



MY WEDDING CHECKLIST

TWELVE MONTHS PRIOR:

- Set your date for your wedding
- Book in your ceremony & reception.
- Book your celebrant or chaplain.
- Book photographer.

NINE MONTHS PRIOR:

- Book cars, music & room decorators.
- Consider honeymoon options.
- Decide on guest list and your bridal party.

SIX MONTHS PRIOR:

- Book wedding cake, florist, bonbonniere suppliers.
- Decide on bridal registry & honeymoon plans.
- Select wedding dress and menswear.
- Select makeup, hair, jewellery.
- Decide on stationery items.

THREE MONTHS PRIOR:

- Send out invitations. Six to eight weeks is adequate where guests are local.
- Ensure you have your R.S.V.P. date set three to four weeks prior.
- Select wedding rings, shoes & lingerie.

TWO MONTHS PRIOR:

Start making yourself a list to reconfirm all details for your day including final meetings, confirmations, payments for your:

- Decorations
- Music arrangements
- Cake supplier
- Hair/Makeup.
- Photographer

Ceremony rehearsal date – book with GRSC and your celebrant.

Organise bridal showers, hens and bucks night dates.

Our Functions Manager is here to help.

Call us on 9529 3000 or email

functions@georgesriversailingclub.com.au

ONE MONTH PRIOR:

- Make sure all RSVP's are returned
- Reconfirm ceremony rehearsal date and time with celebrant and GRSC.
- Finalise your song list for your ceremony (walking down the aisle, signing of marriage certificate & announcement of Bride & Groom), and reception music dependent on DJ, duo, band, singer etc.
- Start organising your seating arrangements, name tags, MC requirements.

Decide on itinerary for the day and order of proceedings for the ceremony and reception. This will include:

- Menu confirmation
- Seating arrangements and table numbers.
- Beverage details – package or bar tab and your limit
- Times of deliveries i.e. decorations, cake, photographer, entertainment.
- Guest arrival time & Arrival time for Bride & Groom
- Ceremony start and finish time
- Photos – start and finish time and location.
- Tray champagne service start and finish time
- Food service start and finish time
- MC contact or liaison for Functions Manager on the day to coordinate with.
- Speeches – approximate start and finish time.
- Cake cutting – mock cutting time for photos or actual cake cutting time.
- Bridal waltz time and Dancing time.
- Guest departure time.
- Collection time for decorations, cake, break down time for band and decorators. Must be within 48 hours of reception.

TWO WEEKS PRIOR:

- Wedding rehearsal to take place.
- Confirm all final details for the wedding ceremony & reception including payments.
- Have your bridal shower, hens & bucks nights.
- Decide on speeches.

CONFIRM AND RECONFIRM EVERYTHING.