



Booking Your Wedding and the Plans that Follow...

12 - 18 months before

- Decide on a rough date, budget and ideal guest numbers for both day and evening
- Purchase wedding insurance before making any wedding related purchases
- Book a tour of favourite venue, agree a date and contracts.
- Book Worcestershire registrars from 2.00pm or Church service
- Send out save the dates to your guests
- Start Pinterest boards and gather ideas for the aesthetic
- Book an appointment for your wedding dress
- Research suppliers and make contact with Make up artists, hair stylists, photographers, videographers, cake makers, musicians, entertainers, venue stylists, Stationers for invitations, transport and any others you may have in mind.
- Book photographer, does this include an engagement shoot for you to get comfortable in front of the camera?

8-12 months before

- Book your menu tasting at Brockencote Hall with your choice of canapes, 2 starters, 2 mains and 2 desserts. Remember everything is bespoke so your set meal is designed by you to be enjoyed by all guests on the day – any dietary requirements will be catered for.
- Keep in mind the season of your wedding; cold, lighter dishes in summer, Warm and comforting in winter.
- Book catch up meeting with wedding planner – try to tie in with menu planning
- Start shopping for your Bridesmaid outfits
- Decide on a theme or style you like and think how you can carry this through to the smaller details too
- Finalise your guest list and order stationary
- Book your honeymoon Are you changing your name? If so you'll need to update all important documents such as your passport and drivers licence.
- Sign up for wedding gift registry or let guests know on invites how they can contribute to those Honeymoon or New Home
- Book entertainment, Make up artists, hairdressers, florist, cake, kids entertainment ...

4- 7 months before

- Pay 50% balance to Brockencote Hall
- Shop for Wedding rings
- Send invites and arrange return date 2 months prior to wedding at the latest to be able to advise venue at 6 weeks.
- Do you need to arrange transport for the big day?
- Begin your Table plan and use the templates available from Brockencote Hall

3 - 6 months before

- Buy wedding shoes
- Finalise table décor and venue décor with suppliers and ensure venue understand any requirements
- Groomsmen fitting
- Chase any late invites to finalise guest list
- Hen and Stag dos – enjoy!
- Wrap gifts for bridal party

1 month before

- Confirm full Rooming list to Brockencote Hall including if the room is a Twin or requires a z bed or cot
- Confirm full guest list, any dietary requirements, special access needs of guests to Brockencote Hall
- Pay final balance in full to Brockencote Hall. No refunds will be made for guests who cancel after this point.
- Create a photo list for the photographer of 'must have' shots and those that you would like captured
- Arrange and Wrap gifts for your party and those who have helped get you this far to present on the day. Bouquets of flowers from your florist are a great idea to hand out on the day too for mum's.

- Practise your first dance ...

2 weeks before

- Give your final notice to the church / registrars
- Give the DJ or band your favourite or requested songs – even a list of those you do NOT want featured
- Complete the Seating Plans
- Create a box for your photographer with the following items in ready for the wedding morning:
 - Your save the dates, wedding invitation, order of service
 - Your wedding shoes
 - Your something old, something new, something borrowed and something blue
 - Wedding rings and jewellery for the day
 - Any sentimental items you wish to have pictured
- Confirm with all suppliers your booking details, payment and times of arrival / collection to venue or address
- Break in your beautiful new wedding shoes (indoors) so you can enjoy them pain free ...
- Make any last-minute seating changes and send to stationer
- Give the best man or maid of honour their list of things to do in the build up and on the day to help you
- Confirm Honeymoon and pack for you both – put passports and travel documents together now too
- Collect any rented formalwear

The day before

- Go to the venue at designated time to drop all items off including: - Table names and guest name cards in the correct order and sealed per table. - Welcome sign and table plan (extra table plan printed to highlight all children and dietary by name) - Décor, menus, favours, post box, guest book, signage, sparklers, blankets for evening, bathroom supplies etc. - Overnight bag with clothes for couple the following day (everyone forgets a change of shoes!)
- Go through the order of the day with the venue to ensure nothing has been updated in the few days before
- Give the rings to the best man
- Have a manicure and pedicure and a fresh hair cut
- Get all the wedding clothes ready and steamed
- Hold the rehearsal dinner
- Enjoy a quiet night with your party
- Sleep well

On the day

- Have a decent breakfast and make sure any snacks are kept away from dresses
- Time for hair to be styled
- Ask someone to check the venue is how you envisaged; they can take pictures if it helps
- Get Dressed for the big occasion
- Remember your buttonholes
- Meet the registrars in the Heron Room
- Make your grand entrance, smile and enjoy every moment

After the big day

- Collect all items from bedrooms and those stored in Heron Room
- Check out at 11.00am
- Arrange an afternoon tea, lunch etc with close family and friends to reminisce
- Return any hired formalwear
- Send thank you notes to suppliers and guests
- Send links to official photographs to guests and suppliers for all to see and enjoy again