

## **Welcome**

It gives us great pleasure to provide you with this collection of checklists to assist you on your planning of the great event. If you are not well organized, you could very soon be lost in a maize of papers, addresses, phone numbers, tasks that you should have done etc. Our planner provides you with a number of checklists that you could either use on your own computer, or you could print it, file it, and show everyone that you are well organized.

For more wedding planning information visit our website, where you could find some very helpful ideas, including

- How to compile a guest list
- Points to consider when buying a wedding gown
- How to prepare for a speech
- Who pays for what
- What must you keep in mind when you choose flowers
- Ideas when shopping for a ring and many more

### **Guest List**

This is often a topic of many arguments. You want 400 guests, your future husband wants 200 and your budget wants 60 – well, decide for yourself who or what is the most important. As soon as you have decided on the number of guests that you want to invite, you could use the attached checklist to enter your data. Due to space limitation only one page is attached – if you need more you can print or copy the number that you desire. Remember that you could quite safely invite 20% more guests, as not everyone that are invited will come.

- [GUEST LIST](#)
- [SERVICE PROVIDERS](#)
- [WEDDING BUDGET WORKSHEET](#)
- [PLANNING CALENDAR](#)
- [TABLE ASSIGNMENT](#)
- [CHOOSING A DISC JOCKEY](#)
  - [DISC JOCKEY WORKSHEET](#)
- [CHOOSING A FLORIST](#)
  - [FLORIST WORKSHEET](#)
- [CHOOSING A CATERER](#)
  - [CATERER WORKSHEET](#)
- [CHOOSING A PHOTOGRAPHER/VIDEOGRAPHER](#)
  - [PHOTOGRAPHER WORKSHEET](#)
- [HER & HIS CALENDAR](#)

## Parys Wedding Service Providers Contact details:

Venue / Catering / Accom	Service	Contact	Web	E-Mail
Le Grand Chateau	Venue Catering Accommodation	056 811 3767	<a href="http://www.lgchotel.co.za">www.lgchotel.co.za</a>	<a href="mailto:reservations@lgchotel.co.za">reservations@lgchotel.co.za</a>
Parys Golf Estate	Venue Catering Accommodation	056 818 1567	<a href="http://www.parysestate.co.za">www.parysestate.co.za</a>	<a href="mailto:pgce@parys.co.za">pgce@parys.co.za</a>
Stone Henge in Africa	Venue Catering Accommodation	011 475 3611	<a href="http://www.stonehenginafrica.co.za">www.stonehenginafrica.co.za</a>	<a href="mailto:marketing@stonehenginafrica.co.za">marketing@stonehenginafrica.co.za</a>
Sunwa river lodge	Venue Catering Accommodation	056 817 7107	<a href="http://www.sunwa.co.za">www.sunwa.co.za</a>	<a href="mailto:gorga@sunwa.co.za">gorga@sunwa.co.za</a>
Vaal de Grace	Venue Catering Accommodation	056 811 2013	<a href="http://www.vaaldegrace.co.za">www.vaaldegrace.co.za</a>	<a href="mailto:admin@vaaldegrace.co.za">admin@vaaldegrace.co.za</a>
O's Restaurant	Venue Catering	056 811 3683	<a href="http://www.osrestaurant.co.za">www.osrestaurant.co.za</a>	<a href="mailto:info@osrestaurant.co.za">info@osrestaurant.co.za</a>
Poplars Estate	Venue Catering Accommodation	076 983 8323	<a href="http://www.poplarsestate.co.za">www.poplarsestate.co.za</a>	<a href="mailto:info@poplarsestate.co.za">info@poplarsestate.co.za</a>
Dome Inn	Venue Catering Accommodation	056 818 1577	<a href="http://www.domeinn.co.za">www.domeinn.co.za</a>	<a href="mailto:domeinn@parys.co.za">domeinn@parys.co.za</a>
Photographer / Videographer	Service	Contact	Web	E-Mail
StudioJ	Photography / Videographer	056 811 5042	<a href="http://www.studio-j.co.za">www.studio-j.co.za</a>	<a href="mailto:studioj@lantic.net">studioj@lantic.net</a>
DISC JOCKEY	Service	Contact	Web	E-Mail
DJ Aries	Sound and DJ Hire	082 650 4340	<a href="http://www.parys.co.za">www.parys.co.za</a>	<a href="mailto:henk@parys.co.za">henk@parys.co.za</a>
Function Hire	Service	Contact	Web	E-Mail
Safari Hire	Function hire Company, Tents, Stage, Tables & Chairs, Lights	082 411 9523	<a href="http://www.safarihire.co.za">www.safarihire.co.za</a>	<a href="mailto:info@safarihire.co.za">info@safarihire.co.za</a>

