

Mooivallei

WEDDING VENUE

SINCE 2018

WEDDING PLANNER



CONGRATULATIONS

We are so incredibly happy for you both.
We are excited to start this journey with you
and We can't wait for the wedding!

WEDDING

PLANNER & CHECKLIST

11-12 MONTHS

- Draft a budget
- Discuss colour scheme / theme
- Create Pinterest Mood Board
- Decide on date and time
- Assemble your planning team
- Fine tune wedding idea's
- Visit weddings venues
- Book your dream venue
- Plan your guest list
- Plan your timeline and program
- Source Thank you gifts
- Decide on entertainment
- Contact rental companies
- Book dancing classes
- Book photographer/videographer
- Get your dream dress
- Book your make-up and hair stylist
- Attend pre-wedding counseling
- Discuss Honeymoon destinations

8-10 MONTHS

- Review wedding plans & idea's
- Send out save the dates
- Book your entertainment
- Assemble bridal party
- Discuss idea's for bachelor/ette
- Share moodboard with photographer
- Take engagement photo's
- Dress fitting appointment
- Discuss bridesmaid's attire
- Discuss groomsmen attire
- Discuss accessories that will be worn
- Honeymoon papers in order

6-8 MONTHS

- Book accommodation
- Food tasting and menu
- Send out Invites
- Cake tasting
- Discuss bridal shower
- Get bridal shower dress
- Bridesmaid dress fitting
- Groomsmen attire shopping
- Discuss parents attire
- Book beauty treatments
- Arrange pre-nuptial documents
- Meet with attorney's
- Arrange honeymoon leave

4-6 MONTHS

- Finalise playlist for entertainment
- Decide on decor to hire
- Compile a list of flower idea's
- send out invites for bridal shower
- Book Bachelor/ette venue
- Book venue for bridal shower
- Confirm dates with photographer
- Buy wedding outfit accessories
- Make-up mock-up
- Hair mock-up

1-3 MONTHS

- Finalise seating chart with venue
- Finalise program and timeline
- Send stationary for printing
- Finalise flower arrangements
- Finalise cake order
- Send bachelor/ette invites
- Get outfits for bachelor/ette
- Confirm master of ceremony
- Discuss who will speech
- Send photographer must have photo's
- Have a tour of the venue grounds
- final alterations for dresses
- Book groomsmen haircuts
- Sign marriage documents

2 WEEKS

- Give guest count to venue
- Finalise Menu choices
- Arrange pick-up for stationary
- Last dress fitting
- Purchase gifts for your team
- Collect dress and grooms attire
- Enjoy all your beauty appointments
- Finalise with Minister
- Pay all outstanding amounts
- Confirm with all vendors

1-3 DAYS

- Enjoy your pampering
- Confirm location for hair
- Groom to get hair cut
- Confirm location for make-up
- Pack overnight bag

1-3 MONTHS

- Supply venue with vendor details
- View venue table mock-ups
- Organise wedding vehicle
- Rehearsal ceremony
- Review RSVP list
- Confetti, kneeling pillows & ring box

1-3 DAYS

- Drop stationary and decor at venue
- Collect last minute items
- Pack wedding gifts in overnight bag
- Brief master of ceremony
- Get all attire to the venue

WEDDING DAY

- Have a good breakfast
- Have a relaxing bath
- Present gifts to your team
- Give wedding bands to the best man
- Get ready
- Have your dream day

PRE-PLANNING RESEARCH

12 MONTHS

- Draft a Budget
- Discuss a colour scheme or theme for the wedding
- Create a pinterest mood board / collage of idea's for your dream wedding
- Decide on a date and time of your wedding have a look at our blog

11 MONTHS

- Assemble your planning team or consider hiring a wedding planner
- Fine tune your wedding mood boards
- Discuss mood boards and plans with your wedding team or wedding planner

10 MONTHS

- Review wedding plans and idea's with wedding planner or planning team

NOTES

DATE	TIME	MEETING
08 , Aug	08:00 am	Meeting wedding planner

TIP:

As you plan your special day, why not consider creating a mood board to help you visualize the decorations, stationary, hair and makeup styles, dresses and suits, colors and themes, photos and video ideas and any other necessary add-ons.

