

# Magic for Weddings Wedding Planner

12 Months Before or As Soon as Possible

Set the Date:.....

Church or Civil Venue Address:.....  
.....  
.....

Name of Officiant:.....

Date Visited:.....

Telephone Number & Email:.....

Approximate Number of Guests:.....

Ideas for style, size, theme etc:.....  
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.....  
.....  
.....

Wedding Coordinator Name & Address:.....  
.....

Telephone No. & Email:.....

Day Reception Address:.....  
.....

Telephone No. & Email:.....

Evening Reception Address:.....  
.....

Telephone No. and Email:.....

Caterer Name & Address:.....  
.....

Telephone No. and Email:.....

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Wedding Planner

8 Months Before

Wedding Dress Supplier Name & Address:.....  
.....  
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Telephone No. and Email:.....

Other Accessories Name & Address:.....  
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Telephone No. and Email:.....

Bridesmaids Outfit Suppliers Name & Address:.....  
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Telephone No. and Email:.....

Menswear Suppliers Name & Address:.....  
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Telephone No. and Email:.....

Caterer's Name & Address:.....  
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Telephone No. & Email:.....

Florist's Name & Address:.....  
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Telephone No. & Email:.....

Confectioner's Name & Address:.....  
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Telephone No. & Email:.....

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8 Months Before

Photographer's Name & Address:.....  
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Telephone No. and Email:.....

Videographer's Name & Address:.....  
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Telephone No. and Email:.....

Stationer's Name & Address:.....  
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Telephone No. & Email:.....

Gift Registry's Name & Address:.....  
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Telephone No. & Email:.....

DJ's Name & Address:.....  
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Telephone No. & Email:.....

1st Entertainer's Name & Address:.....  
.....

Telephone No. & Email:.....

2nd Entertainer's Name & Address:.....  
.....

Telephone No. & Email:.....

# Magic for Weddings Wedding Planner

## 8 Months Before

Wedding Transport Suppliers Name & Address:.....  
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Telephone No. and Email:.....

Attendants Thankyou Gifts:.....  
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Telephone No. and Email:.....

Wedding Insurance Broker's Name & Address:.....  
.....

Telephone No. and Email:.....

## 6-4 Months Before

- 1, Send out invitations.
- 2, Make sure that all suppliers have been contacted and where necessary deposits are paid and contracts returned.
- 3, Book Honeymoon.

Travel Agent's Name & Address:.....  
.....

Telephone No. & Email:.....

- 4, Write Speeches.

Speech Writer's Name & Address:.....  
.....

Telephone No. & Email:.....

# Magic for Weddings Wedding Planner

## 2-1 Months Before

Dress Fitting Date:.....

Appointment with Hairdresser Date:.....

Appointment with Beautician Date:.....

Have Attendants arranged Hen & Stag Night?.....

Final Number of Guests:.....

Confirm with Venues and all Suppliers.....

Prepare Seating Plan:.....

## 1 Week Before

Put Outfit and Accessories together:.....

Start Packing Suitcases for Honeymoon:.....

Keep in touch with suppliers and notify them of any changes:.....

Make a time chart for the day:.....

## **The Big Day!**

Don't panic! With everything planned what can go wrong? So relax, smile and enjoy yourselves.

Oh and good luck for your future together from Ian at

[www.magicforweddings.co.uk](http://www.magicforweddings.co.uk)

Please use this as a guide to help plan your wedding. I'm sure there are a thousand things that I've not included here, if you can think of anything important that I've left out I'd be glad to hear from you.

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