

Your Wedding Countdown by Kerry Hotel, Beijing

6-12 months before

- Both parties' parents to meet and discuss on wedding date
- Gather wedding information for planning and budgeting
- Forecast attendance
- Select and book venue for wedding ceremony and banquet
- Discuss wedding theme including decoration color theme
- Confirm bridal photography studio and bridal gown
- Begin regular facial and hair treatments
- Pre-Marital health examination

3-4 months before

- Select and confirm wedding planner company
- Decide to stay in the hotel one night before or reserve bridal car
- Purchase wedding rings and jewelries
- Plan in advance for finance management and family planning
- Purchase furniture and home appliances for new house
- Complete wedding photography
- Confirm makeup artist & hairstylist
- Confirm groomsman and bridesmaid
- Plan for honeymoon
- Starting going on diet

2 months before

- Confirm a Master-of-Ceremony
- Make appointment with makeup artist & hairstylist to confirm makeup and hair style
- Confirm bridal gown and suits, choose gowns for mothers & bridesmaid and suits for fathers & groomsman
- Initial stage of plan for working crew and responsibility
- Confirm wedding working crew leader
- Wedding planning in details

6 weeks before

- Select and invite wedding attendance, confirm the witnesses and VIPs, verbally inform attendance
- Order wedding invitation cards
- Bridal gowns and suits trial
- Confirm honeymoon destination and itinerary

4 weeks before

- Send out invitation cards
- Select wedding helpers and decide responsibilities on the wedding day, especially those helping at the reception need to know both parties' guests
- Purchase wedding giveaway

2 weeks before

- Purchase beverage, candies and cigarettes for wedding banquet
- Confirm photographer
- Confirm agenda of wedding ceremony
- Reconfirm all necessities for wedding ceremony and banquet are ready

1 week before

- Confirm guest list
- Confirm wedding menu
- Final confirmation of set-up, VIP table, seating plan and etc
- Confirm the schedule on wedding agenda with all helpers
- Go for manicure, pedicure & beauty treatment
- Ensure all necessities for new house are ready
- Confirm setup time

1 day before

- Confirm appointment with makeup artist & hairstylist
- Prepare cash for dowry & Red Packet
- Send all beverages and goodies to hotel for wedding banquet
- Tidy up the new house
- Prepare ID card if stay in the hotel
- Final confirm all time arrangements
- Confirm all the accessories, silk stockings, shoes and etc
- Hanging all gowns and suits in wardrobe
- Wedding rehearsal if the venue is available
- Ensure sufficient rest and avoid drinking too much water before bed

Day of the Wedding

- Have a hearty breakfast
- Dress up & make up
- Invite good friends to bride's home or the hotel room to pick up the bride
- Ensure someone assist to look after the valuables at the reception table
- Prepare some snacks in the changing room
- Maintain the high spirit and enjoy the once in a lifetime experience

Kind Reminders from Wedding Specialist:

- ❖ Bridal couple to pay attention to their health and diet:
 - ✓ Avoid spicy food and strong taste food
 - ✓ Light and nutritious food are highly recommended
 - ✓ Try not to have strenuous exercise, keep a relaxed mind which will relieve all stress and pressure
- ❖ Recommend the bride to wear a medium height shoes instead of an extreme high heels as the bride will be standing for all day long. (Suggest white, silver, gold or light color for easy matching)
- ❖ Suggest the groom to have two suits, formal attire and regular suit. (Or have one traditional costume based on nationality)
- ❖ Standby empty Red Packets at reception table for guests
- ❖ Massage your eyes before going to bed to avoid the dark circle
- ❖ Drinking some Jasmine tea will help to relax

Preparation List (Only for reference, to be changed accordingly)

- 1) Wedding candies: one box/bag for each person, have some unpacked candies on each table
- 2) Photo frames and decoration materials for photo display
- 3) Wedding cigarette (1 pack for each table)
- 4) Chinese alcohol (1 bottle for each table)
- 5) Red wine (2-3 bottles for each table)
- 6) Coke (2 bottles for each table)
- 7) Juice (2 bottles for each table)
- 8) Large bottle of champagne for ceremony (1-2 bottles)
- 9) Wedding match (1 pack for each table)
- 10) Grapefruit juice for making mock red wine (4 packs), Chinese alcohol will be made by mineral water for toasting purpose
- 11) Seating Plan: Indicate guests for each table, print several copies and put at the reception table
- 12) Prepare pens for wish cards & signature book
- 13) Tea leaves: use on the wedding day for tea ceremony
- 14) Attendance list: parents and VIPs list, give to the MC in advance
- 15) To prepare wedding rings in advance. The bridesmaid keeps the rings, gives to wedding assistant on the wedding date before ceremony starts; after ceremony completes, take rings back and keep them.
- 16) Manning
 - i. Receptionist 3-4 persons (those that are familiar with most of the guests)
 - ii. Leader: 1 person (To co-ordinate with hotel and wedding planner)

Agenda (Only for reference, to be changed accordingly)

Agenda for the wedding date

Preparation by the couple:

- 06: 30 Get up & Have breakfast.
- 07: 00 Makeup for the bride, the bridesmaid arrives at the house of the bride, help the bride preparing all clothes and necessities for the ceremony & banquet.
- 08: 00 Photographer arrives, can take some photos.
- 09: 00 The bride is ready, can take some photos.
- 09: 30 The parents of the couple arrive. The groomsman helps the groom to wear his corsage. The groom presents the bouquet to the bride. The bride helps her parents to wear their corsages, while the groom helps his parents to wear their corsages.
- 09: 30 Guests arrive at the wedding venue. Receptionists welcome guests and guide them to the designated table (receptionists can be ready by 08:30)
- 10: 00 The groom and the groomsman welcome guests at the reception. The bride waits in the changing room.
- 10: 30 MC informs guests to take their seats. Ceremony to start, the couple is ready at the door (Both parents take their respective designated seats)
- 10: 38 Ceremony starts. MC gives a short opening speech, the groomsman and the bridesmaid stand at the designed position.
- 10: 41 Play the music and the couple enter. The groom and bride enter the ceremony venue. Note to walk in at a slow pace and smile.
- 10: 44 The groom and bride reaches the stage. MC welcomes the angel, who will direct the couple to take their vows.
- 10: 49 The groomsman and the bridesmaid present the wedding ring to the couple for their ring exchange, when taking their vows.
- 10: 50 The groom lifts mantilla and kiss the bride
- 10: 51 Speech by witness
- 10: 54 The bride tosses the bouquet
- 10: 56 Photo shooting with guests, around 10 minutes
- 11: 06 The couple exits
- 11: 06 The couple to change outfit and touch up makeup
- 11: 06 Play video of the couple (if any)
- 11: 28 A short speech by MC
- 11: 30 The couple enter into the wedding banquet venue
- 11: 31 The couple comes to the stage and make 3 bows (to guests, to parents, to each other)
- 11: 33 Champagne pouring
- 11: 38 Drinking nuptial glass of wine. MC to invite guests to raise their glasses and celebrate
- 11: 40 The couple exits, prepare for table toasting
- 12: 08 The couple enters again and starts table toasting
- 14: 00 Wedding finishes