

Getting started...

Wedding Reception / Civil & Partnership Ceremonies

Please use this page to write down as much information as you can and bring it along on your first visit to the Mayfair to meet your Wedding Coordinator.

Planning & Address Details

Name of Bride/Partner

Name of Groom/Partner

Address

Telephone Number

Mobile Number

E mail address

Date for Wedding

Ceremony

Venue

No. of Guests

Time

Time of arrival at Hotel (if Reception only)

Reception

No. of Guests attending Reception

No. of Guests attending Evening Party*

(* The number stated will be the minimum charged for)



Wedding Countdown...

Beginning the arrangements

- Decide on the number of guests and make a list.
- Discuss a budget with those who will be involved.
- Visit the Mayfair to meet your Wedding Co-ordinator and gain a good idea of what to expect.
- Decide on the date and provisionally book it with the Mayfair.
- If you have chosen a Religious Ceremony, visit the Minister to book the date and time.
- If you have chosen a Civil Ceremony, contact the Superintendent Registrar on 01202 454947 to give notice, book your date and time of marriage.
- Secure the date with the Mayfair by returning the booking form, paying your deposit and booking the room of your choice.

12 months to go

- If you have decided on a week day wedding, call relatives and close friends so they can arrange to take time off work.
- Choose your Best Man, Bridesmaids and Ushers.
- Choose your colour scheme.
- Choose your wedding dress and attendants gowns.
- Choose early and book all professional services; photographer, videographer, ceremony and reception entertainment, cakes, transport, florist, table decorations (favours, confetti, bubbles...), stationery etc... If you require any assistance with your selection, please speak with your wedding Co-ordinator.
- The Mayfair will produce your table plan and menus for you.
- Attend your local wedding fair for good tips and suggestions.
- Book your honeymoon.
- Take out wedding insurance.

9 months to go

- Choose a wedding gift list service and compile your list.
- Choose and purchase your wedding rings.

6 months to go

- Arrange visa and vaccinations if your honeymoon is booked in a foreign country.
- Check your passports are up to date.
- Order the invitations and any other stationery.
- Ask your guests to book their accommodation.

3 months to go

- Confirm ceremony arrangements with Church or Registrars Office.
- Bridegroom, Best Man, Fathers and Ushers to sort out their suits.
- Send out invitations with a note asking guests if they have any specific dietary requirements.
- buy wedding shoes and bridal accessories.
- Choose gifts for attendants.
- Meet with your Wedding Co-ordinator at the Mayfair to run through your arrangements for the reception, including catering requirements, drink choices and trimmings.
- Check anything affected by your change of name.
- Book Hen and Stag evenings.

6 weeks to go

- Arrange hairdresser and make-up appointments.
- Arrange final fitting of the wedding dress.
- Ensure the speeches are written; traditionally the Brides Father, the Bridegroom and the Best Man.

4 weeks to go

- As you begin to receive replies from the invitations, start planning the seating arrangement for your wedding breakfast and send a draft to the Mayfair 2 weeks prior to your wedding.
- Pay 50% of the estimated balance of the reception to the Mayfair.
- Write place cards.
- Practice make-up and decide hair style.
- Meet your Wedding Co-ordinator at the Mayfair to discuss the final arrangements. Pay the estimated balance of the reception. Confirm final details with all professional services; florists, photographer, transport, etc...

The week before

- Pack for your honeymoon and check passports and foreign currency if needed.
- Give the Ushers order of service sheets and delegate as much as possible.
- Bring all bits and pieces; place cards, favours (if not arranged by the Mayfair), guest books, etc... to the Mayfair and out of your way!

The BIG DAY

Give yourself a relaxing bath, a good breakfast and plenty of time before the ceremony to get your hair and make-up done and get dressed.

Enjoy!

