

### 9 months or earlier

☐ Announce your engagement to family and close friends.
☐ Choose and finalize your wedding date.
☐ Work on a budget.
☐ Decide on the wedding theme (formal or informal) and
size (grand or intimate).
☐ Book a Wedding Coordinator, if desired. Select one you are most comfortable with.
☐ Book your church or ceremony location and your
reception venue at Makati Shangri-La.
☐ Decide on the time of day you want the ceremonies to
take place.
☐ Arrange appointments with your priest or civil marriage
celebrant.
☐ Start working on the church or civil registry
requirements. Obtain the necessary documents.
☐ Draft your wedding invitations and misalettes, as
approved by your church.
☐ Make a list of possible suppliers (e.g. photographer,
videographer, lights & sounds provider, entertainment,
etc.) Discuss your plans with the suppliers including the
schedule, budgetand theme.
☐ Select your bridal entourage
☐ Choose your sponsors. Arrange for a visit and formally
inform them of your decision.
☐ Look for your barong or and suit. ♥
☐ Choose your wedding gown designer and discuss your
style preference. $\bigcirc$
☐ Begin a health and beauty routine. ♡

☐ Discuss honeymoon plans and make travel bookings;

This wedding checklist is downloadable for your convenience and printing. For more information, reach us at events.makati@shangri-la.com or at (02) 8813 8888 #VowsofElegance

Tor the Bride For the Groom

update passports if necessary.





# 6 to 4 months before

- ☐ Obtain marriage license and request certified copies.
- ☐ Complete the guest list and organize with mailing addresses and contact numbers.
- ☐ Book wedding and reception suppliers (e.g. photographer, videographer, lights & sounds provider, entertainment, wedding transportation, etc.)
- ☐ Confirm your stationery including wedding invitations and thank you cards.
- ☐ Select wedding bands.
- ☐ Select an emcee or host for the celebration.
- ☐ Finalize design of wedding cake
- ☐ Arrange schedule for wedding gown fittings.
- ☐ Schedule fitting dresses of your wedding entourage.
- ☐ Select outfits for the groom and his party.
- ☐ Assist mothers with selection of their outfits.

### 3 months before

- ☐ Have wedding bands engraved.
- ☐ Organize gift registry.
- ☐ Start shopping for veil and other accessories
- ☐ Reconfirm honeymoon flights and accommodations.
- ☐ Book your wedding night and accommodation at Makati Shangri-La
- ☐ Consult with a hair and make-up artist and schedule a test make-up. ♡

#### Notes





# 2 months before

- ☐ Deliver wedding invitations.
- ☐ Discuss details of menu and finalize with Events Manager.
- ☐ Discuss the wedding service with your officiating priest.
- ☐ Set the program for reception with emcee
- ☐ Discuss the music with chosen performers, musicians and/or entertainers.
- ☐ Inform persons who will deliver speeches of their role so they can start drafting their speech.
- ☐ Choose your ceremony vows or start writing them.

# 1 month before

☐ Determine total head count. Begin finalizing the guest list and call those who have not confirmed.

# 3 weeks before

- ☐ Draw up a timetable for the wedding day.
- ☐ Reconfirm all details with all bridal suppliers.
- ☐ Request a seat plan from your Events Manager to assign guest and VIP seating.
- ☐ Organize final fitting of wedding dress.

#### Notes





# 2 weeks before

- ☐ Give final number of guests to your Wedding Coordinator and Events Manager.
- Assign specific responsibilities to members of your wedding party, such as handling out corsages and boutonnieres, and offering of hard drinks to guests.
- ☐ Check that the bridal entourage outfits are in order.
- ☐ Check bridal outfit for last minute repairs; try it with wedding lingerie and shoes. ♡
- ☐ Break in your wedding shoes at home. ♡

# 1 week before

- ☐ Confirm details with Events Manager.
- ☐ Finalize the seat plan and endorse names for place cards.
- ☐ Hold a ceremony rehearsal; make sure junior attendants are confident and comfortable.
- ☐ Make sure speeches have been prepared and are rehearsed.
- ☐ Present bridal entourage with tokens or gifts.
- ☐ Pick up wedding dress or have it delivered.
- ☐ Get a massage, facial, manicure and pedicure.
- ☐ Finalize and pack everything that needs to be brought to the Church and Reception venue.
- ☐ Begin packing for honeymoon.

#### Notes





### 1 day before

- ☐ Have a rundown of payment details to suppliers with your wedding coordinator, or to whoever the task is assigned to.
- ☐ Endorse all wines, pica-pica to your Events Manager for storage.
- ☐ Confirm transportation arrangements for ceremony and reception.
- ☐ Ensure to get sufficient rest for your big day.

# Medding Day!

- ☐ Have a hearty breakfast
- ☐ Relax and enjoy yourselves!

#### Motes