<b>Fashion Health, Beauty</b>	<b>Service</b>	<b>Contact</b>	<b>Web</b>	<b>E-Mail</b>
<b>Werner Dey</b>	<b>Wedding Fashion</b>	<b>056 811 5758</b>	<a href="http://www.wernerdey.com">www.wernerdey.com</a>	<a href="mailto:werner@wernerdey.com">werner@wernerdey.com</a>
<b>Michael Bezuidenhout</b>	<b>Wedding Fashion</b>	<b>056 817 2202</b>	<a href="http://www.mbezuidenhout.co.za">http://www.mbezuidenhout.co.za</a>	<a href="mailto:mbezcouture@lantic.net">mbezcouture@lantic.net</a>
<b>Brush of Beauty</b>	<b>Makeup Artist</b>	<b>073 359 1024</b>	<a href="http://www.brushofbeauty.co.za">www.brushofbeauty.co.za</a>	<a href="mailto:monique@brushofbeauty.co.za">monique@brushofbeauty.co.za</a>
<b>Chantè Jewellers</b>	<b>Jewellers</b>	<b>056 817 2096</b>	<a href="http://www.chante.co.za">www.chante.co.za</a>	<a href="mailto:chante@parys.co.za">chante@parys.co.za</a>
<b>River Spa</b>	<b>Spa Makeup &amp; Beauty</b>	<b>056 811 2663</b>	<a href="http://www.riverspa.info">www.riverspa.info</a>	<a href="mailto:info@riverspa.info">info@riverspa.info</a>

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## SERVICE PROVIDERS

Use this quick reference guide to help you keep track of all the vendors that you will make use of.

### WEDDING DRESS

Designer :	Telephone Number :
Address :	Date of fitting :
	Date to collect :
	Head-dress :
Underwear :	Jewelry :
Shoes :	Gloves :
Underwear :	Accessories :

### BRIDESMAID'S CLOTHING

Designer :	Telephone Number :
Address :	Date of fitting :
	Date to collect :
	Shoes :

### GROOM'S CLOTHING

Designer :	Telephone Number :
Address :	Date of fitting :
	Date to collect :
	Shoes :

### FLOWERGIRL'S CLOTHING

Designer :	Telephone Number :
Address :	Date of fitting :
	Date to collect :
	Shoes :

### INVITATIONS

Contact name :	Telephone Number :
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Address :	Number ordered :
	Date to collect :

### CEREMONY

Church :	Minister :
Address :	Telephone Number :
	Organist :
	Deposit/fee paid :
Premarital counseling :	Solo :
Hymns :	Rehearsal date :

### RECEPTION

Venue :	Telephone Number
Address :	Deposit/fee paid :
	Final number of guests :
	Seating plan :
Colour scheme :	Wine :
Entertainment :	Notes :

### MUSIC FOR RECEPTION

Contact name :	Telephone Number :
Address :	Deposit/fee paid :
	Date of meeting :

### CATERERS

Contact name :	Telephone Number :
Address :	Deposit/fee paid :
	Date of meeting :
Menu :	Final number of guests :

### CAKE

Contact name :	Telephone Number :
Address :	Deposit/fee paid :
	Date to collect :

### FLORISTS

Contact name :	Telephone Number :
Address :	Meeting :
	Brides bouquet :
Bridesmaid's :	Corsages/buttonholes :
Church :	Reception :

### PHOTOGRAPHER

Contact name :	Telephone Number :
Address :	Deposit/fee paid :
	Date of meeting :

### VIDEOGRAPHER

Contact name :	Telephone Number :
Address :	Deposit/fee paid :
	Date of meeting :

### RINGS

Address :	Jewelers :
	Telephone Number :
Date to collect :	

### ANTENUPTIAL CONTRACT

Address :	Lawyer's name :
	Telephone Number :
Time of appointment :	

### SKIN CARE

Beautician contact name :	Telephone Number :
Address :	Perfume :
	Sun care :
Manicure :	Telephone Number :
Pedicure :	Telephone Number :

### MAKE-UP

Address :	Contact name :
	Telephone Number :
Time of appointment on wedding day :	

### HAIRDRESSER

Address :	Contact name :
	Telephone Number :
Time of appointment on wedding day :	

### TRANSPORT

Driver : :	Telephone Number :
Route to church checked :	Notes :

### HONEYMOON

Travel arrangements confirmed :	Accommodation confirmed :
Car serviced :	Luggage packed :
Passport :	Notes :



## WEDDING BUDGET WORKSHEET

Your budget is often a great limitation to your planning activities, and careful planning is therefore necessary. The following worksheet was designed with the specific idea to help you plan your budget and to help you keep track of your expenditure as you progress.

