

say i do

Ceremony Checklist

There are many things that need to be considered and 'ticked off' leading up to your big day. Planning ahead and following a checklist will help take the stress away. Our checklist below will help you along the way and ensure you have a great day!

16 months before the big day

- Set a date
- Decide on a budget
- Search local services, bridal boutiques and venues
- Think about size of ceremony and draft a guest list
- Choose/book venue. How about **Islington Assembly Hall** next door to the Town Hall?
- Send 'Save the date' notifications
- Choose your ceremony party including witnesses, bridesmaids and groomsmen/ushers

10-12 months before the big day

- Confirm and book venue
- Book registrars to attend
- Create a guest list
- Decide on a theme and/or colour scheme
- Choose/notify your ceremony party including witnesses, bridesmaids and groomsmen/ushers
- Send 'Save the date' notifications
- Book photographer and/or videographer
- Book entertainment
- Book caterers
- Book DJ/band
- Start looking and trying on your outfits

6-8 months before the big day

- Give legal notice of marriage/civil partnership at your local Register Office
- Order your outfits
- Choose and order rings
- Book transport
- Book florist
- Book cake maker/order cake
- Book honeymoon

- Book accommodation if needed
- Order ceremony stationery .e.g. invitations, order of service, menus etc.
- Order favours/gifts

3-4 months before the big day

- Schedule events, timings and responsibilities of the day and confirm order of service
- Order ceremony stationery .e.g. invitations, order of service, menus etc.
- Send invitations to guests
- Buy gifts for each other
- Make or order venue decorations
- Arrange fittings for your outfits
- Plan food menu with caterer

One month before the big day

- Final outfit fitting
- Finalise and confirm details with all your suppliers, including final food choice to caterer and final numbers
- Finalise seating plan
- Finalise vows
- Order and print order of service, table plan, table numbers, guest name place cards and thank you cards

One week before the big day

- Appoint friends and family to oversee events on the day
- Finalise transport

After the big day

- Send thank you cards
- Change surname on important documents e.g. driving licence, passport, bank if required