



provincialevents  
MANAGING THE WORKS



*Wedding Budget Form*

*and Timeline Check*

## WEDDING BUDGET

	<i>Estimated Cost</i>	<i>Actual Cost</i>
<b><i>Bridalwear</i></b>		
Wedding Gown	\$ _____	\$ _____
Alterations	\$ _____	\$ _____
Headpiece/veil	\$ _____	\$ _____
Undergarments	\$ _____	\$ _____
Shoes	\$ _____	\$ _____
Purse	\$ _____	\$ _____
Garter	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b><i>Groom's Attire</i></b>		
Tuxedo	\$ _____	\$ _____
Shoes	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b><i>Attendants' Attire</i></b>		
Bridesmaids' Dresses	\$ _____	\$ _____
Bridesmaids' Shoes	\$ _____	\$ _____
Groomsmen's Formalwear	\$ _____	\$ _____
Groomsmen's Shoes	\$ _____	\$ _____
Flower girl's dress	\$ _____	\$ _____
Page boy's attire	\$ _____	\$ _____



***Transportation***

Bridal Car	\$ _____	\$ _____
Attendant's cars	\$ _____	\$ _____
Alternate/Other	\$ _____	\$ _____

***Beauty***

Hair Stylist	\$ _____	\$ _____
Makeup Artist	\$ _____	\$ _____
Beauty Treatments	\$ _____	\$ _____
Other	\$ _____	\$ _____

***Honeymoon***

Airfare	\$ _____	\$ _____
Accommodation	\$ _____	\$ _____
Car Rental/Transport	\$ _____	\$ _____
Entertainment	\$ _____	\$ _____
Meals	\$ _____	\$ _____
Other	\$ _____	\$ _____

***Photographer/Videographer***

Sitting Fee	\$ _____	\$ _____
Wedding Photos	\$ _____	\$ _____
Albums	\$ _____	\$ _____
Gift Sets	\$ _____	\$ _____



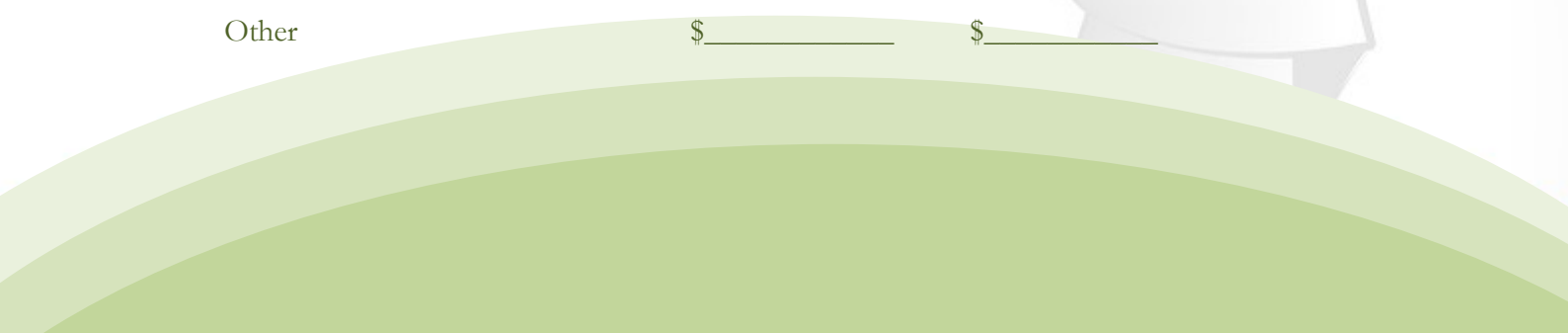
Videographer Fees	\$ _____	\$ _____
Video/DVD copies	\$ _____	\$ _____
Other	\$ _____	\$ _____

***Reception***

Venue Fee	\$ _____	\$ _____
Catering Fee	\$ _____	\$ _____
Beverages	\$ _____	\$ _____
Cake	\$ _____	\$ _____
Cake Knife	\$ _____	\$ _____
Decorations	\$ _____	\$ _____
Table Centrepieces	\$ _____	\$ _____
Music/DJ	\$ _____	\$ _____
Rentals	\$ _____	\$ _____
Other	\$ _____	\$ _____

***Flowers***

Bride's bouquet	\$ _____	\$ _____
Bridesmaids' bouquet	\$ _____	\$ _____
Flower girl's flowers	\$ _____	\$ _____
Buttonholes	\$ _____	\$ _____
Corsages	\$ _____	\$ _____
Flowers for ceremony venue	\$ _____	\$ _____
Flowers for reception venue	\$ _____	\$ _____
Other	\$ _____	\$ _____



