

EDMUND LEONG

PHOTOGRAPHY

Corporate Wedding Event Studio Design

The Ultimate Wedding Planner

Ten Months to the Big Day

Action	Deadline	Done?
Print Out This List & Get Working! This will be your partner for the next 10 months. Treat it well and keep it close!		Yes!
Choose An Auspicious Date & Hour Decide this as early as possible; it affects availability of other services, and your ability to make most other plans.		
Tell Your Friends & Family Arrange for both families to meet and get to know each other		
Select Bridesmaids & Groomsmen You're still the boss at this stage, but they'll be useful in contributing ideas and an extra hand.		
Set A Budget Get this out of the way quickly, this will pretty much affect all the decisions you make eventually.		
Book Your Celebrant & Venues Keeping in mind the auspicious date and hour, book your ROM and/or religious locations.		
Draft Up A Guest List Get together with the in-laws and fiancé to come up with an expected list of guests. This will help you cater for lunch and dinner receptions.		
Shop For Your Dinner Venue It'll be good to know by now if you have a unique theme; discuss with the hotel/restaurant to see if they can accommodate, else this cost will be yours.		
Facials Or Slimming Programme It takes time to look good, start now.		

Eight Months to the Big Day

Action	Deadline	Done?
Shop For Wedding Bands Shop for quality! Be sure both of you like your rings, you are going to wear them for the rest of your lives.		
Shop For A Gown Designer Don't be bullied into signing a contract prematurely. Take your time to choose one you can communicate your ideas with. You must like their taste and style. This may include as many as 5 gowns; bridal, kwa, 2 evening, after-dinner party gowns.		
Shop For The Groom's Suit(s) Whether off-the-rack or custom-made, choose those which will complement your gowns.		
Shop For Bridal Accessories Despite your inherent desire for longer legs, go for heels which you're comfortable with. It will be a long day, don't let aching calves and blisters ruin it. Decide if you want a headpiece(jeweled combs or flowers) with your veil.		
Fit Your Bridesmaids & Groomsmen If you have a theme, keep that in mind. You don't want dresses which will compete with you for attention. Be willing to compromise a little as one dress style might not fit everyone's body type.		
Book A Caterer Always get recommendations and taste-test! No pork no lard, as well as a few vegetarian dishes, is a safe way to go.		

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Six Months to the Big Day

Action	Deadline	Done?
Shop For A Photographer & Videographer Book quickly as popular dates are often taken early. Take your time to choose one with a style you like and trust. His will be the face you see the most on the big day, so pick one you're comfortable with.		
Shop For A Hair & Make-Up Artist Choose one who comes recommended, and can put you at ease. Trust is very important, so don't be shy to voice out any facial qualities you'd like to emphasize or downplay. Decide if your families & bridesmaids require make-up as well. He/she should also be booked for the Pre-Wedding photoshoot.		
Book Your Wedding Car If necessary, rent a mode of transport reflective of your theme and personality. Also ensure there is sufficient transport for the wedding entourage (includes video/photographer).		
Arrange For Entertainment If you'd like a live band at the banquet or organist at church, confirm a song list you'd like and go through it with the performers.		
House Renovations If you're fortunate enough to have a love-nest already, start your renovation plans now.		
Plan For Honeymoon! This is the fun part! A honeymoon allows you to relax after this hectic planning, and allows the couple to enjoy each other without other people.		

Three Months to the Big Day

Action	Deadline	Done?
Register With ROM & Book Solemniser The earliest you can register with ROM is 3 months before your solemnization date, so be an over-achiever and do it online now!		
Design/Buy/Get Free Invites Prepare invites for your religious ceremony & dinner banquet. If your hotel does not provide dinner invites, go ahead and customize your own.		
Book Your Florist Again, get one who understands what you want. Go with a budget to avoid getting swept off your feet by the choices. Remember to include boutonnières, wrist corsages (for the bridesmaids), centerpieces, church deco and car decor.		
Order Your Wedding Cake Whether from the hotel or a baker, order what you need for the lunch reception and dinner reception. If possible, communicate your preferred design and flavour to the makers.		
Confirm The Menu Enjoy the tasting menu that the caterer provides and make changes as necessary.		
Go For Your Pre-Wedding Album Photo Shoot If you are going outdoors, take into consideration your gowns and the weather during discussions with your photographer. Remember to inform the make-up artist.		

