

CEREMONY PLANNER

Task	Done	Notes	Task	Done	Notes
Set your budget			Book a florist for ceremony and reception site		
Decide on the ceremony venue, date and time			Reserve transportation for the ceremony day		
Provisionally book the venue			Order the cake		
Contact the Register Office to check the availability of and book the Registrars and arrange your notice appointments			Book your honeymoon		
Book reception venue if different from the ceremony venue			Compile a gifts list		
Send out 'Save the Date' cards or emails if appropriate			Choose ceremony stationery, invitations and place names		
Consider creating your own website to keep everyone informed (instructions on the internet)			Finalise your guest list		
Choose attendants, best man and witnesses			Choose and book for hair and make up		
Decide on the catering arrangements			Choose and buy rings		
Think of a personal theme for your ceremony			Arrange the Stag and Hen party		
Choose ceremony outfits and accessories			Buy small gifts for attendants, best man and parents		
Arrange attendants outfits			Deliver the completed checklist of ceremony requirements and music choices to your registrars		
Book photographer/videographer			If relevant provide the ceremony venue with music CDs once approved by registrars		
Book musicians for the ceremony and/or reception			Provide reception venue with a final seating plan for guests		