The percentages given are only suggestions, and you could change them as you see fit.

Percentage of budget	Description	Estimated costs	Actual costs
<b>50%</b>	<b>RECEPTION</b>		
	Food		
	Drinks		
	Cake		
	Location fee		
	Services fee for waiters, bartenders etc.		
	Rentals of tables, chairs etc		
	Decorations		
	Other		
<b>12%</b>	<b>ATTIRE</b>		
	Bridal dress		
	Tuxedos		
	Headpiece / veil		
	Jewelry other than wedding and engagement rings		
	Shoes		
	Garter		
	Accessories		
	Other		

Percentage of budget	Description	Estimated costs	Actual costs
9%	PHOTOGRAPHY / VIDEOGRAPHY		
	Photographer		
	Videographer		
	Albums		
	Other		
7%	MUSIC		
	DJ / Band for reception		
	Musician for ceremony		
	Other		
7%	FLORAL		
	Bouquets		
	Corsages		
	Ceremony flowers		
	Reception flowers		
	Other		
6%	STATIONARY		
	Announcements		
	Wedding invitations		
	RSVP cards		
	Thank you cards		
	Stamps		
	Other		

Percentage of budget	Description	Estimated costs	Actual costs
<b>3%</b>	<b>RINGS</b>		
	Bride's wedding ring		
	Groom's wedding ring		
	Other		
<b>3%</b>	<b>TRANSPORTATION</b>		
	Transportation to the ceremony		
	Transportation to the reception		
	Other		
<b>2%</b>	<b>GIFTS</b>		
	Gifts for bridesmaids		
	Gifts for groomsmen		
	Gifts for the parents		
	Other		
<b>1%</b>	<b>CEREMONY</b>		
	Ceremony location fees		
	Officiant's fee		
	Organist's fee		
	Other		
<b>100%</b>	<b>Total:</b>		

# PLANNING CALENDAR

Now the serious planning starts. Use the following planning calendar to assist you with the daunting task that lies ahead of you.

**Month / year:** \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

## HER TASKS

**Six months to go**

- ✍ Draw up a guest list.
- ✍ Work out a budget (this could determine a lot of things that you can or can't do).
- ✍ Book a venue for the ceremony and the reception.
- ✍ Arrange for catering (don't limit yourself to only one choice ... get a few quotes and keep both quality and price in mind when you make your decision).
- ✍ Choose a colour scheme.
- ✍ Decide on a bridesmaid(s).
- ✍ Pick and book a honeymoon venue.
- ✍ Make an appointment with the minister or priest and at the same time arrange for pre-marital counseling.
- ✍ Arrange for someone to play the organ at the ceremony.

## HIS TASKS

**Six months to go**

- ✍ Give your guest list to your fiancé.
- ✍ If you are going to share the expenses, discuss the details with your fiancé and her parents.
- ✍ Discuss the honeymoon plans with your fiancé. Visit a travel agent for ideas.
- ✍ Do the bookings for the honeymoon venue(s), as well as for transport.
- ✍ Arrange transportation for the wedding party to the ceremony and the reception.
- ✍ Decide on a bestman.

**Month / year:** \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

**HER TASKS**  
**Five months to go**

- ✍ Arrange leave from work.
- ✍ Hire chairs, tables and crockery.
- ✍ Choose wedding rings.
- ✍ Order a wedding cake.
- ✍ Book wedding cars.
- ✍ Get a photographer and someone to make a video (many photographers do both).
- ✍ Arrange music for the reception as well as someone to do a solo at the ceremony.
- ✍ Visit fashion designers until you find the bridal wear that you like.
- ✍ Assist your future husband to buy a suit.
- ✍ Get all documents for the honeymoon (passport etc.) in order.

**HIS TASKS**  
**Five months to go**

- ✍ Organise a bar/drinks for the reception (do not order the champagne for toasts or sherry yet, as at this stage you do not know the number of guests that will attend) .
- ✍ Purchase the wedding rings with your fiancé.
- ✍ Buy a suit and shoes
- ✍ If the honeymoon is abroad, arrange for passports.