VENUE

12 MONTHS

- Visit wedding venues
- Discuss whether you will be getting married at the venue in a chapel or at a church
- Book your venue

11 MONTHS

- Share your decor and table settings idea's with your venue coordinator

5-6 MONTHS

- Book your bridal party accommodation as well as bridal suite for the night of the wedding
- Arrange a food tasting and compile a menu for your wedding

1-2 MONTHS

- Give your venue a scheduled list of your vendors arrivals and departures
- Venue table mock ups
- Organise a wedding vehicle
- Arrange a rehearsal of the ceremony with the bridal party

2 WEEKS

- Share with your venue coordinator the final amount of guests that will be arriving
- Confirm menu choices with venue as well as any other special requests

2 DAYS

- Drop off your stationary and added decor that you want included.
- Arrange refreshments for bridal party in the dressing rooms for the day of the wedding

NOTES

DATE	TIME	MEETING
08 , Aug	08:00 am	Meeting wedding planner

TIP:

Choosing a suitable place for your event is essential, and there are several things you should consider. Ensure there is ample room to move around for your guests, as well as plenty of parking and accommodation options available.

STATIONARY

12 MONTHS

- Start planning your guest list
- Start looking at wedding website packages here are some mock-ups

11 MONTHS

- Start planning your program and timeline for the wedding
- Start sourcing places for thank you gifts and stationary creations

10 MONTHS

- Look at designs for save the dates and invites if it is not included in your website package
- Send out save the dates

8 MONTHS

- Prepare and send out invitations and website for RSVP's

3 MONTHS

- Review RSVP list of guests
- Organise the confetti, kneeling pillows and ring cushions

1 MONTH

- Finalise seating chart and RSVP list take a look here
- Finalise any other items requested for print
- Finalise programs and timeline, guest name cards and table gifts
- Send stationary finals for print company and arrange delivery

2 WEEKS

- Arrange pick up from printing company and drop off at venue

NOTES

DATE	TIME	MEETING
08 . Aug	08:00 am	Meeting wedding planner

TIP:

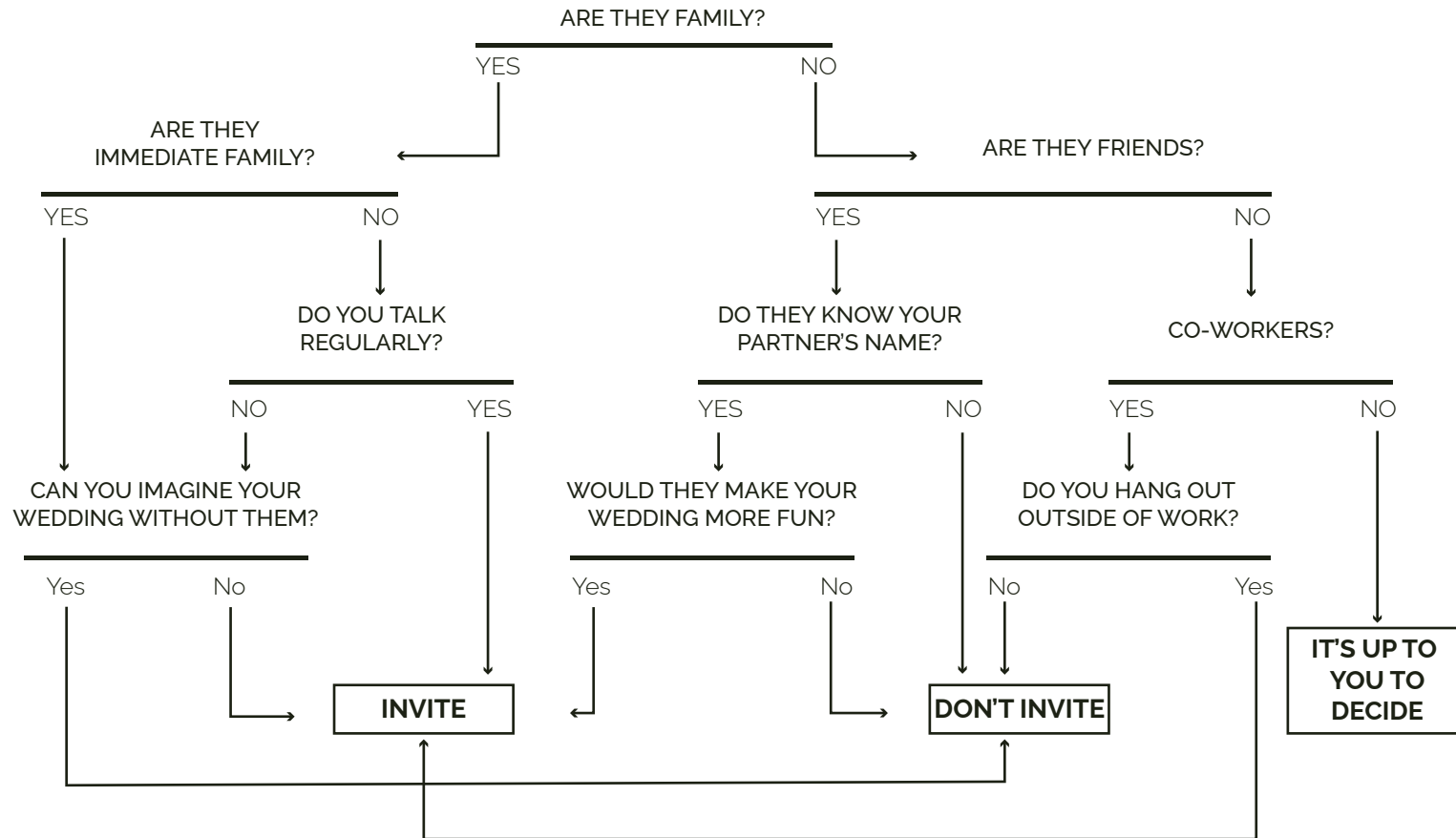
When designing your stationary, why not make it extra special with a personalised logo? This can be a combination of elements that are meaningful to the two of you and will add a unique touch to your stationery.

