

The magicdust Wedding Planner

Every wedding is as individual as the couple getting married but, whatever the budget, venue, size or style of a wedding, one thing is always true... you need to plan, plan, plan!

From the simplest, low-key affair to the grandest, formal occasion, and every type of celebration in between, the more planning that takes place beforehand, the less time and stress will be involved on the day itself. All you and your guests should need to worry about is enjoying every minute!

Keep this planner in your handbag. Personalise it once your wedding date is confirmed by working back and writing in real deadlines.

Feel free to do things earlier than the planner suggests (and to feel a little bit smug when you do!) but don't ignore any points unless they really don't apply to you. At magicdust we believe there's no set way to do things but some decisions have to be made at certain times for every wedding to be a success, and to get married life off to the perfect start!

You'll find tips and advice from magicdust throughout the planner and, when you need more inspiration, advice or an extra pair of hands, don't hesitate to contact us.

You can also sign up to our regular tips & advice email at magicdust.co.uk or by dropping a note to info@magic-dust.co.uk

'On The Day' coordination is our most popular – and important – service. Once you've sorted this you can relax knowing that the logistics of your wedding day are safe in the hands of a magicdust professional. We'll be invisible (in a good way) but invaluable.

Please don't go any further until you've decided on your priorities, at least three things about your wedding that neither of you will compromise on. Make every decision with these in mind. It might be the size of the cake, a fireworks display or lots of fantastic wine but, whatever it is, write it down now!

PRIORITIES

- 1.
- 2.
- 3.

12+ MONTHS BEFORE To be completed by (DATE).....

Set the budget & who's paying for what...

magicdust tip... It might be tricky finding out if parents are going to contribute financially, but at the very least you should work out how much YOU can afford to spend on your wedding before you spend a single penny.

Work out guest numbers & a rough guest list.

Pick several possible dates & check availability with the people you really want to be there.

Gather information on venues, visit lots, and book one.

Make a provisional booking with the registrar and an appointment to give notice.

Start envisioning your day and use a folder to store all your ideas...

magicdust tip... Use your folder to keep copies of all supplier invoices & contracts. Having everything close at hand will help to keep stress levels under control.

Speak to family & friends for supplier recommendations.

Book the key suppliers (according to your priorities).

Consider hiring a wedding planner to help you with your planning...

magicdust tip... hiring a wedding planner for on the day coordination at this point is a decision you won't regret. Good wedding planners get booked up really early so you'll be able to relax, knowing that you've got an experienced professional in your corner on your big day!

Start the search for your wedding dress – it's never too early.

6 MONTHS BEFORE To be completed by (DATE).....

Decide on style for wedding stationery and order invitations.

Think about sending 'Save The Date' cards if you're marrying during holiday season or have people travelling long distances.

Decide on readings and ceremony music...

magicdust tip... Consider asking people to choose their own readings and surprise you with them on the day. You'll need to trust them but it's a great way to ensure there's at least one thing you haven't had to plan!

Your dress should be ordered and you should have all your attendants measurements.

Register a gift list at your store(s) of choice.

Decide on groom and ushers outfits – arrange appointments to be measured.

Invest in wedding insurance...

magicdust tip... You're spending a significant amount of money on one single day and you'll be booking lots of things way in advance. BUY WEDDING INSURANCE!

Buy underwear and shoes – they're essential for dress fittings.

Meet with your florist so she really understands what you want.

If you're hiring linens, chair covers etc they should be ordered by now.

Book wedding night accommodation.

Reserve accommodation at or near your venue for wedding guests.

Start a good beauty regime...

magicdust tip... Don't start doing anything drastically different now unless you really need to. Instead, treat yourself to regular facials and enjoy the 'me time'.

Decide on a cake and meet the maker if appropriate.

Book any transportation needed for the wedding day.

Think about taking lessons for your first dance.

Book a hair stylist and/or make-up artist if required.

3 MONTHS BEFORE To be completed by (DATE).....

Send out invitations...

magicdust tip... Don't forget to include an RSVP deadline on your invitations – it makes chasing any stragglers much easier later on!

Plan hen/stag parties or delegate the responsibility.

Finalise honeymoon plans (including visas and vaccinations).

You can apply for a new passport in your married name now.

Call your registrar to confirm the booking and arrange a meeting.

Think about writing personal vows if you want to.

Buy your wedding rings.

