

Wedding Planning Guide

HOLIDAY INN MILTON KEYNES EAST

Planning your Wedding

Dear Soon to be Mr & Mrs

We know only too well that planning the most important day of your life can be stressful, so here at Holiday Inn Milton Keynes East we have a dedicated team who will guide you through it step by step.

To help you understand how to make your plans go as smoothly and stress free as possible we have put together a "Wedding Timeline" which enables you to see what will happen right from the time you set the date for the wedding all the way through to when you are packing your bags for your honeymoon!!

*From the Wedding team at
Holiday Inn Milton Keynes East*



12 – 18 months before the big day!

- Set your wedding budget
- Decide on the number of guests & start drawing up a guest list
- Set the date of your wedding
- Choose your ceremony choice i.e Church, Registry office or Civil Ceremony
- Book your ceremony time 12 months prior at Milton Keynes Registry office
- Decide on Bridesmaids, Best Man and Ushers
- Book wedding photographer
- Book wedding cars & other transport
- Book entertainment for your evening reception (if required)
- Order invitations & stationery
- Order wedding cake
- Start looking around for your wedding dress and bridal party
- Start getting ideas for your honeymoon



6 months before the big day!

- Post wedding invitations with details of timings, transport, directions & details of the hotel
- Decide on theme and select flowers, table decorations favours etc.
- Bridegroom to arrange suits for Best Man, Ushers & Fathers
- Organise Hen and Stag party
- Select wedding rings
- Make hair dresser & beauty salon appointments
- Schedule dress fitting alterations



4 months before the big day

- Finalise order of service and select music/hymns
- Contact your wedding suppliers e.g. florist, entertainment etc. to confirm details
- Wedding menu taster session at the hotel



6 to 8 weeks before the big day

- Confirm any travel arrangements & hotel reservations
- Meet with your Wedding Co-ordinator to discuss seating plans, food requirements, drinks packages, evening numbers and any special requests
- Confirm final number of guests & seating plan with your Wedding Co-ordinator
- Organiser presents for the bridal party/ family
- Trial hair and makeup



3 weeks before the big day

- Give florist total number of button holes and delivery details
- Confirm timings with wedding cars & transport operators
- Discuss with your photographer the photos you would like
- Give the DJ/band a list of songs you would like played
- Give venue a table plan, ceremony seating plan and any special requests
- Ensure speeches are all in place
- Final dress fitting



1 week before the big day

- One week before the big day!
- Meet with Best Man, Bridesmaids and Ushers to finalise wedding day plans
- Confirm arrangements with photographers, transport operators, florists etc
- Collect wedding dress, veil & accessories
- Meet with your toastmaster to run through your wedding day
- Drop of all of your decorations to our venue the day prior, and let our team do the rest....

