

Your Wedding Countdown by China World Hotel, Beijing

12 months before

- Enjoy the thought of being engaged and getting married to the love of your life!
- Send out the announcement of your engagement to family and close friends
- Consult the calendar for auspicious wedding dates and select a range of dates to discuss with partner and with both parties' parents.
- Ensure that both parties' parents meet and agree on wedding date and details of the wedding.
- Prepare guest invitation list from both parties' sides and forecast attendance.
- When wedding date and wedding guest list has been set and agreed by both parties, send out the save-the-date notice card to intended wedding guests.
- Compile and review wedding checklist of tasks to complete for planning and budgeting, including milestones for each month closer to the wedding date.

10 months before

- Select a few options for the venue of wedding ceremony and banquet; conduct site inspections together with partner (and with both parties' parents, if necessary)
- After completing site inspections, book the venue for wedding ceremony and banquet.
- Embark on initial stage of planning on wedding theme, decoration, invitations, menus, table set-ups, wedding party favours.
- Plan on wedding banquet entertainment and consider options for your emcee, musical entertainment (DJ/live band or musicians) and any audiovisual presentation (video or slide of your bridal shots or life as a couple).
- Consult fashion designers/stylists for the wedding gown/groom's wear/designs for outfits for key people in your wedding party.
- Start booking the key people to involve in wedding coordination, such as your wedding planner, the minister to officiate the ceremony, and plan and invite the people closest to both parties to include in the wedding party: the best man, maid of honour.
- Obtain list of marriage license requirements and follow up to ensure both of your paperwork are in order.
- If expecting guests from other cities/provinces/overseas, consider planning a destination wedding, complete with itineraries, sightseeing and other fun activities for guests.
- If expecting guests from other cities/provinces/overseas, consider creating a wedding website, which can be accessed by invited guests to view wedding detail updates.

6 months before

- Confirm the minister to officiate the ceremony and people closest to both parties to include in the wedding party: the best man, maid of honour, ring bearers, flower girls.
- Order your wedding invitation cards and start sending to invited guests. Keep track of the responses.
- Confirm bridal photography studio and car rental services, wedding theme, decoration, invitations, menus, table set-ups, wedding party favours.
- Confirm wedding banquet entertainment: Master of Ceremonies, musical entertainment (DJ/live band or musicians) and any audiovisual presentation (video or slide of your bridal shots or life as a couple).
- Confirm the wedding gown/groom's wear/designs for outfits for key people in your wedding party and start doing fittings.
- Begin regular facial and hair treatments and ensure to have a regular exercise and diet regimen and get plenty of sleep.
- Complete pre-marital health examinations.
- Plan for honeymoon and start booking flights and hotel accommodation.

4 months before

- Ensure that you and your groom know and understand the local rituals, culture and customs in weddings and that these are incorporated in your wedding programme, in meetings with your wedding planner.
- Purchase wedding rings and other jewelries.
- Plan in advance for finance management and family planning.
- Purchase furniture and home appliances for new home
- Confirm and book wedding ceremony and banquet photographer and videographer.
- Fix appointment with hair stylist to choose the hair styles for wedding day
- Get serious about your fitness regimen.

【For invigoration, join our China World Hotel Fitness Centre, with a professional fitness instructor weekly customized training plan, you will show off your best features in your designer wedding gown on your special day. 】

2 months before

- Confirm bridal hair style and make-up.
- Complete wedding photography.
- Confirm bridal gown and suits, gowns for mothers and suits for fathers
- Plan wedding coordinator's duties and responsibilities for the ceremony and banquet programme on the wedding day.
- Select helpers to assist during the ceremony and at the banquet reception. (Helpers

need to know both parties' guests)

- Confirm a Master-of-Ceremony
- Complete planning of wedding programme, including music and rundown of events.
- Choose menus and wedding cake for food tasting.

【To ensure the quality of our wedding banquet menus at China World Hotel, Beijing, our Chef will adjust the menu based on feedback receiving from the couple and family members. In addition, our award winning culinary pastry team will work with you and your groom and family members to design and create the wedding cake of your dreams.】

6 weeks before

- Select and invite the witnesses for wedding signing ceremony
- Reserve bridal car and parking space at the wedding ceremony and banquet venue.
- Apply for marriage leave
- Confirm honeymoon destination and itinerary. Make sure to apply for visas, if required.

4 weeks before

- Confirm helpers name list and duty roster
- Ensure all daily necessities for new home are in order
- Purchase any honeymoon necessities, including any new travel wardrobe required for your honeymoon.
- Confirm wedding banquet menu as well as beverages.
- Purchase wedding party favours for the wedding reception and thank you gifts or thank you cards for your helpers, wedding planner, maid of honour, best man and other key people who have helped to plan your wedding.
- Confirm all wedding details, including the ceremony and banquet reception, during a meeting with your wedding planner and the events specialists at your confirmed venue.

【At China World Hotel, Beijing, our team of events specialists and your dedicated wedding planner will assist in going over the meticulous details of your wedding ceremony and reception – to ensure that you and your groom get to enjoy every moment of the most significant day in starting your life together】.

2 weeks before

- Finalise wedding details with your hairstylist, makeup artist and photographer.
- Book one more appointment for facial treatment.
- Enjoy the round of bridal showers organized by your maid of honour and close girlfriends (for the bride) and the round of bachelors' parties organized by the best man and best friends of the groom.

- Keep track of the wedding guests' confirmations of attendance.

1 week before

- Confirm guest list and table seating arrangements for the wedding banquet reception.
- Confirm the wedding rundown with the wedding planner, events specialists and all helpers.
- Go for a manicure, pedicure & beauty treatment.
- Prepare cash for dowry and Hong Bao.
- Confirm all bridal accessories: bridal bouquet, veil, jewelry, silk stockings, shoes lingerie, and etc
- Send all beverages and goodies to the hotel for the wedding reception.

1 day before

- Confirm the next day's appointment with the makeup artist & hairstylist.
- Prepare ID card if checking in to the hotel
- Check with your wedding planner that all is proceeding well for the wedding set-up, table seat plans and
- Attend the wedding rehearsal at the confirmed venue.
- Go for a relaxing massage and get a good night's sleep.

Day of the Wedding

- Have a hearty breakfast.
- Invite good friends and relatives to the bride's home to pick up the bride.
- Get ready, have fun and look beautiful.
- Ensure someone, either the maid of honour or a family member, assist to look after valuables and gifts of the bridal couple.
- Maintain a relaxed, happy attitude all day and night and enjoy this once in a lifetime experience.

Kind Reminders from our Events Specialists:

- ❖ For the Bridal Couple:
 - ✓ Light and nutritious food are highly recommended
 - ✓ Exercise regularly or maintain activities, e.g. drinking herbal teas, to relax and enjoy
 - ✓ Keep a relaxed mind to stress and pressure – remember, this is your wedding to enjoy together
- ❖ We recommend the bride to wear medium height shoes instead of extremely high heels as the bride will be standing a lot during her wedding day. (Suggest white, silver, gold or light colour, which can easily match with red or white outfits)
- ❖ We recommend the groom to have two suits, formal attire and regular suit. (Or have one traditional costume based on nationality)
- ❖ We recommend the helpers to prepare empty Hong Bao envelopes at the reception table for guests