*Invitations/Stationery*

Invitations	\$ _____	\$ _____
Calligraphy	\$ _____	\$ _____
RSVP Cards	\$ _____	\$ _____
Thank-you Cards	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Order of Service Booklets	\$ _____	\$ _____
Announcements in Paper	\$ _____	\$ _____
Other	\$ _____	\$ _____

*Celebrant*

Celebrant's Fees	\$ _____
Marriage license	\$ _____
Other	\$ _____



## THE BRIDE'S WEDDING PROGRESS CHECKLIST

### *On Your Engagement*

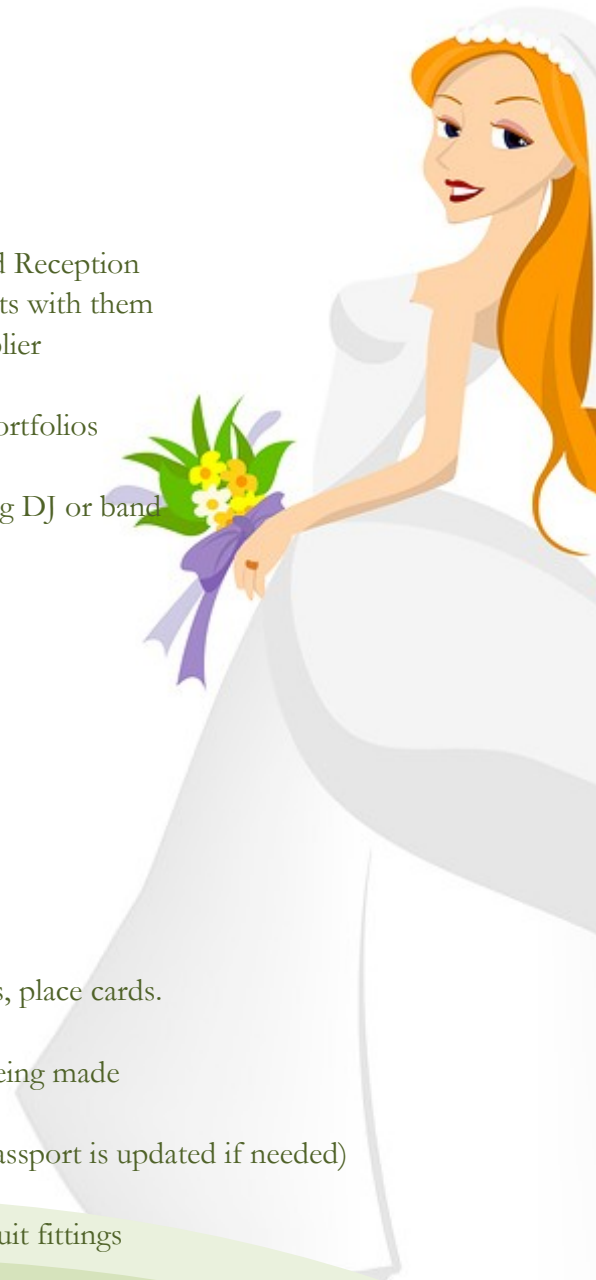
- Decide on a budget for the Wedding Day
- Decide on a Date and Time you would like
- Decide on the Style of Wedding and Theme you would like
- Start looking for Venues for both the Ceremony and Reception

### *When You Have Set the Date*

- Book the Venue/Caterer for both your Ceremony and Reception
- Book a Celebrant or Chaplain and discuss requirements with them
- If Hire Equipment is needed, talk to your venue/supplier
- Look at Wedding Gowns and Bridesmaids Dresses
- Start looking at Photographer's and Videographer's Portfolios
- Look at Wedding Stationery designs
- Consider what kind of entertainment you would like eg DJ or band
- Look at Wedding Transport and get quotes
- Choose your Bridal Party
- Do a rough Guest List to be edited
- Start thinking about a Honeymoon destination

### *Six Months Before*

- Book your Photographer and Videographer
- Get Wedding Stationery Printed ie invitations, RSVP's, place cards.
- Book your Entertainment
- Get Dressmaker started on sewing if any gowns are being made
- Book Wedding Transport
- Make preliminary bookings for Honeymoon (check passport is updated if needed)
- Give overseas guests notice of the Wedding Date
- Make appointment for Groom and Groomsmen for suit fittings



### *Four-Five Months Before*

- Choose a Bridal Registry, Select Items and get Cards to be included in Invitations
- Look at Florist's portfolio and decide on Bouquets and Floral Arrangements
- Look at Wedding Cakes
- Look at Hair and Makeup Artist's portfolios
- Book Bridal Suite for the Wedding Night

