

# Wedding Checklist

“ There are many things to organise when planning a wedding, so we have compiled a useful checklist to help you to do everything in the correct order, with calm efficiency, thus leaving plenty of time to ‘have a life’ in the run up to your big day!”

  
**BOLLINGTON**  
**P.R.I.N.T.S.H.O.P**  
original design & quality printing

Firstly:-

- Set a date for your wedding!

- Decide if your ceremony will be religious or civil.
- If it is to be a civil ceremony, will it be at a registry office or a licensed venue?
- Establish who is paying for your wedding and agree a budget.
- Liaise with both sets of parents and compile the guest list.
- Once you have an idea of the number of guests, you will be able to choose a suitable venue for the reception.
- If marrying in a church, visit the minister to provisionally book the time & date. Alternatively, if you are having a civil ceremony, apply for a notice of marriage, book the registry office or licensed venue and arrange for the superintendent registrar to attend.
- Book the venue or marquee for your reception.
- Confirm bookings as soon as the venues confirm availability.
- Arrange wedding insurance before paying any deposits.
- Decide on catering arrangements and whether you are going to have any entertainment, such as musicians/D.J.
- Consider whether you will require a venue-dresser.
- Select and book your photographer and videographer.
- Order your cake (final design/colours can be decided later).
- Book any necessary transport for the bridal party between the ceremony & reception.
- Post your ‘Save the Day’ cards. Invitations can be sent out approximately 3 months before your wedding.
- Start shopping for your wedding dress/outfit.
- Also choose outfits for the groom, best man, ushers and pageboys.
- Book your florist and decide on bouquets, posies, buttonholes, venue and ceremony displays.

VISIT **Bollington Printshop** to order your ‘Save the Day’ cards so your prospective guests can make a window in their diaries for your wedding day.

### 5 months before...

Choose the wedding attire for the chief bridesmaid, bridesmaids & flower girls. Think about their shoes and accessories.

### 4 months before...

Visit **Bollington Printshop** to order the **Day & Evening Invitations** from one of the largest ranges in Cheshire... If you can't find anything to take your fancy, (and it has been known!) arrange for **Bollington Printshop** to design and print a unique suite of bespoke stationery themed to your own requirements. We have some great ideas! - just ask us for details of our **Bespoke Wedding Service**

### ✓ 3 months before...

- Choose your wedding rings.
- Compile a gift list.
- Start experimenting with your hair & make-up. Introduce a routine to get your skin, hair & nails looking & feeling good, so you look radiant on your big day.
- If you are intending to honeymoon abroad, check your passports are up to date.
- If you want to adopt your husband's surname, you will need to obtain passport application forms from your post office.
- Arrange for any necessary visas to be issued & consult your doctor about any vaccinations needed.
- If you are changing your name upon marriage, arrange for credit cards & store cards to be sent to you in your new name.
- Send out your **invitations** and have your **gift list** ready for those who ask for it. (Please note, it is not considered appropriate to include your gift list with the invitations.)
- Choose your going-away outfits.
- Visit your hairdresser & decide how your hair is to be styled.
- Have a trial run with the colours of make-up you want to wear.
- Finalise the wedding cake design & colours.

Order your remaining items of stationery from **Bollington Printshop**, such as orders of service, menus, place cards, serviettes, cake boxes and thank you cards.

## ✓ 2 months before...

- The best man & Chief Bridesmaid should arrange stag and hen parties...
- Bollington Printshop** will be happy to print **invitations** for your hen and stag parties.
- Also, if you have any **embarrassing pictures**, to be included in the event, we can scan and print them out ready for the festivities!
- Send out **Thank you cards** as gifts arrive. It is a good idea to include the following with the cards; a simple map and directions to the venue for guests who are travelling from afar, together with a list of suitable accommodation, plus useful 'phone numbers. The staff at **Bollington Printshop** will be happy to arrange for these to be designed and printed.
- Buy a guest book for people to sign on your wedding day.  
**Bollington Printshop** can supply this.

## 1 month before...

- Confirm your hair and make-up appointments for your wedding day...
- If guests have failed to respond to their invitation, ring, text or e-mail them, to make sure they received it.
- Let the caterers and reception venue know the final number of guests who will be attending and advise them of any guests requiring a vegetarian meal.
- Prepare a final list of guests and e-mail or post to **Bollington Printshop**, for inclusion in the **table plan**.
- If you are having **personalised place cards**, these can be ordered at the same time.
- Prepare speeches and practise in front of the mirror!
- Ensure that all items of wedding clothing for the bridal party will be ready in time.
- Make sure that all the transport arrangements are finalised and arrange a 'dry run' from the bride's house to the church or register office. It may be worth checking with your local council to ensure that road works haven't been scheduled to begin just before your wedding day!
- Buy presents for attendants, family and friends.

Compile a list of telephone numbers of all the suppliers involved with the wedding, such as the florist, caterer, photographer, hairdresser, etc., together with a local cab firm and your doctor's surgery, to cover all eventualities.

## ✓ 1-2 weeks before

- Visit **Bollington Printshop** to collect your finished **table plans** and **personalised place cards** for the reception.
- Have the final rehearsal of the ceremony at the venue.
- Wear your wedding shoes around the house, to 'break them in'.
- Order foreign currency or travellers cheques if you are honeymooning abroad.
- Enjoy your stag and hen parties.

## On the day...

...get up in plenty of time!

- Have a relaxing bath, plus a massage if you can.
- Make sure you eat something for breakfast.
- Allow lots of time to get yourself ready, so you don't feel rushed.
- Relax and enjoy your day – have fun!

## After your wedding...

- Let your bank, doctor, dentist, etc. know of your change of name and address.
- Send out your remaining thank you letters.
- Enjoy your new life!

## For the future...

Visit **Bollington Printshop** to have **Christening cards** designed and printed.  
When the time comes to move house due to lack of space,  
call in at **Bollington Printshop** to order your **change of address cards**.

Whatever the future holds, be assured that **Bollington Printshop**  
will be there to assist with all your printing needs.

## **Bollington Printshop**

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