Month / year: \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

#### HER TASKS

**Four months to go**

- ✍ Arrange a master of ceremony.
- ✍ Choose music and devotions
- ✍ Order stationary
- ✍ Decide what flowers you want for the ceremony and reception and keep in mind that some flowers are seasonal.
- ✍ Order the flowers at a florist.

#### HIS TASKS

**Four months to go**

- ✍ Order the corsages and bouquets for the retinue (remember the brides bouquet.

Month / year: \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

**HER TASKS**  
**Three months to go**

- ✍ Confirm catering arrangements.
- ✍ Let your mother and future mother in law decide on their clothes for the wedding day and make sure that the colours don't clash.
- ✍ Arrange the dress for the bridesmaid.
- ✍ Start with regular manicures.
- ✍ Visit a gynecologist.

**HIS TASKS**  
**Three months to go**

- ✍ Book accommodation at a nearby hotel for you and your future wife for the wedding night.
- ✍ Visit your doctor for a complete checkup and a blood test.
- ✍ Shop for clothes for your honeymoon if you do not have enough.
- ✍ Look for small gifts for the attendants chosen with your bride.
- ✍

Month / year: \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

**HER TASKS**  
**Two months to go**

- ✍ Send out the wedding invitations.
- ✍ Visit a lawyer and draw up your prenuptial agreement.
- ✍ Purchase special under wear for the wedding day as well as for the honeymoon.  
This will make you feel special and give you more self confidence.

**HIS TASKS**  
**Two months to go**

- ✍ Visit a lawyer with your fiancé and draw up your prenuptial agreement.



Month / year: \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

**HER TASKS**  
**One month to go**

- ✂ Discuss the final menu with the caterers and give them the estimated number of guests.
- ✂ Decide on a suitable hairstyle. Visit your hairdresser with your veil.
- ✂ Practice your make-up
- ✂ Make hair and beauty appointments (find out who else would like to visit your hairdresser and make appointments for them as well.
- ✂ Make sure that your bridal garment and the dress(es) of your bridesmaid(s) fit and choose wedding shoes.
- ✂ Arrange accommodation for out-of-town family and friends.
- ✂ Arrange a venue where you and your bridesmaid(s) will get dressed.
- ✂ Set up a sitting plan if the reception is very formal.
- ✂ Start packing for your honeymoon.

**One week to go**

- ✂ Confirm the photographer.
- ✂ Confirm all other appointments of which you feel uncertain.
- ✂ Finalise all honeymoon arrangements with your future husband.
- ✂ Do a rehearsal with all the attendants and the priest or minister.
- ✂ Give the caterers the final number of guests.
- ✂ Wear in you wedding shoes ... sore feet on your wedding day is not nice.
- ✂ Visit a beauty salon and get all unwanted hair removed.
- ✂ Confirm all traveling arrangements.
- ✂ Confirm all arrangements for the reception.
- ✂ Arrange for someone to take the gifts home after the reception.
- ✂ Pack a small overnight bag for your wedding night.

### **One day to go**

- ✂ Collect or arrange with someone to collect the flowers at the florist.
- ✂ You should now start relaxing – get a stress release massage if necessary.
- ✂ Pack your suitcase for the honeymoon.
- ✂ Get a pedicure and manicure.
- ✂ Make a list of everything that you need to take with you to the venue where you will get dressed and get everything ready.

### **On your wedding day**

- ✂ Visit your hairdresser and make-up artist.
- ✂ Sit back and enjoy the journey through one of the most wonderful days of your life.

### **HIS TASKS**

#### **One month to go**

- ✂ Arrange a driver for the wedding car and make sure that someone will put ribbons on the car.
- ✂ Confirm all your honeymoon arrangements.

#### **One week to go**

- ✂ Buy champagne for the toasts at the reception, as well as wine for the tables. If you want sherry for the guests as they enter the reception, make sure to purchase this as well. Keep in mind that there will be children as well as other guests that do not use alcohol, so remember to buy grape juice or arrange for a punch for the tables.
- ✂ If you are going to make use of your own transport on your honeymoon, take your vehicle for a service, and make sure that it is in a good condition.
- ✂ Confirm the booking at the hotel for you and your bride for the wedding night.
- ✂ Buy a wedding gift for the bride.

#### **One day to go**

- ✂ Fill your honeymoon vehicle with petrol, check the water and oil and make sure the tyres are pumped.
- ✂ Plan your speech.
- ✂ Collect the corsages and bouquets.
- ✂ Pack your suitcase for your honeymoon.

