

To-Do List

Planning a wedding can be daunting, but don't panic—we've put together this handy guide to help you every step of the way

12+

Announce your engagement
Pick a date for the wedding
Set your wedding budget
Engage a good wedding planner
Start putting together your guest list
Research options for your venue and book it
Invite people to be part of your bridal party
Start researching and collecting ideas for your theme

*Listen to your heart and trust your instincts. Take time and care when choosing your wedding planner and vendors — make sure they understand your vision. It is imperative to work with professionals that you feel absolutely comfortable with and can entrust to do the best job," Evelyn Mills, Marriage Maestros

10-12 MONTHS

MONTHS
Start putting together the full programme (including festivities before and after the big day) with your wedding planner
Finalise the design of your invitations and other stationery and have them printed
Buy cake coupons to include in the invitations, if it's a Chinese wedding
Start looking around for your wedding dress. Ideally, you should have bought your dress about 10 months ahead of time
Confirm bookings for all vendors, such as the florist, photographer, videographer, make-up artist, hairstylist, marriage celebrant, musicians and other entertainers
Send out your save-the-date cards

"Less is more. Limit your outfits. Spend less time on changing your wardrobe and more time with your guests. Nothing is worse than an absent bride at her own wedding, "Evelyn Mills, Marriage Maestros



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MONTHS
☐ Send out your invitations
☐ Do your pre-wedding photo shoot
☐ Book your celebrant and/or pastor
☐ Choose and order the wedding favours
☐ Finalise the look for your wedding party and collect their measurements
☐ Start planning your honeymoon
"It's a family affair. Be respectful of and sensitive to your family's wishes and desires. Get your wedding planner to help mediate and accommodate differences in opinions and cultural traditions," Exclyn Mills, Marriage Maestros
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MONTHS
☐ Register your Notice of Intended Marriage, if you are getting married in
Hong Kong or planning to register in Hong Kong
☐ Draft the schedule for the wedding day
 □ Choose your wedding cake □ Sign up for dance lessons, if that is part of your plan
☐ Choose your wedding bands
☐ Contact people on your guest list who have yet to reply to the invitation
Contact people on your guest list who have yet to reply to the invitation
"There will definitely be some stressful moments along the way. Just remember that it will all come together in the end and that it will be a fun and fabulous occasion," Elle Chui, Only Mine
2 MONTHS
☐ Work with the venue to finalise sound and lighting arrangements
☐ Finalise the style of the floral arrangements and other decorations
☐ Finalise the menu and drinks selection
☐ Arrange all the transport for the day—for you, the wedding party, guests
and the crew
☐ Finalise the design of items such as menus, place cards and table cards, and have them printed
☐ Buy the guestbook, pens and ring pillow
☐ Prepare a list of duties for the wedding party and family members
☐ Confirm hotel reservations for guests flying in from overseas and
for yourself
☐ Invite someone to be the master of ceremonies at the reception
"Toy to deligane as many of the duties as possible to your welding party but avoid

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	MONTH
	 Make sure all outfits for the wedding party and the parents are ready
	☐ Finalise your accessories for the day
	☐ Put together the playlist for both the ceremony and the reception
	☐ Final fitting for your bridal gown
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	WEEKS
	☐ Finalise the rundown and send it to all the vendors, such as the venue,
	photographer, videographer, band, make-up artist, hairstylist and
	celebrant/pastor
	☐ Send out the rundown to everyone in the wedding party
	☐ Finalise the delivery details with your vendors
	☐ Meet with the master of ceremonies to discuss the final programme
	☐ Send the final number of guests and final seating arrangements to the venue
	 Collect any photos and albums from the pre-wedding shoot that will be displayed at the wedding
	☐ Pick up the wedding gown and tuxedo
	□ Schedule a facial
	"For a Western wedding, couples normally will have the rehearsal and rehearsal
	Karen Wang, Tiara Wedding & Event Planning
	Karen wang, Tara wedding ee Event Franting
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	WEEK
	☐ Send all wedding favours, stationery (such as menus and place cards),
	photos, candleholders and other accessories that will be used to style the wedding to the venue
	☐ Finalise the programme for the wedding ceremony
	☐ Finalise your vows for the ceremony, if you are writing your own vows
	☐ Schedule a manicure and pedicure
	☐ Prepare any cash payments for vendors that will be needed on the day, and
	brief whoever will be in charge of them
	"Normally, the bride and groom have lots of errands to run just before the
	wedding day. Try to avoid this and do it all a few days earlier,"
	Karen Wang, Tiara Wedding & Event Planning
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Check into the hotel. Once you are in the room, immediately hang up your wedding dress and any other gowns that you will be wearing
Store all jewellery and other valuables in the safe
Rehearsal for the ceremony
Pass your gifts to the wedding party
Make sure you have printouts of the rundown, or delegate this task to someone in the wedding party



☐ Make sure that you have your vows on hand	(if you wrote your own), as
well as your speech	

- ☐ Double check that your wedding planner knows who is the point of contact in your wedding party
- ☐ Relax and enjoy the day!

"You and your fiance only have one day in your lives to be the bride and groom so relax and remember that everything has already been confirmed—enjoy the outcome and stay happy," Karen Wang, Tiara Wedding & Event Planning

After THE WEDDING

Make arrangements to dry-clean and prepare your wedding dress for storage
Write thank-you notes to your wedding party, the guests and the vendors

☐ Settle any remaining payments

LIST OF CONTACTS

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