GUEST LIST

Option 1: Divide the maximum guests into thirds. The thirds will consist of the couple's guests, the bride and grooms parents, this option is used when the cost of the wedding is divided.

Option 2: Write down all of the guests names and divide them into a group A and group B. If someone in group A is unable to join, someone from group B can be replaced by them.

Option C: The guest list is only compiled by the bride and groom.



VENDORS

11-12 MONTHS

- Do research on types of entertainment suited for your budget
- Contact rental companies if you need to rent anything for the reception or ceremony
- Start registering for gifts

9-10 MONTHS

- Make an appointment with the band or DJ
- Start looking at dancing classes for your First dance

5-6 MONTHS

- Contact bakeries for taste testing and Cake discussions
- Start compiling a list of your flower decor and get prices
- Make DJ or band bookings and finalise all requests

3-4 MONTHS

- Decide on the decor and what you want to hire
- Compile a music playlist for the DJ

1-2 MONTHS

- Finalise your flower arrangements
- Confirm your cake order and finalise with other vendors

2 DAYS

- Collect items that won't be delivered to Venue

NOTES

DATE	TIME	MEETING
08 , Aug	08:00 am	Meeting wedding planner

TIP:

In order to ensure smooth communication between you and your vendors, a useful tool to send them is your mood boards. This gives everyone involved a visual representation of the desired outcome and helps keep everybody on the same page.

WEDDING TRIBE

8-10 MONTHS

- Assemble your bridal party and groomsmen
- Discuss the theme for the bridal shower and who will be invited
- Discuss idea's for the Bachelorette and Bachelor's party
- Discuss who will be invited and what locations will be utilised
- Make plans to go for dance classes if you plan on doing a group dance

4-6 MONTHS

- Create invites for the bridal shower and send to guest list
- Buy necessary props and games for bridal shower
- Discuss what will be registry gifts for the bridal shower
- Book the venue for bridal shower

1-3 MONTHS

- Create invites for the bachelor/ette and send to chosen guest list
- Buy necessary props and games for bachelor/ette
- Book venue and get outfits for bride and grooms bachelor/ette
- Confirm the master of ceremony
- Discuss who is to give speeches

2 WEEKS

- Purchase thank you gifts for your team and all of their help

2 DAYS

- Make sure to pack your thank you gifts for the wedding day
- Brief your master of ceremonies on last minute details to the program