Organise a wedding dress fitting & confirm a delivery date.

Buy gifts for parents & attendants...

magicdust tip... Save time by asking the store to giftwrap your gifts – you'll need every minute possible in the week before the wedding for much more important things!

Check bookings for men's outfits and get any children measured.

1 MONTH BEFORE To be completed by (DATE).....

Take your head-dress to your hairdressers for a trial run.

Finalise food & drink choices and order or print menus.

Start breaking in your wedding shoes at home.

Book final hair and beauty appointments.

Final meeting with venue to go through details.

Meet photographer & videographer & give them a 'must take' list and a contact for the day...

magicdust tip... Try to arrange to meet your photographer & videographer at your venue. This will save you precious time and enable you to show them exactly what you want, and where.

Buy a guest book.

Work out wedding day timings.

Enjoy your hen and stag parties.

Start to write & practise any speeches.

Double-check names in passports match honeymoon tickets.

Give your DJ or band a play list (& a NOT play list!).

Send thank you cards for any gifts already received.

Think about organising dinner for family/friends the night before the wedding.

Call ALL suppliers to confirm arrangements.

Draft your table plan...

magicdust tip... an old roll of wallpaper & a pack of sticky notes are all you need to make drafting your table plan easy-peasy. Draw tables round dinner plates on the back of the wallpaper, write names on sticky notes and then move people around as much as you like with no messy crossing out!

2-3 WEEKS BEFORE To be completed by (DATE).....

Final dress fitting.

Chase any outstanding RSVPs and make a final list.

Send final numbers to venue.

Double-check house insurance covers wedding rings & presents.

Order currency for honeymoon.

Buy any bits & pieces for honeymoon.

Wrap gifts & write cards for family & attendants.

Supply venue manager with a list of requests from other suppliers...

magicdust tip... Your wedding planner should organise this if they're coordinating your day but if you aren't using one make sure you give this list to someone responsible so there are no misunderstandings on the day.

Do a trial run of your journey to the venue for timings.

1 WEEK BEFORE To be completed by (DATE).....

Make sure all washing & ironing is done for honeymoon.

Pack your honeymoon toiletries & non-crushable items.

Final try-on of your entire outfit.

Finalise table plan & write place names.

Put cash in labelled envelopes for suppliers who need paying on the day.

Organise for someone to take your dress to the cleaners after the wedding.

Organise for someone to return all hired clothes to store after the wedding.

Pack everything you need to take to venue & triple-check.

Have your final beauty treatments & groom's final haircut...

magicdust tip... Don't have a facial any closer to the wedding day to avoid breakouts!

THE DAY BEFORE Date.....

Pack the last bits into your honeymoon case.

Layout your entire outfit and do a checklist.

Find out what time suppliers are arriving...

magicdust tip... Knowing who's going to be arriving when saves any unnecessary panics when the florist isn't there but you think they should be!

Draw up time plan for hair, make-up etc and display it to avoid having to answer millions of questions tomorrow!

Check who's got the rings.

Check your car if you're using it tomorrow.

Relax & enjoy a manicure & pedicure.

Enjoy a 'last supper' with family & friends but keep alcohol to a minimum.

Try to have an early-ish night!

ON THE DAY Date.....

Make sure someone has their eye on the time as you get ready.

Don't be late (but try not to arrive too early either...!)

Make sure someone is responsible for keeping things on schedule throughout the day.

Spend time with your partner...

magicdust tip... Find a spot where the two of you can take time out together and take the mental snapshots that will last you a lifetime!

Enjoy every single minute.

AFTER THE WEDDING

Write your thank you cards promptly & make them personal.

Let suppliers know if you were impressed with their service & send them photos if appropriate.

Don't ignore the legal stuff – your will needs to be in your married name.

Don't forget to arrange for someone to collect you from the airport.

Celebrate your one month anniversary in style!

Five more ways magicdust can help you...

Keep visiting magic-dust.co.uk – it's full of helpful info and is updated regularly.

While you're there, sign up for our regular tips and advice email.

Book a 'Power Hour' with a magicdust wedding planner to organise your thoughts quickly and effectively.

Treat yourself and your bridesmaids to a 'Girls Night In with magicdust' to get your wedding planning off to a flying start.

Have a serious think about asking magicdust to coordinate on the day itself, it's likely to cost less than any favours and be a lot more useful!

magicdust – refreshing, simple, invaluable

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