



Checklist

Planning a wedding is a big task. If you're an inexperienced party planner, we've provided you with a checklist to help you get started with the planning.

Our checklist is inspired by the checklist from drommebryllup.dk

As soon as possible

- ☐ Set the date
- ☐ Make arrangements with the church/pastor or the town hall for the ceremony
- ☐ Book your wedding venue, hotels, tents
- ☐ Book your photographer for the big day
- ☐ Set your budget
- ☐ Book the band / musical entertainment
- ☐ Arrange for transportation to and from the church / town hall if necessary

5 months before the wedding


- ☐ Book an appointment with a wedding planner
- ☐ Agree on how many family members to invite
- ☐ Start thinking about your honeymoon
- ☐ Involve your best friends in the planning to help with practicalities and ask them to be best man or bridesmaids

4 months before the wedding

- ☐ Agree on tasks, outfits etc. with the best man and bridesmaids
- ☐ Decide on and order the food – arrange for a testing dinner beforehand
- ☐ Work out a wish list
- ☐ Make a guest list
- ☐ Go look at and try on wedding dresses – remember to not wear make-up or have your hair done when trying them on
- ☐ Book your honeymoon
- ☐ Choose the toastmaster of your wedding
- ☐ Contact your lawyer if you have agreed to have a marriage settlement
- ☐ Make/buy the invitations, place cards, menus, and thank-you cards

3 months before the wedding

- ☐ Pick up a notice of marriage at your town hall
- ☐ Send out invitations (at the latest 6 weeks before the wedding)
- ☐ Make a list of attending guests
- ☐ Hand your wish list over to your parents or best man


- 
- ☐ Order the visa and vaccinations for the honeymoon, if needed, and check your passports if you change your names at the wedding, you don't necessarily have to change them in your passports. It is however required that the names stated in the passports and on the tickets match.
 - ☐ Practice your first dance together
 - ☐ Buy/rent the wedding dress, veil, shoes etc.
 - ☐ Buy/rent the outfit of the groom
 - ☐ Buy/rent the outfits of the bridesmaids
 - ☐ Cloths and linen napkins are available for rent at our venue
 - ☐ Order the wedding cake – arrange for the confectioner to host a cake tasting
 - ☐ If you are planning a small concert or other special feature at the church, now is the time to organize it with the organist, choir and other parties involved. Also agree on which song to play when the bride walks in and the couple leaves the altar.

2 months before the wedding

- ☐ Buy the wedding rings and talk to the goldsmith about engraving your names, dates, and other symbols.
- ☐ Buy lingerie for the wedding day
- ☐ Buy thank-you presents for your helpers at the wedding
- ☐ Consider your "Something old, something new, something borrowed, something blue – and a sixpence in your shoe"-items
- ☐ Start preparing the speech to your better half
- ☐ If the wedding includes children, arrange for a nanny to entertain them. The parents of the children are often happy to share the expenses for the nanny with you.
- ☐ Go through the RSVPs of the invitations and write a guest list, start working on the seating plan and place cards.
- ☐ Let us know the final number of guests
- ☐ Go through the details of the wedding with any external suppliers
- ☐ Discreetly pick out your morning gift
- ☐ Check that you have received the certificate of marital status from the town hall
- ☐ Arrange a meeting with the pastor to go through the ceremony. Pick out songs and ask about the décor and choir of the church as well as rules regarding photography and filming inside the church. Hand over the certificate of marital status to the pastor, if you have it ready.
- ☐ Give the groom a hint on the wedding bouquet and your preferred stile and flowers
- ☐ Book an appointment with the hairdresser to style your hair on the wedding day as well as an appointment for a trial styling. Bring your veil and tiara, if you are wearing one or both.
- ☐ Do a trial bridal make-up
- ☐ Check to ensure the outfits of the groom, groomsmen and bridesmaids are okay and ready
- ☐ Make a short description of every guest for the toastmaster

14 days before the wedding

- ☐ Contact your local newspaper if you wish to announce the wedding
- ☐ Check the guest list: who and how many are coming and let the caterer know how many menus to prepare
- ☐ Order champagne and cake for the reception at Jomfrubakken
- ☐ Make the seating plan
- ☐ Check all preparations for the honeymoon
- ☐ Wear the new shoes in at home
- ☐ Make sure to have a set of fresh clothes for the morning after
- ☐ Do a last check of the wedding clothes

- 
- ☐ Agree on the course of the wedding with the toastmaster
 - ☐ Order the wedding bouquet and buttonhole flowers for the groom, best man, and father of the bride
 - ☐ Order table decorations and floral decorations for the church
 - ☐ Practice your first dance again
 - ☐ Check the agreement and plan for the nanny during the day

7 days before the wedding

- ☐ Bachelor and bachelorette parties
- ☐ Go through the ceremony together
- ☐ Check to ensure all preparations for clothes, menu, cake, transportation, flowers, music, wedding night and honeymoon are in place

The day before the wedding

- ☐ Pack your bag with your clothes for the day after the wedding
- ☐ Set the tables and add the place cards
- ☐ Go through the plan for the wedding day and go to bed early – separately
- ☐ Relax

The wedding day

- ☐ Decorate the church before noon
- ☐ The groom should make sure to pay the parish clerk
- ☐ Pack your suitcase for the wedding night and honeymoon
- ☐ Run through your speech to your better half
- ☐ Enjoy the day

After the wedding

- ☐ Make sure someone cleans up after the wedding
- ☐ If you're leaving for your honeymoon directly after the party, make sure the best man takes care of your wedding clothes and presents
- ☐ Make sure to preserve the wedding bouquet
- ☐ Hand out your thank-you presents
- ☐ Send out thank-you cards
- ☐ Make sure to return borrowed and rented items to their rightful owners
- ☐ Make a scrapbook
- ☐ Exchange presents if needed
- ☐ Let your bank, union etc. know if you've changed your name
- ☐ Change your names in your passports

Tomfrüßhagen

CONFERENCE & MEETING ROOMS
FUNCTION ROOMS & OVERNIGHT ACCOMMODATION