

Wedding Reception Planning Timeline

12-4 months prior:

- Decide on a Date and Time.
- Decide on your Venue and pay a holding deposit to secure it.
- Confirm your budget for wedding (incl. entertainment, decorations, menus etc).
- Choose a Florist.
- Choose a Photographer.
- Choose your Entertainment (DJ, Band, Etc).
- Decide on the type of MC – Family Friend or Professional.
- Think about – Bridal Party Gifts, Guest Gifts, table decorations, room decorations.

2-4 months prior:

- Order Invitations, place cards, Guest and Bridal Party Gifts
- Meet with Florist.
- Order the Cake.
- Book entertainment
- Decide on Menus for the event.
- Organise the MC.
- Arrange the Bridal Party Transportation.
- Order any Rental Equipment (Chair covers, candelabras, etc).
- Plan the Wedding Reception Running Order including Entry, Order of Speeches and farewells.
- Meet with your Wedding Co-ordinator. They will provide an event order for the wedding.

4-8 Weeks prior:

- Send out Invitations.
- Confirm entertainment booked.
- Conduct a Menu Tasting at the Venue.
- Meet your Wedding Co-ordinator to confirm the Wedding Reception Running Order, so they can you with provide updated event order.

2-4 weeks prior:

- RSVP date for event.
- Confirm Menu for the event.

1-2 week prior:

- Confirm final numbers.
- Final meeting with your Wedding Co-ordinator – Confirmation of all details, provide guest list, final event order issued & signed off on.

Day Prior:

- Deliver any Gifts, Place cards with instructions and other table decorations to your venue.

On the Day:

- Smile and Have Fun.