### **On your wedding day**

- ✂ Get you hair cut.
- ✂ Sit back, relax and enjoy the day.

# TABLE ASSIGNMENT

TABLE N0:		TABLE N0:		TABLE N0:	
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	
11		11		11	
12		12		12	
13		13		13	
14		14		14	
15		15		15	
16		16		16	
TABLE N0:		TABLE N0:		TABLE N0:	
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	
11		11		11	
12		12		12	
13		13		13	
14		14		14	
15		15		15	
16		16		16	

## CHOOSING A DISC JOCKEY

Remember – music can either make your wedding very enjoyable or very boring. When you therefore decide on a specific disc jockey, band or DJ, make sure that you give all the necessary details through to him. The following worksheet could serve as a guide to help you. It will assist you to make sure that the DJ gets all the necessary information, and it will also assist the DJ, as he will then have all the critical function data on one sheet.

### KEEP THE FOLLOWING IN MIND WHEN YOU CHOOSE A DISC JOCKEY

- ✂ How long has he/she been a DJ?
- ✂ Is he/she a professional or an amateur?
- ✂ Did he/she play at wedding receptions before?
- ✂ Did he/she get official training or did he learn his trade by experience only?
- ✂ In what format is the music (MP3 or CD)?
- ✂ How many different songs are available (if songs are repeated too much as a result of a small record library the guests could become bored – 5000 songs is average for a DJ library)?
- ✂ Could he/she be master of ceremony (often experienced DJ's make very good master of ceremonies, as they are used to talking in front of big crowds)?
- ✂ Does he/she have lighting (this sometimes give a special atmosphere)?
- ✂ Can he/she play cocktail/dinner music before the dance floor is opened?
- ✂ Does he/she have back-up equipment (it could be a disaster if there is an equipment failure during the function)
- ✂ Did he/she do functions the size of your ceremony before?

**A good DJ is normally well known, so ask around for the most popular one.**

***You could use the following worksheet as it is, or you could change it to suit your needs.***

## DISC JOCKEY WORKSHEET

DUTIES AND CRITICAL INFORMATION	
Date	
Address of reception	
Time of reception	
Setup of equipment completed by (time)	
Master of ceremony: yes or no	
Hours of service	
Overtime costs – as determined by the DJ	
Basic effects lighting included: yes or no	
Dress code	
Provide a microphone for speeches: yes or no	
Number of people to attend	
Total costs of services	
Deposit	
Deposit to be paid by	
Final payment due by	
Name of DJ (company name)	
Telephone number of DJ	
Others	

\_\_\_\_\_  
FUNCTION PLANNER

\_\_\_\_\_  
DJ

\_\_\_\_\_  
DATE

## CHOOSING A FLORIST

A large percentage of the effects of the interior decoration of your ceremony and reception venue is created by flowers – so shop around and make sure that you are happy with the florist that you choose.

### KEEP THE FOLLOWING IN MIND WHEN YOU CHOOSE FLOWERS FOR YOUR RECEPTION AND CEREMONY, AND A FLORIST TO MAKE YOUR ARRANGEMENTS

- ✂ Start about six months beforehand by seeking the advice and quotes of a number of quality florists – they should have the expertise and vision to give you a load of very creative ideas.
- ✂ Make sure that the flowers that you choose are available during that time of the year – remember that many flowers are seasonal. Ask the florist for a list of the flowers that are season during the time of the year that you decide to marry.
- ✂ Consider the type and style of the ceremony.
- ✂ Enquire if the florist will be able to get these flowers fresh.
- ✂ Do they have coolers to store the flowers and the arrangements.
- ✂ Do they make bouquets, corsages, large arrangements for the reception and ceremony and table arrangements – it is often better to make use of one florist for all your flower needs.
- ✂ How many weddings have they done before?
- ✂ Did they do functions the size of your ceremony before?
- ✂ Did they have formal training as a florist?
- ✂ What type of design do they specialize in?
- ✂ Ask them for ideas for your flower arrangements.
- ✂ How long before the function are they going to make the arrangements.
- ✂ Do they deliver or must you collect the flowers?
- ✂ Do they decorate the venues?

**Ask to see some of their arrangements and ask if they have photos of some of their previous functions. Remember that flowers captures the spirit of the wedding, so take your time when you choose your florist.**

Flowers are often representative of certain feelings, so it may be a good idea to include flowers in the arrangements that have some meaning to you. Here are some ideas: love – roses, carnations, hope – snowdrops, beauty – orchids, purity – white lilies, first love – anything in lilac, loyalty – rosemary, declaration of love – red tulips.

