the store(s) of your choice.

Send out a gift list to those who request one.

Finalise the honeymoon plans and arrange for any vaccinations.

If necessary, have your name changed on your passport so that it is the same as the name on any travel documents.

Check that the hotel for the wedding night is booked.

Arrange and confirm overnight accommodation for out-of-town guests.

Check parking for guests.

Choose your wedding rings.

Six Weeks



Choose gifts for the best man, the bridesmaids and your attendants.

Work out a seating plan and write out place cards for the reception.

If you plan to change your name or address, notify your bank, building society, doctor, etc.

Keep a record of who accepts and who declines.

One Month



Send thank-you letters for presents immediately after they arrive.

Finalise numbers for the reception with parents and inform the caterers in writing at least two weeks before the wedding.

Try on your dress, underwear and accessories. Wear your wedding shoes at home to soften them up.

Have a hair and make-up trial run.

Check that your fiancé has organised his outfit, that of the best man and those of the ushers.

Check that all wedding clothes (both his and hers) are pressed and clean. Final fitting for dress.

Check that the collection of the rings has been organised.

Discuss and arrange a hen night with the help of your chief bridesmaid.

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Two Weeks



Order travellers cheques and currency for the honeymoon.

Have a full rehearsal of the wedding ceremony.

Ensure that everyone in the wedding party knows their duties.

Check that all transport arrangements are finalised and time the journey to the Church.

Arrange for your honeymoon suitcases to be taken to the reception.

Check that arrangements have been made to collect the groom's, the best man's and the ushers' outfits.

Make sure arrangements have been made to return any hired items as soon as possible after the wedding.

Make final checks re: transport, flowers, photography, videography, cake, etc. and confirm they are all sure of the date, time and delivery addresses.

Pack for your honeymoon.

Your Wedding Day

So that you can relax and enjoy yourselves at the wedding, ask friends or family to ensure the following arrangements are made for you on your day:



The cases for your honeymoon are sent on to your overnight hotel.

Your wedding clothes, the groom's suit and the wedding presents are carefully packed up and taken from the reception to your parents' home.

Hired items are returned as soon as possible after the wedding.

Wedding cake is sent to people unable to attend the reception.

Finally, relax and enjoy your special day!



Registered Office & Correspondence Address:

Registered Office and Correspondence Address 10 School Court, Brigg, North Lincolnshire, DN20 8JW
tel/fax 01652 657744 email enquiries@valerietall.co.uk web www.valerietall.co.uk

Also At: The Wedding Shed, White Heather, Caenby Corner, Market Rasen, Lincolnshire, LN8 2AT