



# Hawkesbury Wedding Centre

Your complete wedding centre



Bridal-Go-Round

Macquarie Formal  
Hire

Macquarie Chauffeur  
Drive

## Wedding Checklist

### 6-12 Months Ahead

1. Arrange your church or marriage celebrant.
2. Decide on the type of reception and the number of guests.
3. Decide on a venue and place a deposit.
4. Arrange the wedding cars and pay a deposit.
5. Arrange a photographer and video.
6. Start looking for your wedding and bridesmaids dresses.
7. Your honeymoon destination should be decided and booked as far ahead as possible. If travelling overseas, check passports, inoculations and visas.

### 3 Months Ahead

1. Order wedding invitations and other stationery.
2. Finalise wedding and bridesmaids dresses.
3. Choose the wedding rings.
4. Order the wedding cake.
5. Discuss and order floral decorations.
6. Discuss and book music for reception.
7. Discuss hair styles, head dress, nails and make up.

### 2 Months Ahead

1. Finalise guest list and write out invitations.
2. Groom, best man and groomsmen choose outfits.
3. Purchase your "going away" outfits.
4. Choose gifts for bridal party.
5. Make appointments for hairdresser, make-up, etc.

### 6 Weeks Ahead

1. Mail invitations.
2. Record acceptances and inabilities.
3. Check honeymoon arrangements.
4. Book wedding night accommodation.

### 4 Weeks Ahead

1. Acknowledge gifts as soon as they are given.
2. Supply general details to reception centre, number of guests, menu, order of events and your seating plan.
3. Check the wedding ceremony arrangements.

### 2 Weeks Ahead

1. Final check on photographer for photos at home, church, park or studio, reception.
2. Final check on cake and music.
3. Confirm final numbers and menu details.
4. Pay for wedding cars and arrange reception/hotel transfers with a Macquarie Chauffeur Drive limousine if required.

### 1 Week To Go

1. Prepare overnight kit for wedding night.
2. Check on flowers.
3. Check on bridesmaid and groomsmen outfits.
4. Check wedding night accommodation and order breakfast.

### 2 Days Before

1. Don't forget to collect the key for the honeymoon suite.
2. Check the rings.
3. Deliver place cards to the reception centre.
4. Wedding rehearsal.
5. Arrange to have cash to pay for the following if required:
  - ~ Church or celebrant
  - ~ Organist or vocalist
  - ~ Extended time on wedding cars
  - ~ Extended reception time

**YOUR WEDDING DAY ARRIVES.**

*"RELAX AND ENJOY...  
THIS IS YOUR SPECIAL DAY."*