

Your Wedding is a very exciting time, enjoy the planning and preparation. At Suncourt Hotel and Conference Centre every minute is managed with professionalism, efficiency and ease. Utilise the checklist to ensure every aspect of your special day has been covered. Should you need any assistance with this our Wedding Co-ordinator would be delighted to assist you in any way possible.

6 - 12 months before the wedding

- Determine the Budget
- Draw up the Guest List
- Set day & time of Ceremony & Reception
- Choose/book a Celebrant, or chosen Church
- Check the availability of Venues & book
- Obtain floral, photographic, printing & entertainers estimates
- Discuss/choose colour scheme (or theme)
- Begin the search for the Wedding Gown, Headgear and Jewellery
- Obtain men's suit hire estimates
- Choose your Wedding Party (Groomsman and Bridesmaids)
- Make Honeymoon reservations
- Book Bridal Cars
- Select Photographer/Videographer

2 months before the wedding

- Finish any late invitations
- Acknowledge gifts as they arrive
- Finalise reception details, timings & RSVP's
- Go over Wedding Ceremony details
- Decide on floral arrangements - bouquets, reception & church
- Select Grooms gift
- Make moving arrangements

2 weeks before the wedding

- Wear in your Wedding shoes (both Bride & Groom)
- Those giving speeches should be planning what to say
- Confirm things that need doing after the Wedding (e.g. returning hired clothing, take care of Bride's Gown, removing & storing gifts) and decide who's doing what
- Make final check on bridal party outfits
- Make parking arrangements if necessary
- Arrange name changes for reception
- Pick up Wedding Rings
- Reconfirm all arrangements: Florist, Reception, Ceremony, Cars, Honeymoon, Photographer, Music

1 day before the wedding

- Decorate the church or place of Ceremony
- Collect men's suit hire
- Attend Wedding Rehearsal
- With the preparation over relax & have a wonderful day

3 - 5 months before the wedding

- Choose/Order invitations, write and send them
- Plan Reception & Decorations
- Plan Ceremony & Reception Music
- Choose florist
- By now the Wedding Gown & Groom's Suit should be organised/purchased
- Groomsman suits and Bridesmaid dresses should be organised
- Mothers choose outfits for Wedding Day
- Decide on accessories for the Wedding Party
- Order Wedding Cake
- Finalise your Guest List
- Meet with Photographer to discuss arrangements & photo preferences etc
- Select Wedding Rings
- Choose makeup artist & Hairdresser

1 month before the wedding

- Final fittings for Bride, Attendants, Groom & Groomsman
- Have trial hair & make-up session
- Make an appointment to see a beautician one week before
- Attend Bridal Showers
- Arrange accommodation for guests
- Organise seating plan & place cards
- Arrange Wedding License

5-7 days before the wedding

- Attend Hens/Stag night
- Wrap Groom's & Attendants gifts
- Give last minute guest list to the caterer
- Begin gift display
- Continue to acknowledge gifts
- Check with florist on delivery time of Bridal Flowers
- Arrange for any hire items to be collected
- Have a facial/massage/manicure/pedicure
- Final check on all arrangements
- Check with photographer last minute details of coverage