### *Three Months Before*

- Organise Wedding Rings
- Start writing your Vows and choose Readings/Music for the Wedding
- Buy gifts for your attendants
- Give Venue/Caterer a tentative number of guests
- Finalise the Menu and choose beverage package
- Make a tentative Guest Seating Plan
- Have your Trial with Hair and Makeup Artist
- Make appointment for Fitting of everyone's Wedding Attire
- Send out Invitations
- Get documentation from Celebrant and fill out necessary forms
- Decide on Music for Reception

### *Four-Six Weeks Before*

- Pick up Wedding Rings and get engraved if required
- Organise the Wedding Rehearsal
- Make Itineraries for people involved with times/maps etc
- Reconfirm drivers, florists, entertainment, venues etc
- Another Fitting for Bridesmaids and Groomsmen
- Appoint your MC
- Make sure all your speakers are planning their speeches
- Update your Guest Lists and RSVP's
- Buy Wedding Lingerie and spare hosiery for yourself and Bridesmaids
- Book appointments at Beauty Salon – waxing/facials/manicure/pedicure



### *Two Weeks Before*

- Confirm final numbers with Venue and Caterers and go over Seating Plans
- Write Place Cards and make a master seating plan display
- Ensure entire Bridal Party has a Final Fitting
- Check speeches are well on their way
- Wear in your Wedding Shoes
- Confirm EVERYTHING once again!
- Attend your Beauty Treatments and Get Plenty of Rest
- Have the Wedding Rehearsal
- Pack bags for Wedding Night/Honeymoon

### *The Night Before*

- Get a good night's sleep

### *On The Day*

- Relax and Enjoy the Most Fantastic Day of your Life!!



## *FLORAL ARRANGEMENTS CHECKLIST*

Flowers play a vital part in your wedding day and feature prominently in every aspect of the event. When choosing flowers, use this checklist to make sure you've considered everything.

- Bride's Bouquet
- Bride's Hair
- Bridesmaid's and Flowergirl's Bouquets
- Bridesmaid's and Flowergirl's Hair
- Mother and Grandmother Corsages
- Groom's Buttonhole
- Groom and Pageboys Buttonhole
- Father's and Grandfathers Buttonhole
- Church Entrance
- Pew Ends
- Altar
- Lectern
- Window Sills
- Register Signing Table
- Reception Entrance
- Dining Tables
- Bridal Table



## ***WEDDING CEREMONY MUSIC***

Making decisions about music choices can be a daunting task for many brides. If you have no idea where to start, simply start listening ! The following pieces are popular suggestions:

### ***Lohengrin***

Most of us have heard the famous “Here Comes the Bride”. This wedding march comes from Lohengrin, an opera by Richard Wagner. While it used to be overwhelmingly popular at weddings, it is now included less often.

### ***Midsummer Night’s Dream***

Another option for your trip down the aisle is the wedding march from the incidental music to Shakespeare’s A Midsummer Night’s Dream written by Felix Mendelssohn. This music is commonly used as a recessional but is actually intended as a processional in the play.

### ***Canon in D***

A heavily used processional is Pachelbel’s Canon in D (also referred to as the Pachelbel Canon). If you choose to use it be aware that many of your guests may have heard it numerous times at weddings.

### ***Jesu, Joy of Man’s Desiring***

A slightly less often used, but still quite popular processional is Jesu, Joy of Man’s Desiring by J S Bach. This particular piece is taken from one of Bach’s many cantatas BWV147



## *BRIDE ON A BUDGET*

### *Suggestions*

- Winter Months: The winter months are always a more economic time of year to get married, as it is quieter for wedding bookings. Florists and entertainers, for example, will usually have lower rates during this season than they would during the peak time of Spring/Summer.
- Consider a brunch, afternoon tea, gourmet bbq or carvery
- Consider a Friday Wedding
- Keep the Guest List Short
- Use your Wedding Cake as Dessert
- Make your own Order of Service Booklets



## ***BRIDAL EMERGENCY KIT***

- On your Wedding Day, you will never know when your stocking will ladder, a sudden thumping headache will set in or when your bridal shoes will rub your feet raw. You can prepare as much as possible by having an Emergency Kit with you to ensure minimum stress and quick solutions to problems on the day. You may want to allocate a friend or bridesmaid to take responsibility for the kit for the day to ensure it will be quickly available to you at any time.

- ***Kit Suggestions***

- A small sewing kit consisting of pins, buttons, thread the colour of your gown, scissors, safety pins and sewing tape for emergency hemming.
- Two pairs of extra stockings and clear nail polish (for ladders)
- Headache pills, bandaids, tampons, eyedrops, lipchap and any prescription medication you may take.
- A mini beauty kit consisting of touch-up lipstick, mascara, hair pins, purse size hairspray, comb, and perfume.
- A mobile phone and a complete list of phone contacts of everyone involved in the Wedding Day.
- A detailed map of directions to the church, just in case your driver gets lost.