NOTES

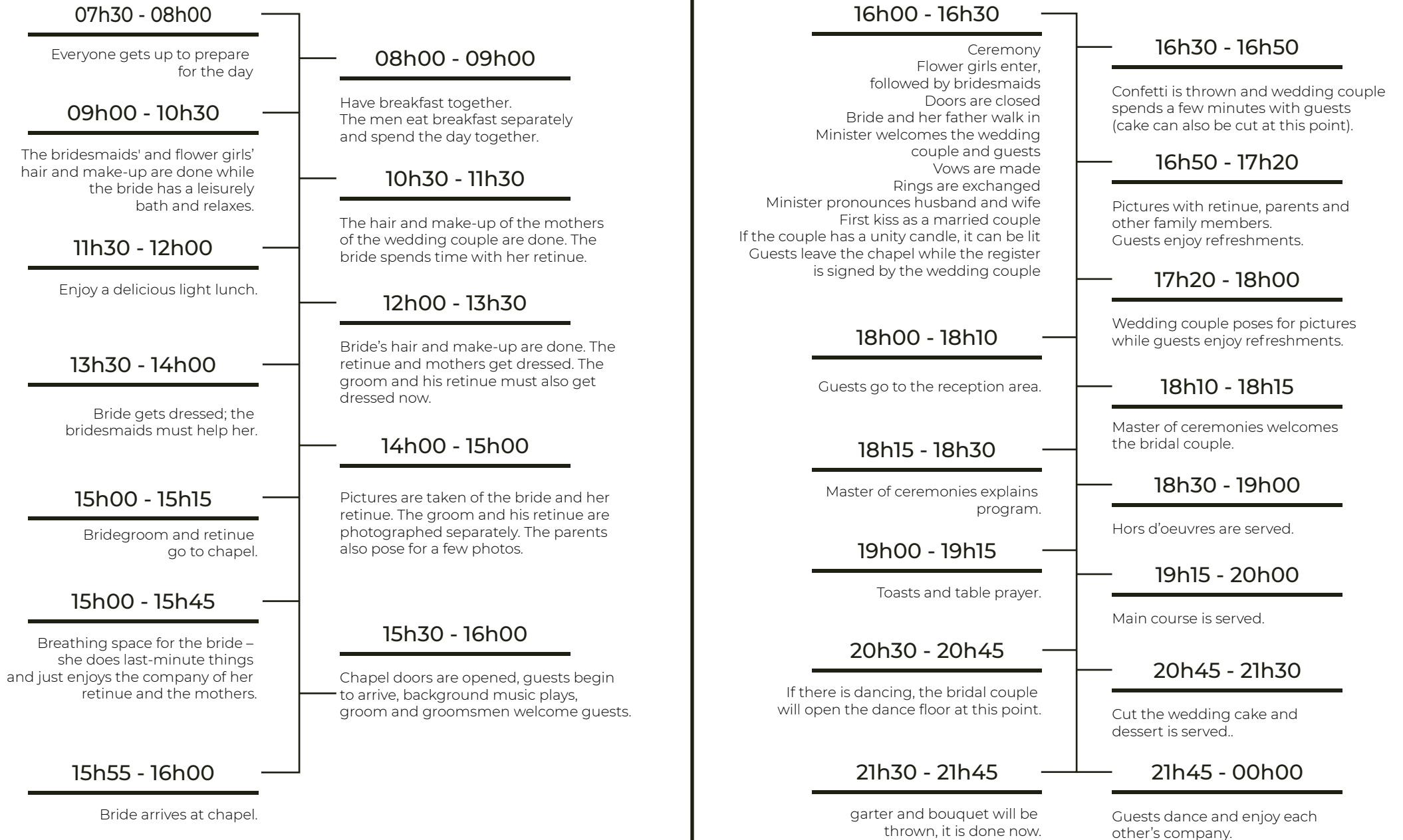
DATE	TIME	MEETING
08 , Aug	08:00 am	Meeting wedding planner

TIP:

When planning your bridal shower, why not consider organising a grooms day as well? This can be a great way for both the bride and groom's families and friends to come together in celebration.