Here are some ideas regarding the type of bouquet you should choose:

**Elaborate dress** – simple arrangement such as single lily or long stemmed rose

**Simple dress** – an extravagant bouquet that is rich in colour

**White gown** – a white bouquet fringed with green

**Tall and slender bride** – a generous bouquet

## FLORIST WORKSHEET

DUTIES AND CRITICAL INFORMATION	
Date of wedding	
Do you arrange the floral decorations in the reception and ceremony – yes or no	
Address of ceremony	
Time of ceremony	
Address of reception	
Time of reception	
Number of corsages	
Type of flowers for the corsages	
Number of bouquets	
Type of flowers for the bouquets	
Number of large ceremony decorations	
Number small ceremony decorations	
What flowers should be the main theme of the ceremony decorations	
Number of large reception decorations	
Number of reception table decorations	
What flowers should be the main theme of the reception decorations	
Arrangements should be completed by (date and time)	
Decorations in reception and ceremony venues should be completed by (date and time)	
Total costs of services	
Deposit	
Deposit to be paid by	
Final payment due by	
Name of florist	
Telephone number of florist	

Address of florist	
e-mail of florist	
Others	

\_\_\_\_\_

**FUNCTION PLANNER**

\_\_\_\_\_

**FLORIST**

\_\_\_\_\_

**DATE**



# CHOOSING A CATERER

Catering is often one of the biggest expenses of a wedding reception. You should therefore very critically review the caterers on your shortlist. Remember – if the food is prepared and you are not satisfied, **it is too late!** If you are working on a low budget, look for ideas to save money. A midday reception is normally cheaper than an evening reception.

## A FEW THINGS TO THINK ABOUT WHEN CHOOSING A CATERER

- ✂ If you select a hotel, country club, resort etc. as reception venue, make sure if the caterer is included or not – some such facilities do not allow outside caterers.
- ✂ Always keep your budget mind – catering can sometimes be very expensive.
- ✂ If the venue is outside, make sure that the caterer has the facilities to keep the food warm (in the case of a warm meal)
- ✂ Find out how long the caterer has been in business.
- ✂ Did he/she obtain professional training?
- ✂ Does he/she have photos of some of his previous functions?
- ✂ Did he/she cater for events similar to yours before?
- ✂ Let them show you a few examples of menus, and decide on one that satisfy you.
- ✂ If the food is to be prepared at a venue other than the reception venue, take a look at the kitchen. This should give you more peace of mind – or put you off the specific caterer.
- ✂ Does the caterer provide waitresses and bartenders?
- ✂ Do you need to pay a corkage fee if you serve your own wine?
- ✂ Does the caterer supply ice – remember that you will need ice for the bar as well as for the juice and water for the tables.
- ✂ Do they supply glassware, silverware, plates, serving pieces etc? It is often better to make use of the caterer's equipment, as extra rentals are normally expensive.
- ✂ Keep the number of guests in mind when you talk to the caterer, as the price per person sometimes drops for large numbers of guests.
- ✂ Is there a price difference for children?
- ✂ Can they provide special menus for vegetarians or people with food allergies?
- ✂ If they supply waitresses, what is the staff guest ratio? The norm is one person for 30 guests for a buffet, and one person for 20 guests for a sit-down dinner.
- ✂ Do they use fresh food produce, or do they use frozen or canned food.
- ✂ What is their cancellation policy?
- ✂ Ask for references from previous functions.
- ✂ Ask friends for caterers that they have used previously.

## SERVING STYLES

**Standard sit-down** – the food is plated in the kitchen and it is served while the guests are sitting down.

**Russian style** – the food is plattered. The server serves each guest a portion of the food.

**French style** – the food is plattered. The platters are presented to the guests and they pass and serve themselves.

**Family style** – the food is placed in bowls in the middle of the table, and each guest helps himself.

**Buffet** – the guests stand in a food line.

## CATERER WORKSHEET

DUTIES AND CRITICAL INFORMATION	
Name of caterer (company)	
Address of caterer	
Phone number of caterer	
Date of reception	
Address of reception	
Time of reception	
Is the event indoors or outdoors?	
Is there a kitchen with stoves, refrigerators etc?	
Is it a formal sit-down or buffet?	
If sit-down, will it be standard, family style, Russian or French style?	
Number of guests (including DJ)	
Time for cocktails to be served	
Time for main meal to be served	
Dress code	
Buffet – will the guests serve themselves?	
Cocktails – are they served, or are they set down before the start of the function?	
Is a bar service included?	
Is liquor included in the bar service?	
Do you provide the wedding cake?	
MENU: Cocktails	
Main course	
Main course (cont.)	

