

Wedding Check List

12 to 9 Months Before

- Discuss related details with parents
- Set a wedding date
- Set a wedding budget and decide how many guests to invite
- Determine the type of wedding and the wedding venue
- Start looking for information regarding wedding venues
- Conduct a site inspection of all the venues and make a correlation table to compare them
- Select and book your wedding venue

8 to 6 Months Before

- Determine the date for the marriage registration
- Start looking for the wedding dress / tuxedo and the wedding photographer
- Discuss the arrangements for the honeymoon and start looking for relevant information
- Start looking for different wedding planners
- Confirm the wedding programme with the wedding planner

5 to 4 Months Before

- Confirm a date for wedding photograph taking
- Start looking for the final choice of a wedding gown and tuxedo
- If having a tailor-made gown, begin meeting the designer and do the first measurements
- If renting the gown, choose it as early as possible and make sure the gown is reserved
- Choose and tailor the dresses for the wedding ceremony (at least three sets)
- Purchase the presents for the return salute
- Discuss the wedding run down and arrangements with parents
- Contact the wedding venue to finalise the time of the ceremony
- Finalise honeymoon details and reservations (if going abroad, apply for visa / passports), and then apply for the marriage leave

3 Months Before

- Determine who will officiate at the wedding ceremony
- Discuss the decoration for the wedding venue
- Finalise guest lists
- Sketch out the content of the wedding invitation cards
- Purchase the wedding invitation cards
- Confirm the name list of the persons who will present speeches during the ceremony and inform the persons involved

Wedding Check List

3 Months Before

- Inform relatives and friends who live out of town and arrange transportation and accommodation for them
- Confirm the groomsman, bridesmaid, ring bearer and flowers girl
- Choose and confirm the place to do the hairdressing and make-up
- Design and purchase the full dresses for groomsman, bridesmaid, ring bearer, flowers girl and parents
- Choose and buy the wedding rings and other jewels

2 Months Before

- Hold the first pre-wedding meeting with all related persons to discuss the run down
- Make appointment with the make-up artist, hair stylist and photographer for the wedding; do a makeup and hair test before the wedding day
- Arrange food tasting and confirm the menu for the wedding
- Reserve the wedding cake and beverages
- Confirm the limousine service, photographer and videographer (If using a wedding planner, this step can be skipped)
- Select the flower shop and order the bouquet, headdress flowers, corsages and the flowers for the wedding venue and limousine
- The bride should begin to take good care of her skin

1 Month Before

- Send out the wedding invitation cards
- Hold the second pre-wedding meeting to finalise the responsibilities for each member
- Draw up the working procedures, working crew contact form, wedding materials list and the name list of the people in charge of the various aspects for the wedding
- Try on the gown and tuxedo again and begin to do the second measurements; prepare comfortable underwear and shoes
- Compose the content of the wedding speech and begin to discuss the wedding details with the emcee
- Purchase the wedding materials, for example the guest signing book and *Hongbao*, etc.
- Confirm the wedding attendees, according to RSVP list
- Make a draft of the attendees list and estimate the number of attendees
- Draft table arrangement and seating plans
- According to the number of attendees, confirm the requirements for tables, beverages, liquor and cigarettes

Wedding Check List

2 Weeks Before

- Hold the final pre-wedding meeting to reconfirm the wedding arrangements, and finalise the working crew, drivers, *Hongbao* collector and receptionist
- Call each attendee to obtain final confirmation and inform the attendees of the table arrangements
- Confirm the final run down of the wedding
- The couple should prepare an appreciation speech
- Purchase the miscellaneous items for the wedding, for example candies, dry nuts, liquor and cigarettes
- Finalise the menu and the number of tables

1 Week Before

- Confirm the wedding day run down and content with relatives and working crew
- If it is a church wedding, the marriage certificate needs to be prepared
- Begin to prepare the luggage for the honeymoon
- Have a full body treatment and hairdressing

1 Day Before

- Collect the gown and tuxedo, count and sort the clothes and jewelry in sequence, and then store them properly
- Collect all the flowers for the wedding
- According to the procedure form and check list, make sure all the items are properly prepared
- Go to sleep earlier than usual do not drink too much water to make sure you are fully prepared for the wedding

Wedding Day

- Final check to ensure that the couple has all the items that need to be brought to wedding venue
- Relax and enjoy

After Wedding

- Settle the entire bill for the wedding
- Check the amount of gift money; note the name and gift money amount received from each attendee
- Print out your wedding ceremony photos and send to your relatives for remembrance