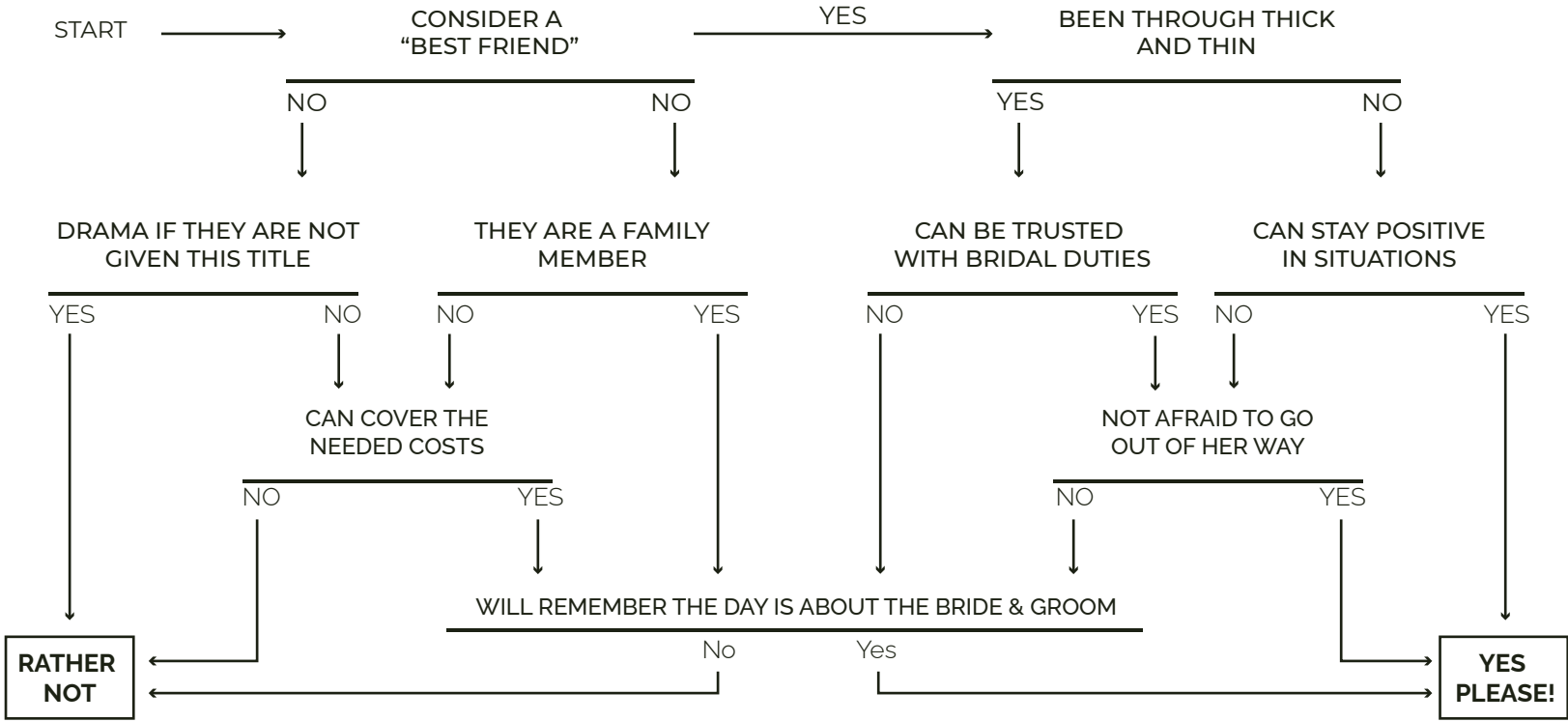
As far as speeches go, try to choose wisely. Aim to keep them concise - three minutes is usually enough time before people start getting restless!

WEDDING DAY TIMELINE



ARE THEY BRIDESMAID/GROOMSMEN MATERIAL?

Finding a single person to take charge and dispense orders can be a daunting task. How do you know who to pick and whether they are suitable for such responsibility? To ensure that your expectations for perfection are met, it is wise to choose someone who knows you well – someone familiar with what is important to you. This makes it simpler to delegate tasks and ultimately make sure your day goes according to plan.



PHOTOGRAPHER AND VIDEOGRAPHER

10-12 MONTHS

- Source out potential photographer and videographers that suit your style
- Make an appointment with photographer and videographer
- Book photographer and videographer for the wedding
- Share your mood board with your wedding photographer and Idea shots with your videographer

9-7 MONTHS

- Book your engagement shoot

4-5 MONTHS

- Make sure the photographer and videographer are on the same page

1-3 MONTHS

- Send photographer and videographer must have shots for the wedding
- Have a venue walk through to decide on scenery locations
- Last minute requests for must have photo's

NOTES

DATE	TIME	MEETING
08 , Aug	08:00 am	Meeting wedding planner

TIP:

Today is your special day, so the last thing you should be worrying about are any technical issues with your photographer and videographer. Leave such matters to your Maid of Honour and she will handle them with ease.