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Two Months to the Big Day

Action	Deadline	Done?
Discuss With Your Parents & In-Laws If they have certain traditions they want to include (such as suckling pig, rice, red umbrella, betrothal cakes), find out now. You might want to leave these preparations to them as they're likely to know better.		
Confirm Guest Lists It's been a while since the first draft; you might have made new friends (and new enemies.) so confirm your numbers again.		
Send Out Invites Your guests need time to reply, request RSVP so that you can plan the seating and pass headcount numbers to the hotel/restaurant.		
Confirm Song List If you have a list of songs you like, compile it into a CD to be played at the religious venue or dinner reception. Choose your march-in songs and first-dish songs. Check with the celebrant if song choices are appropriate.		
Choose Ceremony Readings & Lectors Consult with your parish priest/pastors and choose readings which are meaningful to you and your spouse. Pass them to the lectors to rehearse.		
Design & Print Programmes /Mass Orders Covers can be purchased from religious bookstores or DIY-ed. Type out the inserts and photocopy them yourselves, and bind.		
Fit Your Flower-Girl & Ring-Bearer Keep in mind your ring pillow and flower baskets.		
Appoint An In-Charge Get a reliable and organized friend to take over all duties one week to the big day. He/she will coordinate with the service providers and other helpers. He/she should be able to commit time and start working with you.		

One Month to the Big Day

Action	Deadline	Done?
Write Your Speeches Remember to thank your parents and helpers. Keep them short and meaningful.		
Plan A Surprise For Your Spouse! Be it a song or a dance, now's the time to show the most important person in your life just how much they mean to you!		
Prepare Red packets & Gifts Create a list and decide on the amount for each person. This list should include: <ul style="list-style-type: none"> • celebrant/solemniser • tea ceremony (juniors) • helpers • video/photographer • make-up artist 		
Confirm Attendance & Seating Plans Ring your guests who have not gotten back to you to confirm their attendance.		
Trial-Run Your Hair, Make-Up & Gown Try to run the final fitting with your make-up trial so that you can see the complete look and decide on a matching hairdo.		
Church Rehearsal Arrange with your celebrant for a rehearsal. Ensure that all important people are present. Take this time to rehearse the pace of your march-in with the song.		
Prepare Your Stationery This should include silver & gold pens if your autograph book is black-papered, red-packet boxes and miniature pre-wedding albums.		

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One Week to the Big Day

Action	Date/line	Done?
Hand Over To In-Charge Your i/c should completely run the show now and leave you to prepare yourself. All red packets should be passed to him/her or the best man.		
Collect All Gowns & Suits Store them in their appropriate bags, with plenty of room in between to prevent creases. Pass the bridesmaids' & groomsmen's suits to them.		
Collect Your Legal Documents This should include your original marriage certificate, and two other sets of papers. Remember to return one set to ROM within 3 days of the ceremony.		
Photocopy & Pass On All Logistical Plans Disseminate your itinerary to your video/photographer and other helpers. The reception team should have the attendance lists and seating plans.		
Call Up All Service Providers For A Final Reminder Take this opportunity if there are any last-minute issues which need to be fixed.		

One Day to the Big Day

Action	Date/line	Done?
Pamper Yourself Go for a manicure/pedicure. Your fingers are going to be photographed close-up during the ring exchange and signing of papers.		
Collect Your Bouquet & Boutonnieres Etc Keep them safely in the fridge to ensure freshness.		
Psyche Yourself Up Chat to your fiancé and family, and make sure you have the right attitude to face the big day. Be optimistic and take everything with a large dose of humour!		

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