

Wedding Checklist 1

At Hotel Istana, We would like you to have a smooth and memorable fairy tale wedding. As a guide, we have provided you a checklist as a point of reference of what needs to be done leading up to the wedding.

12 months prior

- o Announce your engagement.
- o Decide on a budget and hash out who's contributing.
- o Pick your preference for wedding date and time and finalize.
- o After confirming with important guests, location or officiant.
- o Bride: It's never too early to begin thinking about your gown.
- o Start by figuring out what style will look best on you.

9 months prior

- o Contact Hotel Istana.
- o Book your reception date as soon as possible.
- o Begin working on preliminary wedding guest list and decide on approximate wedding size. Request lists from parents and create your own wish list.
- o Choose your attendants / groomsmen and ask them to do you the honour.
- o Hire a consultant (if you are using one).
- o Choose a colour scheme, if you so desire, taking into account the décor of the room/ areas you have reserved for your ceremony and reception (our wedding consultant can help).
- o Hash out a rough price per-head and begin working on a menu (our wedding consultant can help).
- o Decide on and meet with your officiant to discuss ceremony structure and any religious requirements (counselling etc).
- o Interview and get price lists from several photographers and videographers
- o Book reception band or DJ, execute contract and send deposit.

6-8 months prior

- o Reserve photographer and videographer, decide on package, execute contract and send deposit.
- o Bride: start shopping for bridesmaid dresses.
- o Make sure your honour attendants and bestman are aware of what you expect of them – providing a list of their duties will help.

Wedding Checklist 2

- o Set aside blocks of hotel rooms for out-of-town guests (Hotel Istana has special room rates for wedding guests).
- o Contact out-of-towners with the final wedding date and time so they can earmark the date.
- o Finalize the guest list.
- o Start working on your invitation wordings and design. It's also the time to schedule your photo session if you are to include your photo(s) in your invitation cards.
- o Finalize the menu and service details with Hotel Istana.
- o Order your invitation cards and announcements (don't forget plenty of extra envelopes).

4-5 months prior

- o Groom : decide on the style of your formal wear.
- o Start planning your honeymoon.
- o Book hotel room for your wedding night (Hotel Istana provides complimentary one night stay at the bridal suite).
- o Book your honeymoon and make travel reservation (our wedding consultant can help).
- o Decide on a floral scheme, choose flowers and negotiate prices with the florist. Be sure to sign a contract outlining what you have agreed upon.

2-3 months prior

- o Bride: curious to try out a beauty routine? Want to experiment with self-tanners or try a facial? Now is the time.
- o Shop for and purchase wedding rings.
- o Schedule portrait session if you need.
- o Bride: Make sure your attendants purchase their dresses and accessories.
- o Make or buy favours. Allow extra time for custom-made favours (chocolate/ pralines/ pre-printed box).
- o Get anything you need for an international honeymoon (passport, birth cert., visas, vaccinations etc).
- o Pick up your invitation cards.
- o Start taking better care of yourself (eat right, exercise) so you look and feel great come wedding day.
- o Bride: begin your fittings.
- o Send out invitation cards (be sure to add extra postage for overseas guests).

Wedding Checklist **3****6 Weeks**

- o Confirm reservation for out-of-town guests.
- o As you receive presents, be sure to update and / or add items to your registry list.
- o Bride : Attend final wedding-gown fitting.
- o Set aside some time to write thank you notes for gifts received at the bridal shower.
- o Buy a guest book (and nice pen) - our wedding consultant can help.

3-4 weeks

- o Finish and print ceremony programmes (our wedding consultant can help).
- o Work on your sparkling smile. Cut back on tea, coffee and tobacco and try whitening toothpaste. You may also want to consider a professional bleaching by a dentist or using an over-the-counter whitening system.
- o Bride: Get final pre-wedding haircut, if necessary.
- o Work out wedding timing and details (who will get the bride there etc and draw up schedule).
- o Call guests who haven't RSVP's for the wedding and rehearsal dinner (it's okay to do this, you need a final head count).
- o Determine any wedding day assignment for members of the wedding party and make lists/info sheets as needed.
- o Give final head count to the hotel. Confirm set-up instructions and menu items.

1-2 weeks

- o Finalise seating chart. Buy materials for and make place cards.
- o Confirm location, date and time with photographer and / or videographer and give them a "must take" lists.
- o Bride : Get a manicure and pedicure and confirm big-day beauty appointments.

A Day Before

- o Rehearse the ceremony with officiant and wedding party.
- o Get some much-needed sleep – if you can!

The Wedding Day

- o Relax smile and enjoy the day.
- o Take a moment to thank parents and tell them you love them – this is a sweet but sad day for them.