



RUNNYMEDE CATERING WEDDING PLANNER

12 MONTHS TO WEDDING	COMPLETE
DECIDE BUDGET	
DECIDE TYPE OF WEDDING	
CHOOSE LOCATION OF CEREMONY	
ESTIMATE NUMBERS OF GUESTS	
SELECT RECEPTION VENUE	
PLAN DETAILS OF RECEPTION	
CHOOSE DATES TO VENUE AVAILABILITY	
BOOK DATES/VENUE	
SELECT A WEDDING COORDINATOR	
SELECT DATES FOR SHOPPING ABROAD	
SELECT WEDDING OUTFITS & ACCESSORIES	
CHOOSE JEWELLERY	
MEET WITH COORDINATOR TO DISCUSS REQUIREMENTS	
ARRANGE DATES FOR SANGEET, MEHNDI ETC	
SELECT CATERER – TASTE FOOD	
SELECT VIDEOGRAPHER	
SELECT PHOTOGRAPHER	
SELECT ENTERTAINMENT	
DISCUSS HONEYMOON PLANS	
WEDDING CARS SELECT & BOOK	
6 MONTHS TO WEDDING	COMPLETE
SELECT WEDDING RINGS	
ORDER INVITATIONS	
SELECT VENUE DECORATIONS/COLOURS	
ORDER WEDDING CAKE	
SELECT FLORIST	
TAKE OUT WEDDING INSURANCE	
4 MONTHS TO WEDDING	COMPLETE
DECIDE BUDGET	
ADDRESS & MAIL WEDDING INVITATIONS	
CONSULT BEAUTICIAN	



RUNNYMEDE CATERING WEDDING PLANNER

CONSULT HAIRDRESSER

ORDER GIFTS/SWEETS FOR GUESTS

1 MONTH TO WEDDING

COMPLETE

ARRANGE FINAL FITTING OF WEDDING OUTFITS

TEST HAIRSTYLES AND MAKEUP

MAKE ARRANGEMENTS FOR HEN/STAG PARTIES

SCHEDULE APPOINTMENTS WITH ALL SUPPLIERS

FINISH SHOPPING

ARRANGE FOR NAME & ADDRESS CHANGES

GET MARRIAGE LICENCE

2 WEEKS TO WEDDING

COMPLETE

DOUBLE CHECK ALL ARRANGEMENTS WITH WEDDING PLANNER

HAVE FINAL CONSULTATIONS WITH BEAUTICIANS &
HAIRDRESSERS

START PACKING FOR HONEYMOON

MAKE FINAL ARRANGEMENTS FOR ALL

ENJOY YOUR STAG/HEN NIGHT

1 WEEK TO WEDDING

COMPLETE

HAVE FINAL CONSULTATION WITH PLANNER AND A
RESPONSIBLE MEMBER OF FAMILY

GIVE FINAL GUEST LIST TO VENUE AND PLANNER

RELAX AND GET PLENTY OF REST ENJOY YOUR WEEK OF
WEDDING CELEBRATIONS

CONTACT	NAME	NUMBER
TEMPLE / CHURCH		
VENUE		
REGISTRY OFFICE		
WEDDING CO-ORDINATOR		
CATERERS		
FLORISTS		
BAKERS		
DJ/BAND		
VIDEO FILMING		
PHOTOGRAPHY		



RUNNYMEDE CATERING WEDDING PLANNER

CHAUFFER / CAR

DECORATIONS

JEWELLER

TRAVEL AGENTS

HOTEL

BEAUTICIAN/HAIRDRESSER

COACH HIRE/TRAVEL

MISCELLANEOUS