ATTIRE

10-12 MONTHS

- Start shopping for your dream wedding dress
- Start sourcing out bridal dress stores to either buy or design your dream dress
- Decide what your groom and groomsmen will be wearing
- Decide on your bridesmaids dresses and if you will be buying or custom making
- Discuss what accessories will be worn such as Jewels, hair pieces, shoe's and flowers
- Make an appointment for your first bridal fitting

7-9 MONTHS

- Make an appointment for bridesmaid fitting
- Send the groomsmen shopping for their attire
- Make an appointment for follow up dress fitting
- Decide what the parents will be wearing and buy the appropriate attire

4-6 MONTHS

- Plan bridal shower dress
- Make sure that all accessories have been bought and fit with attire

1-3 MONTHS

- Make an appointment for bridal party final alterations on attire

2 WEEKS

- Make arrangements for last minute dress fittings and payments
- Collect dresses and groomsmen attire

2 DAYS

- Get attire to the venue

NOTES

DATE	TIME	MEETING
08 , Aug	08:00 am	Meeting wedding planner

TIP:

Having the right pair of shoes is essential, no matter whether you are a man or woman. Whenever you are trying on clothes, it's important to remember to bring your shoes with you. This will ensure that all your clothing fits perfectly.



BEAUTY

10-12 MONTHS

- Source out a make-up artist and book a consultation
- Source out a hair-stylist and book a consultation
- Book hair stylist for your wedding day
- Book make-up artist for your wedding day

7-9 MONTHS

- Book in advance for treatments such as teeth whitening, nails, facials and so forth

4-6 MONTHS

- Confirm hair stylist mock-up
- Confirm Make-up artist mock-up
- Confirm your beauty appointments

1-3 MONTHS

- Book for your groom and his groomsmen for haircuts and wax pampering
- Make a waxing appointment for the honeymoon

2 WEEKS

- Have all your appointments that need to happen 2 weeks prior to wedding

2 DAYS

- Enjoy a day of pampering
- Confirm location and setup with hair stylist and make-up artist
- Remind groom and groomsmen of their appointments

NOTES

DATE	TIME	MEETING
08 , Aug	08:00 am	Meeting wedding planner

TIP:

Bringing along your mood board designs for the artist is a great way to communicate what kind of hair and make-up look you'd like for yourself as well as your bridesmaids. Additionally, grooms are often keen to be freshly shaven and relaxed in their appearance before the big day.



BEAUTY TIMELINE

6-12 Months

Start by setting up a beauty timeline. Plan your hairstyle. Visit a beauty salon if you plan to have any permanent hair removal procedures done before your wedding.

5-6 Months

Follow a diet and exercise plan and pay special attention to foods, vitamins and beauty routines that promote healthy, glowing skin. Talk to your dentist about teeth whitening and tooth repair options.

4-5 Months

Choose a good make-up artist, hairstylist, and nail technician.

2-3 Months

Visit a dermatologist or a beauty salon that includes facial and cellulite treatments. Visit a salon to test a good tanning spray and also a hair removal procedure beforehand.

1-2 Months

Have your teeth bleached (professionally) if necessary. Go to the salon for your first hair and make-up trial.

1-2 Weeks

Switch from deep cleansing facials to easier, simpler skin treatments. Have your hair trimmed and refresh your hair colour. Visit a hair removal salon to shape your eyebrows. Make sure about the arrangements of your bridesmaids' hair and make-up.

3 Days

Treat your face with a natural skin peeling agent. Apply a skin-brightening face mask at home. Pamper yourself and your bridesmaids with manicures and pedicures. Use the tanning spray you have chosen or have it done professionally.

1 Day

Many things are probably going through your mind, but don't neglect your beauty sleep. Wash your hair with a quality shampoo and conditioner. Drink plenty of water. Moisturise your entire body from head to toe.

Your Wedding Day

Apply a light moisturiser. Put on your favourite perfume. You and your bridesmaids should dress and prepare yourself with the hairstylist and make-up artist. Get married with a smile.

