	SHOTTLE HALL
	Wedding Planning Checklist by Shottle Hall
	To do, tick them off as you go:
	As soon as your engaged Sit down with your other half and discuss your ideal wedding to make sure you're on the same page
	Draw up a realistic budget
	Attend some local wedding fayres for inspiration and special offers
	Decide the number of guests for the day and evening because this will impact on your choice of venues
	Pick potential wedding dates and check with the most important guests to avoid clashes
	Research potential wedding venues and ceremony locations
	Decide on your bridesmaids, best-man and groomsmen for your ideal wedding dream team
	12 months to go
	Visit your potential ceremony & reception venues
	Provisionally book the venue ensure that your registrar can do the same date & time as your wedding venue
	Read through the contract and terms and conditions of your chosen venue and seal it with your deposit
	Consider and review wedding insurance options
	Send Save the Date cards - important if you're getting married abroad, or during a very busy time of year
	Research wedding suppliers - photographer, florist, invitations, cake, decor, entertainment, hair and make up
	Book your chosen Photographer & Videographer
	Decide type of music you want for the day. Remember you will need to consider your ceremony music too.
	Start researching the style of your wedding dress & tailoring
	10 months to go
	Book ceremony music, band and DJ for reception
	Contact hire companies if you need to anything for ceremony/reception, such as chair covers, table decorations
	Book honeymoon
	Order wedding cake
	Book groomsmen's Suits

8 months to go
Book ceremony musicians
Ensure passports are in date for honeymoon and order new ones if required
Start planning honeymoon
Make sure that the best man and the bridesmaids are organising the hen and stag parties.
6 months to go
Choose bridesmaids' dresses
Choose and order wedding invitations & stationery
Meet with florist to discuss options
Shop for groom's suit
Organise the legalities, you must give at least 3 months' notice to the registrar or vicar
Decide on prayers, readings and music
Organise invitations and order of service booklets
Arrange travel vaccinations if necessary
Organise wedding transport
Start gathering addresses for guest list
Create a spreadsheet for RSVPs
3 months to go
Send invitations, feature menu choices and a section for your guests to inform you of any dietary requirements
Choose & order wedding rings
Attend dress fittings
Organise gifts for parents, bridesmaids, groomsmen and each other
Book hairdresser and organise hair trial
Book a make-up artist and go for make-up trial
4 weeks before
Have final wedding dress fitting
Make any last-minute adjustments with suppliers
Hand over the final numbers & menu choices to the venue
Go to the venue with your photographer to plan where the best shots can be taken on the day
2 weeks before
Review final RSVP list and call any guests who have not yet responded
Make table plan
Deliver shot lists to photographer. Include who should be in formal portraits and when they will be taken

1 week before
Give venue/caterer final guest head count
Supply wedding coordinator with a list of supplier requests such as set-up space needed by florist.
Print place cards
Call all wedding suppliers to confirm arrangements, create timetable for day
Give ceremony and venue managers a schedule of vendor delivery and set-up times, plus contact numbers.
Get manicure, massage, waxing & all your preening and prep
Do full wedding dress rehearsalfrom underwear to veil
Pack an overnight bag for the reception
Pack for the honeymoon
Organise money to be paid to suppliers on the day
3 days before
Make last-minute changes to table plan if necessary
Groom: Go for final fitting and pick up your formalwear
Groom: Ask the best man to make sure all groomsmen attend fittings and pick up their outfits
Reconfirm final details with allvendors. Discuss any necessary last-minute substitutions
Day before
Drop off place cards, table cards, menus, favours, table plan to the wedding coordinator
Provide all wedding professionals with an emergency phone number to call on the day of the wedding
Sort out payment (write cheques / organise cash) for any final balances to be paid on the day
Ensure the cake is on track to be delivered to reception venue
Get a good night's rest
The Wedding Day
Groom & Groomsmen: Get to the venue in plenty of time
Check in at the venue if you're having an overnight stay
Give the gifts for your parents to the best man/bridesmaid for after the speeches
Give wedding bands to the best man to hold during the ceremony
Introduce your wedding coordinator to your bridesmaids or best man for any questions during the reception
Assign a family member or attendant to be the photographer's contact so they know who is who
Get a good night's rest
Enquire about Shottle Hall Wedding Prices and Menus
http://info.shottlehall.co.uk/wedding-info-prices