



[WWW.TABLESCATERING.CO.ZA](http://WWW.TABLESCATERING.CO.ZA)

## unforgettable events

At TABLES, we understand every detail of your day should be perfect, so we've designed this handy checklist to help you plan your wedding.

If it's all feeling a bit overwhelming and you'd like a hand bringing your vision to life, please chat to us. In addition to catering, our events team can assist with styling and theming, venue sourcing and more.

We'll work with you to make sure that your wedding is seamless from start to finish... and when the big day arrives all you have to do is relax and enjoy every special moment.

To discuss your big day, call us at **071 631 8360**  
or email [info@tablescatering.co.za](mailto:info@tablescatering.co.za)

# wedding planner

The services we offer are **highlighted** below.

## Early wedding planning...

1

- Discuss what your ideal wedding looks like with your partner
- Set a budget
- Start planning the guest list (this will impact your venue and budget)
- Pick potential wedding dates (check for clashes with important guests)
- Research wedding venues and ceremony locations
- **Contact TABLES about catering and/or planning your engagement party**

## 12 months before your wedding

2

- Pop the question to your bridal party
- Enlist any wedding help from family or friends (cake, flowers, dresses etc)
- Define your wedding theme/style and consider venue and ceremony decor
- Research wedding dresses
- Send Save the Date cards
- Research wedding vendors (photographer, florist, invitations, cake, decor, music, hair and makeup)
- Consider wedding insurance options
- Decide on entertainment for ceremony and reception
- Book photographer and videographer
- **Visit and book your reception venue and ceremony location, or contact TABLES for our venue partners**
- **Consider a wedding planner or stylist or contact TABLES about our styling and planning services**
- **Contact TABLES for our network of partners and recommended suppliers**

## 8-10 months before

3

- Book musicians for the ceremony and reception
- Book accommodation for guests
- Book honeymoon
- Order wedding cake
- Register for gifts
- **Contact decor companies if you need to hire chairs, tables and a marquee, or talk to TABLES about our 'hire and style' services**
- **Book your caterer and pay a deposit to secure the date**

## 6-8 months before

4

- Order wedding dress to avoid 'rush fees'
- Start planning honeymoon
- Ensure passports will be 'in date' for honeymoon
- Start planning hen and stag parties

## 4-6 months before

5

- Choose bridal party attire
- Choose and order wedding invitations and stationery
- Meet with florist to discuss options
- Shop for groom's suit
- Rent the groomsmen's attire
- Organize the legalities — give at least 3 months' notice to registrar/celebrant
- Arrange travel vaccinations if necessary
- Organize wedding transport
- Compile guest addresses and create spreadsheet for RSVPs
- Organize a hair trial and book hairdresser
- Organize a makeup trial and book a makeup artist
- **Have your TABLES menu tasting and finalize menu, tableware and styling**

## 2-3 months before

6

- Send wedding invites
- Choose and order wedding rings
- Attend dress fittings
- Organize gifts for parents, bridesmaids, groomsmen and each other
- Organize outfits for flower girls or page boys
- Buy shoes and accessories — allow longer if ordering online

## 1 Day before

7

- Organize payment of any final invoices
- If BYO beverages, ensure it is at the venue and being chilled
- Ensure the cake is on track to be delivered to the reception venue
- Ceremony rehearsal (allow for up to 90 minutes)
- **Style the venue and set tables, or if TABLES is doing this, relax and...**
- Get a good night's rest

## Your Wedding Day

8

- If BYO beverages, ensure your caterers know what to serve and when
- Give rings to the best man to hold during the ceremony
- Deliver flowers and buttonholes to the wedding party

## After your Wedding Day

9

- Return any rental equipment you haven't hired through TABLES
- Write and send thank-you notes
- Collect your marriage certificate
- **If BYO beverages, collect left-overs and empty bottles, or if you've arranged your beverages through TABLES, we'll do it**

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