DOCUMENTS (LEGAL PAPERS)

10-12 MONTHS

- Attend Pre-wedding counseling
- Renew or get passports for honeymoon trip

4-6 MONTHS

- Arrange prenuptial documentation
- Draw up a marriage contract with the attorney's

1-3 MONTHS

- Gather all needed documentation for the marriage officer to complete registration papers
- Sign the necessary marriage documents and send to be processed

2 WEEKS

- Confirm minister or marriage officer and discuss the ceremony program
- Pay all outstanding payments

NOTES

DATE	TIME	MEETING
08 , Aug	08:00 am	Meeting wedding planner

TIP:

As you are preparing to tie the knot, don't forget to factor in other costs associated with your nuptials. Documentation is an essential expense that should not be overlooked as you budget for your special day.



HONEYMOON

11-12 MONTHS

- Discuss destinations, budget, donations and accommodation
- Plan travel fee's whether it be flights, boat trip or long drives
- Book accommodation and plan an itinerary

9-10 MONTHS

- Make sure all paper work is up to date bookings, check ins and outs as well as activities
- Put in leave at work
- Create a list of all items that should be returned to vendors after the wedding

5-6 MONTHS

- Confirm accommodation and travel bookings
- Start a list of what to pack for honeymoon
- Finalise honeymoon plans

2 DAYS

- Do final checks on honeymoon bags and make sure all is packed
- Pack an overnight bag for wedding night which can be sent home separately

NOTES

DATE	TIME	MEETING
08 , Aug	08:00 am	Meeting wedding planner

TIP:

Don't forget to pack your overnight bag for your wedding with the essentials! Include comfy shoes, a spare set of underwear, a relaxing face mask, lotion and extra Chapstick. Pack your lingerie and all accessories, as well as tokens of appreciation for the bridesmaids and those special rings that will be exchanged on the big day.



HONEYMOON CHECKLIST

LEAVE BEHIND WITH FAMILY OR FRIENDS:

- Your itinerary and hotel phone numbers
- Photocopies of your passports & credit cards
- A sealed copy of your wills, life insurance policy numbers & relevant financial information

CARRY-ON ESSENTIALS:

- Airline tickets or e-ticket confirmations
- Passports, visa, driver's licenses
- Credit cards
- Cash (correct currency)
- Any reservation confirmations
- Emergency & prescription medicine
- Two sets of photocopies of all documentation
- Copy of related medical & trip insurance
- Phone numbers for your doctor, house & credit card companies
- ID tags for luggage
- Camera
- Travel suitcases & small backpack(s)
- Extra set of clothing in case luggage set gets lost

THE BRIDE:

- A light jacket, sweater or cardigan
- Casual shirts (T-shirts or tank tops)
- Pretty sundress
- Shorts
- Jeans, pants or leggings
- Sarong
- Swimwear
- Shoes: sneakers, sandals, runners, flats & heels
- Belt
- Jewellery
- Hats, scarves & sunglasses
- A clutch bag or purse
- Robe and slippers
- Extra socks, underwear & bra's
- Lingerie suitable for honeymoon
- Birth control

THE GROOM:

- A light jacket or pull over
- Formal pants
- Button down shirts
- Jeans
- Casual pants or shorts
- Light sweater or cardigan
- Polo shirt
- Casual T-shirts
- Swimwear, underwear & socks
- Formal shoes, sneakers, running shoes & sandals
- Belt, sunglasses & Hat
- Condoms

TOILETRIES:

- Razor
- Shaving cream
- Moisturiser & facial cream
- Hand sanitiser
- Shower gel or soap
- Deodorant, cologne and perfume
- Hair gel, wax and hair spray
- Eye drops
- Shampoo & conditioner
- Ear buds
- Band-Aids
- Toothbrush & toothpaste
- Mouthwash & floss
- Sanitary pads and tampons
- Medication
- Make-up & make-up remover
- Face wash
- Cotton balls
- Comb and / or brush
- Nail file and / or clippers
- Hair dryer and straightener

WHAT TO BUY HERE AND NOT THERE:

- Insect repellent (and anti-itch cream for the bugs that break through)
- Lip balm (lip ice)
- Aspirin
- Antacid for heartburn and / or bladder infection (for example, Citro-soda)
- Antihistamine
- Diarrhea medicine
- Motion sickness medicine
- Malaria medication (if needed)
- Deck of playing cards
- Guidebook
- Electrical converter and / or adapter

EXTRAS:

- Beach towels
- Sunscreen
- Tanning lotion and aftersun
- Extra pair of prescription glasses and / or contact lenses
- Asthma inhaler
- Ziplock bags (to protect your personal belongings on those rainy days)
- Earplugs
- Compact umbrella / other rain gear
- Facial mask
- Bible