<b>Salads</b>	
<b>Desert</b>	
<b>Side dishes</b>	
<b>Bread</b>	
<b>Beverages</b>	
<b>Cost per guest</b>	
<b>Cost for children</b>	
<b>Cost for glassware, cutlery, crockery, linen etc. (if supplied)</b>	
<b>Corkage fee (if necessary)</b>	
<b>Deposit</b>	
<b>Deposit to be paid by</b>	
<b>Final payment due by</b>	
<b>Others</b>	

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**FUNCTION PLANNER**

**CATERER**

**DATE**

## CHOOSING A PHOTOGRAPHER/VIDEOGRAPHER

With good photos and a video of the day the memories of your wedding day could last a lifetime. A single image, taken with skill, can reveal some of the most intimate feelings between bride and groom. The challenge is, however, to get the best photographer for the task.

### A FEW IDEAS TO ASSIST YOU WHEN YOU SHOP FOR A PHOTOGRAPHER/VIDEOGRAPHER

- ✂ Look through bridal magazines and wedding websites for photographers. They often use these methods of advertising, and they sometimes display some of their previous photos in these adverts.
- ✂ Images from adverts could give you inspiration of what shots you want taken.
- ✂ Look for about three photographers who's work you like, and ask them for full portfolios.
- ✂ Ask them to include photos from previous **weddings** in their portfolios.
- ✂ Look at the quality and innovativeness of the photos.
- ✂ It is important that you feel comfortable with the photographer – it will be difficult to look relaxed if you do not feel comfortable with the photographer.
- ✂ Start looking at least six months before the wedding, as many of the quality photographers are booked long in advance.
- ✂ If your budget is limited, it is a good idea to still make use of a good photographer, but just use one of the cheaper offers with less photos.
- ✂ As for a list of possible poses throughout the day (dressing, ceremony, main photo session after the ceremony and during the reception)
- ✂ Ask if his company do wedding videos/DVD as well – it is often a good idea to get both the photos and the video/DVD done by the same company.
- ✂ The video or DVD, as with the photos, need a creative person to really capture the essence of the event.
- ✂ The only way that you can really measure the quality of a videographer's work, is by looking at some of his past work.

**When you set a time for your wedding, remember to leave enough daylight time after the ceremony for the main photo session. If you want photos taken in a special area, remember to book it beforehand. Discuss the whole issue of a photographer and videographer in the ceremony with the minister/priest beforehand, as not all of them are happy with a photographer walking around during the ceremony.**

# PHOTOGRAPHER WORKSHEET

DUTIES AND CRITICAL INFORMATION	
Date	
Name of photographer (company name)	
Telephone number of photographer	
Address of ceremony	
Time of ceremony	
Address of reception	
Time of reception	
Address where bride is getting dressed	
Photo package	
Number of colour prints	
Number of black and white prints	
Date when can the photos be collected	
Address where photos must be collected	
Total costs of services	
Deposit	
Deposit to be paid by	
Final payment due by	
Others	

\_\_\_\_\_  
FUNCTION PLANNER

\_\_\_\_\_  
PHOTOGRAPHER

\_\_\_\_\_  
DATE

# Her & Hiss Calender

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## HER CALENDAR

### Six months to go:

- Draw up a guest list.
- Work out a budget (this could determine a lot of things that you can or can't do).
- Book a venue for the ceremony and the reception.
- Arrange for catering (don't limit yourself to only one choice ... get a few quotes and keep both quality and price in mind when you make your decision).
- Choose a colour scheme.
- Decide on a bridesmaid(s).
- Pick and book a honeymoon venue.
- Make an appointment with the minister or priest and at the same time arrange for pre-marital counseling.
- Arrange for someone to play the organ at the ceremony.

### Five months to go:

- Arrange leave from work.
- Hire chairs, tables and crockery.
- Choose wedding rings.
- Order a wedding cake.
- Book wedding cars.
- Get a photographer and someone to make a video (many photographers do both).
- Arrange music for the reception as well as someone to do a solo at the ceremony.
- Visit fashion designers until you find the bridal wear that you like.
- Assist your future husband to buy a suit.
- Get all documents for the honeymoon (passport etc.) in order.

