



FINAL PRE-WEDDING PREPARATIONS

THE BUILD UP - FINAL DETAILS

- Finalise timings - the running order of the wedding day
- Finalise & share supplier details and arrival & collection times
- Arrange site visit for caterer (if they have not worked at Homme before)
- Finalise plan for guest accommodation at Homme & breakfast order for the morning after
- Finalise Homme House equipment required (cake stand, knife, easel, bar, fire bowls etc.)
- Plan & make any signage to direct guests
- Practice getting into the dress (time it - lacing up etc.)
- If hiring menswear, double check delivery & sizing
- Plan timing for ceremony or service rehearsal the day before the wedding
- Plan the evening before the wedding (meal in or out, any preparations/bookings required)

THE DAY BEFORE

- Arrange transport to bring everything to Homme
- Set arrival time for settling in & setting up
- Allocate set up jobs to key members of Bridal Party
- Allocate 15 minutes within preparations to discuss final plans with Charlie & Sarah



CHURCH SERVICE

CHURCH

- Reserve date & time with Team Ministry
- Discuss any licenses/paperwork required
- Discuss dates for banns & service attendance
- Check church capacity & any restrictions
- Book rehearsal (usually day before)

SERVICE

- Choose vows, readings, hymns, other music etc.
- Allocate readers
- Book organist, choir, bells as required
- Arrange design & printing of orders of service

SUPPLIERS

- Advise photographer of any restrictions
- Agree when photographer should leave for church
- Advise florist of any restrictions
- Arrange transport to/from church

GUESTS

- Advise guests on arrival timings, directions & parking
- Plan reserved seating

USHERS & BRIDESMAIDS

- Allocate ushering jobs - orders of service, parking & escorting to seats
- Decide on order of entrance down aisle
- Plan confetti logistics (location, timing) & allocate coordinator
- Allocate post-ceremony flower movers



CIVIL CEREMONY

REGISTER OFFICE

- Reserve date & time with the Herefordshire Register Office
- Give notice of marriage at local Register Office
- Re-registration of any children
- Get music & reading choices approved by Register Office

CEREMONY

- Choose vows, readings & witnesses
- Allocate readers & print readings
- Choose music for entrance, signing of register (3-4 pieces) & exit
- Allocate music controller (if recorded) & download onto device

CEREMONY SPACE

- Decide on chair style & arrangement (if applicable)
- Plan flowers & any other decorations

GUESTS

- Advise guests on arrival timings, directions, parking & whether it's an outdoor ceremony
- Plan & print individual seating signs for key guests

USHERS / BRIDESMAIDS

- Allocate ushering jobs - greeting & escorting to seats
- Decide on order of entrance down aisle
- Plan confetti logistics (location, timing) & allocate coordinator
- Allocate post-ceremony flower/decoration movers

LOGISTICS

- Allocate sufficient vehicles & drivers incl. for disabled/elderly guests (if Summerhouse ceremony)
- Allow 10 minutes within preparation time for Registrar's final checks
- Allow sufficient preparation time for pre-ceremony photographs



RECEPTION

FOOD & DRINK

- Decide where/how drinks will be served indoors/outdoors
- Decide on drink options to be served (incl. soft drinks)
- Decide on canape & other food options
- Agree glassware, table linen & serveware requirements with caterer
- Agree timings with caterer

PHOTOGRAPHY

- Agree photo requirements & locations
- Allocate ushers/master of ceremonies to assist with group photos

ENTERTAINMENT

- Choose background music if required (non-amplified if outdoors)
- Decide if you would like to use our garden games selection
- Arrange other entertainment if required & share supplier requirements (space, power etc.)

LOGISTICS

- Decide on position for cards/gifts receptacle
- Ascertain whether any guests require access to disabled loo or loo frame
- Arrange any necessary additional seating or cover (e.g. gazebo) as required
- Allocate sufficient time for a reception line (if applicable) - c. 45min for 80 guests
- Allocate 10-15 minutes for guests to take their seats for the wedding breakfast



WEDDING BREAKFAST

FOOD & DRINK

- Agree menu options incl. variations for dietary requirements
- Agree timings with caterer, including speech timings
- Finalise drink options & allocation, including toasts
- Agree table linen, crockery, cutlery, glassware, serveware requirements
- Agree plan for service of tea/coffee (if required) - during or after meal
- Ensure catering team liaise with marquee supplier on requirements (if applicable)
- Ensure a catering marquee is supplied for a marquee wedding (if applicable)
- Inform caterer of any other suppliers to be fed

ROOM LAYOUT

- Choose table/chair styles & layout including position of top table
- Seating plan including highchair/wheelchair positioning & dietary requirements (copy to caterers)

TABLE DECORATION

- Decide on favours, floral & other table decorations (bear in mind available table space)
- Decide if/how you would like bouquets to be displayed during the meal
- Ensure any candles have safe containers
- Arrange printing of place cards, table names/numbers, menus & seating plan as required

LOGISTICS

- Discuss number & timings of speeches
- Decide if/how gifts will be given during speeches
- Plan activity packs or creche for children (if required)
- Discuss announcement into the room with Master of Ceremonies



EVENING

GUESTS

- Set arrival time for evening guests (if applicable)
- Ensure guests are aware of departure time & the need to pre-book taxis
- Allocate guest bedrooms

EVENING FOOD

- Decide timing for cutting of wedding cake, how much to cut up & who is responsible
- Arrange evening food supplier & decide when, where & how food will be served
- Plan equipment to display & serve evening food & cake, & containers to store/distribute leftovers
- Ensure that table cloths are available to cover evening tables in the Dining Room/marquee

BAR

- Arrange bar staffing (3 people), drinks selection & glassware with caterer for a free bar
- Agree bar set up for free bar e.g. pair of trestles or Homme House bar set up
- Agree opening time, drinks selection & tab/token system with Riverbank Bars if cash bar

ENTERTAINMENT

- Decide on music set up, start & set timings
- Decide on music for first dance & timing
- Check & share any power, space, room or food & drink requirements from music supplier
- Allocate music controller & download playlist if DIY disco
- Arrange any other evening entertainment required & share requirements (space, power etc.)