



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.)