BLOOMFIELD
WEDDINGS
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Wedding Check List

Church Ceremony

- ☐ ♦ Book church – date, time, priest
- ☐ ♦ Book and Attend Pre-Marriage course
- ☐ ♦ Book ceremony musicians & singers
- ☐ ♦ Complete forms and send to Registrar at least 3 months prior to wedding date
- ☐ ♦ Request Baptismal & Confirmation certificates from Parish Office
- ☐ ♦ Meet with priest to discuss readings, music, ceremony details & complete marriage papers
- ☐ ♦ Create Mass booklet-Choose readings, prayers and music. Select people to read at ceremony.
- ☐ ♦ Provide draft mass booklet to priest to review prior to printing.
- ☐ ♦ Provide copy of music and mass booklet to musicians few weeks in advance.
- ☐ ♦ Organise Altar Servers
- ☐ ♦ Arrange church & altar servers donation

Civil Ceremony

- ☐ ♦ Book your civil ceremony venue at Bloomfield House Hotel
- ☐ ♦ Book an appointment to meet with the registrar in the area you want to get married at least 3 months prior to your wedding date. If you want them to travel to a venue you'll need to give much more notice, especially in popular months.
- ☐ ♦ Book ceremony musicians & singers
- ☐ ♦ Complete forms and send to Registrar at least 3 months prior to wedding date
- ☐ ♦ Meet with registrar to discuss readings, music & ceremony details
- ☐ ♦ Provide copy of music to musicians few weeks in advance.

Hotel

- ☐ ♦ Book your reception at Bloomfield House Hotel, Leisure Centre & Spa.
- ☐ ♦ Agree on a package and secure booking with a deposit.
- ☐ ♦ Organize seating arrangements for guests - Prepare Table Plan
- ☐ ♦ Discuss option of pre-reception musician
- ☐ ♦ Decide on dinner menu, vegetarian options, type of wine etc.
- ☐ ♦ Confirm final guest numbers & submit table seating plan 2-3 days in advance

Band

- ☐ ♦ Review bands & View band playing at a wedding
- ☐ ♦ Select band & pay deposit to secure booking
- ☐ ♦ Contact 2 weeks beforehand to re-confirm booking
- ☐ ♦ Determine when balance due to be paid

Photographer & Videographer

- ☐ ♦ Review photographer & videographer's wedding portfolio
- ☐ ♦ Select one & pay deposit to secure booking
- ☐ ♦ Contact 2 weeks beforehand to re-confirm booking
- ☐ ♦ Determine when balance due to be paid

Florist

- ☐ ♦ Meet with florist to discuss ideas, provide sample of dress colours, and brides dress style.
- ☐ ♦ Book florist you prefer the most
- ☐ ♦ Decide on colour and style of all bouquets, button holes, flower girl baskets and church flowers. Don't forget the bouquets for mother, mother-in-law & grandparents.

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Wedding Car

- ☐ ♦ Organise Cars for Bride, Groom, Bridesmaids and Groomsmen
- ☐ ♦ Chose car type and supplier & pay deposit to confirm booking
- ☐ ♦ Ribbons to decorate cars – 35mm width, 6 metres per car

Wedding Cake

- ☐ ♦ Decide on style, colour and size of wedding cake pay deposit
- ☐ ♦ Organize delivery of wedding cake to hotel day beforehand & pay balance

Wedding Stationary

- ☐ ♦ Select style, colour and wording of Invitations, Thank You & RSPV Cards & order stationery
- ☐ ♦ Request Accommodation cards from Bloomfield to include with invitations
- ☐ ♦ Collect addresses in advance for all guests
- ☐ ♦ Write Day invitations and post 6-8 weeks in advance
- ☐ ♦ Write Evening Invitations and post 3-4 weeks in advance
- ☐ ♦ Receive reply cards and confirm final guest numbers 1-2 weeks in advance

Bridal Wear

- ☐ ♦ Decide on Bridal Gown and pay deposit
- ☐ ♦ Don't forget the Bridal Shoes, Garter, Handbag, Hairpiece & Jewellery
- ☐ ♦ Book bridal gown alterations, final fitting and collection & pay balance.

Bridesmaids and Flowergirl Apparel

- ☐ ♦ Buy Bridesmaid & Flower girl dresses
- ☐ ♦ Don't forget the Bridesmaid Shoes, Handbag, Hairpiece & Jewellery
- ☐ ♦ Book alterations, final fitting and collection & pay for alterations

Groom and Groomsmen Apparel

- ☐ ♦ Decide on colour and style and pay suit hire deposit
- ☐ ♦ Organise lads to go for fitting 2-3 weeks in advance
- ☐ ♦ Collect suits & ensure everyone tries on full outfit on 2 nights before wedding

Jewellery

- ☐ ♦ Bride & Groom wedding ring
- ☐ ♦ Have engagement ring cleaned week of wedding
- ☐ ♦ Coins for ceremony

Hair and Beauty

- ☐ ♦ Decide on hair and make up styles
- ☐ ♦ Price bridal hair and pay deposit
- ☐ ♦ Book make up trials at Bloomfield Spa & Laser Clinic
- ☐ ♦ Don't forget to book your waxing, tan and nails at Bloomfield House Hotel

Honeymoon

- ☐ ♦ Decide on honeymoon location and budget
- ☐ ♦ Book flights and accommodation
- ☐ ♦ Arrange transport to and from airport
- ☐ ♦ Check passport validity