### Four months to go:

- Arrange a master of ceremony.
- Choose music and devotions.
- Order stationery.
- Decide what flowers you want for the ceremony and reception and keep in mind that some flowers are seasonal.
- Order the flowers at a florist.

### Three months to go:

- Confirm catering arrangements.
- Let your mother and future mother in law decide on their clothes for the wedding day and make sure that the colours don't clash.
- Arrange the dress for the bridesmaid.
- Start with regular manicures.
- Visit a gynecologist.

### Two months to go:

- Send out the wedding invitations.
- Visit a lawyer and draw up your prenuptial agreement.
- Purchase special underwear for the wedding day as well as for the honeymoon. This will make you feel special and give you more self confidence.

### One month to go:

- Discuss the final menu with the caterers and give them the estimated number of guests.
- Decide on a suitable hairstyle. Visit your hairdresser with your veil.
- Practice your make-up.
- Make hair and beauty appointments (find out who else would like to visit your hairdresser and make appointments for them as well).
- Make sure that your bridal garment and the dress(es) of your bridesmaid(s) fit and choose wedding shoes.
- Arrange accommodation for out-of-town family and friends.
- Arrange a venue where you and your bridesmaid(s) will get dressed.
- Set up a sitting plan if the reception is very formal.
- Start packing for your honeymoon.

#### **One week to go:**

- Confirm the photographer.
- Confirm all other appointments of which you feel uncertain.
- Finalise all honeymoon arrangements with your future husband.
- Do a rehearsal with all the attendants and the priest or minister.
- Give the caterers the final number of guests.
- Wear in your wedding shoes ... sore feet on your wedding day is not nice.
- Visit a beauty salon and get all unwanted hair removed.
- Confirm all traveling arrangements.
- Confirm all arrangements for the reception.
- Arrange for someone to take the gifts home after the reception.
- Pack a small overnight bag for your wedding night.

#### **One day to go:**

- Collect or arrange with someone to collect the flowers at the florist.
- You should now start relaxing – get a stress release massage if necessary.
- Pack your suitcase for the honeymoon.
- Get a pedicure and manicure.
- Make a list of everything that you need to take with you to the venue where you will get dressed and get everything ready.

#### **On your wedding day:**

- Visit your hairdresser and make-up artist.
- Sit back and enjoy the journey through one of the most wonderful days of your life.



# HIS CALENDAR

It is not only the bride that has responsibilities. Let us spare a few moments for the bridegroom.

## Six months to go:

- Give your guest list to your fiancé.
- If you are going to share the expenses, discuss the details with your fiancé and her parents.
- Discuss the honeymoon plans with your fiancé. Visit a travel agent for ideas.
- Do the bookings for the honeymoon venue(s), as well as for transport.
- Arrange transportation for the wedding party to the ceremony and the reception.
- Decide on a best man.

## Five months to go:

- Organise a bar/drinks for the reception (do not order the champagne for toasts or sherry yet, as at this stage you do not know the number of guests that will attend) .
- Purchase the wedding rings with your fiancé.
- Buy a suit and shoes.
- If the honeymoon is abroad, arrange for passports.

## Four months to go:

- Order the corsages and bouquets for the retinue (remember the brides bouquet.

## Three months to go:

- Book accommodation at a nearby hotel for you and your future wife for the wedding night.
- Visit your doctor for a complete checkup and a blood test.
- Shop for clothes for your honeymoon if you do not have enough.
- Look for small gifts for the attendants chosen with your bride.

## Two months to go:

- Visit a lawyer with your fiancé and draw up your prenuptial agreement.

## One month to go:

- Arrange a driver for the wedding car and make sure that someone will put ribbons on the car.
- Confirm all your honeymoon arrangements.

## One week to go:

- Buy champagne for the toasts at the reception, as well as wine for the tables. If you want sherry for the guests as they enter the reception, make sure to purchase this as well. Keep in mind that there will be children as well as other guests that do not use alcohol, so remember to buy grape juice or arrange for a punch for the tables.
- If you are going to make use of your own transport on your honeymoon, take your vehicle for a service, and make sure that it is in a good condition.
- Confirm the booking at the hotel for you and your bride for the wedding night.
- Buy a wedding gift for the bride.

## One day to go:

- Fill your honeymoon vehicle with petrol, check the water and oil and make sure the tyres are pumped.
- Plan your speech.
- Collect the corsages and bouquets.
- Pack your suitcase for your honeymoon.

## On your wedding day:

- Get you hair cut.

- Sit back, relax and enjoy the day.