

This is a guide for wedding and civil partnership planning - not necessarily in strict order of events but more of a prompt to consider. One of the main things to remember is that many venues and suppliers get very booked up in advance (sometimes years). If you can consider a Thursday or Friday or a Sunday wedding you may also give yourself more options.

Agree to be married or have a civil partnership ceremony	
Look at provisional dates	
Book time off from work	
Start doing some research online – use the Pollen Directory for tips	
Start looking at venues - book show rounds.	
Visit some wedding fairs – if possible at your 1st choice venue	
Decide on provisional budget - see our Pollen gift vouchers, other suppliers may have similar schemes	
Agree on wedding ceremony style and theme, look in magazines for ideas and trends	
Make guest list decide on a provisional number of guests – this can change	
Choose/invite the best man/woman, page boys and ushers	
Choose/invite maid of honour, bridesmaids, flower girls	
Select/invite witnesses	
Choose the ideal date, location and venue	
Book the venue, nowadays many venues are licensed for the ceremony so you can do the whole day in one place if you wish	
If you are having a religious ceremony book the minister, if you would like to get married at the Brighton Royal Pavilion for example and then move to the reception venue you will need to book the registrar. Use this site to assist with locating www.registerofficeweddings.co.uk	
Arrange wedding rehearsal if required	
Book the reception venue	
Consider a food tasting of your chosen menu	
Book the catering any special dietary requirements to be considered and children's meals	
Arrange alcohol, soft drinks and bar staff if necessary	
Arrange marquee if required	
Book chair covers and sashes	
Book a venue dressing company (swags, drapes, twinkling lights) if that fits your theme	
Book toastmaster if required	
Book the photographer/videographer	
Organise honeymoon budget, where to go, for how long	
Order your wedding dress	
Order Grooms outfit	
Order outfits for a civil partnership	
Order outfits for bridesmaids/wedding party	
Book hair, beauty and make-up specialists	

Order your wedding rings	
Decide on Order of Service, arrange printed sheets	
Order flowers – book a consultation – use our latest weddings gallery at www.pollenflowers.co.uk for inspiration	
Book entertainment/musicians/DJ/close-up magician	
Choose your first dance song – consider dancing lessons	
Arrange any additional equipment – lawn games for fine weather, storm lanterns and tea lights for the evening (check with your venue what is allowed)	
Order your wedding cake – hire stand and knife if needed	
Order other decorations balloons, favours etc.	
Draw up seating plan for reception	
Arrange the Hen/Stag party	
Design and order invitations include directions and accommodation suggestions for guests	
Decide wedding gift list	
Purchase gifts for wedding party	
Arrange transport between venues – book a wedding car	
Organise wedding insurance	
Does home insurance cover your new gifts?	
Someone to take care of the children / pets if necessary	
Notify banks of your change of surname	
Arrange transport for going away	
Check passports are valid change to married name if appropriate (do this in plenty of time)	
Arrange visas if necessary (leave plenty of time for this)	
Organise inoculations if required (leave plenty of time)	
Buy travel insurance	
Buy going away outfits, honeymoon clothes and luggage	
Buy wedding dress box for storage	
Consider having your bouquet preserved by a specialist preservation company	
Book your first nights accommodation	
Prepare speeches for reception – there are writers who can help you with this if it isn't something that comes naturally- see directory	
Arrange thank you cards	
Make your confetti cones – use our cone template and freeze dried petals www.pollenpetals.co.uk	
Check clothes fit comfortably and wear in wedding shoes	
Ensure all attendants know their role, timings, venues, etc.	
Check the weather forecast adapt the plans if necessary	
Final checks on all the above prior to the big day	
At this point in the list you may be considering a wedding planner's services :-)	
Look forward to a very special day !!	

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