



# Bride

name \_\_\_\_\_

add \_\_\_\_\_

tel (h) \_\_\_\_\_ (w) \_\_\_\_\_

cell \_\_\_\_\_

e-mail \_\_\_\_\_

date of birth \_\_\_\_\_

id \_\_\_\_\_

bank \_\_\_\_\_

acc. \_\_\_\_\_

branch \_\_\_\_\_

type \_\_\_\_\_

credit card \_\_\_\_\_

card no. \_\_\_\_\_

doctor \_\_\_\_\_ (t) \_\_\_\_\_

other \_\_\_\_\_

# Groom

name \_\_\_\_\_

add \_\_\_\_\_

tel (h) \_\_\_\_\_ (w) \_\_\_\_\_

cell \_\_\_\_\_

e-mail \_\_\_\_\_

date of birth \_\_\_\_\_

id \_\_\_\_\_

bank \_\_\_\_\_

acc. \_\_\_\_\_

branch \_\_\_\_\_

type \_\_\_\_\_

credit card \_\_\_\_\_

card no. \_\_\_\_\_

doctor \_\_\_\_\_ (t) \_\_\_\_\_

other \_\_\_\_\_

# Bridal party

m (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

f (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

moh (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

bm 1 (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

bm 2 (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

bm 3 (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

bm 4 (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

fg (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

m - mother | f - father | moh - maid of honour | bm - bridesmaid | fg - flower girl

# Groom's party

m (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

f (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

bm (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

gm 1 (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

gm 2 (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

gm 3 (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

gm 4 (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

pb (t) \_\_\_\_\_ (w) \_\_\_\_\_

(e) \_\_\_\_\_

m - mother | f - father | bm - best man | gm - groomsman | pb - page boy

# Budget

Decide on a budget

Get both families together to discuss the budget and who will pay for what

## bride's family

- All reception venue costs: food, beverages and decor
- Flowers: ceremony, bride's bouquet, bridesmaid bouquets and reception
- Gifts for bride's wedding party
- Musicians
- Stationery and invitations
- Brides gown, veil and jewellery
- Bridesmaid's dresses
- Wedding photographer
- Transportation of wedding party
- Groom's wedding band and present

## groom's family

- Groomsmen's suits
- Gifts for groom's party
- Corsages for mothers and button holes for groom's party
- Pastor's fee
- Travelling expenses
- Rehearsal dinner
- Bride's wedding band and gift

# Responsibilities

## bride

- Announce engagement and plan engagement party
- Choose your wedding party
- Make a guest list and include your parent's guest list
- Shop for wedding attire
- Consult bridesmaids on the style of their dresses
- Meet and choose make-up artist, hairdresser, beauty therapist etc
- Choose florist and flowers
- Buy gifts for groom, bridesmaids and flower girl
- Arrange marriage counselling
- Arrange wedding rehearsals
- List wedding gifts received and send thank you cards

## groom

- Choose your wedding party
- Make a guest list and include your parent's guest list
- Organise payment for church, pastor, venue etc
- Buy gifts for bride, best man, groomsmen and page boy
- Make arrangements for first nights' accommodation and honeymoon
- Prepare speech

## bride and groom

- Choose your wedding date
- Choose the theme of the wedding
- Choose rings
- Confirm guest list
- Create seating plan
- Compile gift registry
- Choose venue, photographer, videographer, wedding car, entertainment, menu etc

## parents

- Consult on who is assisting with arrangements and service payments
- Make accommodation arrangement for out of town guests
- Make sure guests are comfortable, make introductions and socialise with guests

## matron of honor

- Arrange parties and showers
- Assist bride with arrangements and bridal attire
- Help bride on the wedding day and assist mother of the bride, bridesmaids etc
- Hold bride's bouquet, engagement ring and groom's wedding band at the ceremony
- Sign register as a witness
- Check bride's make-up, assist her during the photo shoot and during the reception

## best man

- Organise bachelor party
- Drive the groom to the wedding ceremony, stand next to him and hold the bride's wedding band and hand it to groom during ceremony
- Sign the register as a witness
- Pay for ceremony and venue fees with monies given by the groom
- Make sure all guests have transport to the reception
- Assist the photographer with family and group photographs
- Prepare speech, read out the letters/emails and best wishes from those who were unable to attend the wedding
- Ensure that all runs smoothly and timeously at the reception
- Organise delivery of bride and groom's luggage at the first nights' accommodation

# ♥ Checklist

## 12-24 Months before the wedding

- ♥ Set a wedding date
- ♥ Decide on a budget, and review it with all parties involved
- ♥ Shop around for a reception venue and reserve it
- ♥ Choose the perfect place for your wedding ceremony and reserve it

## 9-12 Months before the wedding

- ♥ Select who will be in your wedding party
- ♥ Select your wedding officiant
- ♥ Create your guest list
- ♥ Send out save the date wedding cards
- ♥ Decide on wedding colours
- ♥ Shop for and purchase wedding dress and accessories
- ♥ Shop for and choose bridal party dresses and accessories
- ♥ Get references on photographers, videographers, DJ's, caterers, musicians and florist. Check references and then choose the right professional and reserve them

## 6-9 Months before the wedding

- ♥ Select floral arrangements for wedding reception tables, bouquets, centrepieces, displays, corsages etc.
- ♥ Reserve the appropriate wedding day transportation
- ♥ Decide on a honeymoon location and make your reservations (don't forget to get your passports if need be)
- ♥ Reserve accommodation for out of town wedding guests
- ♥ Register for wedding gifts

## 4-6 Months before the wedding

- ♥ Select tuxedos for groom, groomsmen and fathers' of the bride and groom
- ♥ Select wedding cake if it was not included with the reception package
- ♥ Shop for and purchase wedding rings
- ♥ Choose wedding invitations and place order or begin making them
- ♥ Select favours, ribbons, napkins or anything else that will require printing and place an order
- ♥ Advise supervisor or boss at work of upcoming nuptials and schedule your annual leave time accordingly - this should be done according to workplace annual leave policy

## 2-4 Months before the wedding

- ♥ Shop for and purchase reception accessories such as wedding favours, flutes for toasting, garter, guest books, and of course, something-old-something-new-something-borrowed-something-blue
- ♥ Write invitations and mail (minimum 2 months in advance)
- ♥ Purchase gifts for wedding attendants
- ♥ Write wedding vows or select pre-written wedding vows
- ♥ Make bar or beverage arrangements for reception

## 1 Month before the wedding

- ♥ Final fitting for all wedding attire
- ♥ Confirm reservations for all professionals and facilities reserved
- ♥ Make hair, make-up and manicure appointments
- ♥ Prepare and obtain, if necessary, all legal documents and apply for your marriage license

## 1 Week before the wedding

- ♥ Confirm RSVP count with venue
- ♥ Begin packing for wedding day and honeymoon
- ♥ Rehearsal dinner

## Day before the wedding

- ♥ Distribute wedding attendant gifts
- ♥ Lay out wedding attire
- ♥ Go to bed early, tomorrow's a BIG DAY!