



**HUKA FALLS**  
*Resort*

*Complimentary Wedding  
Planner*

*For You.....*

*This wedding planner is our gift to you to help  
You start planning for your big day.*

*The information within will assist Huka Falls Resort  
with your requirements, but we have also included  
other useful suggestions for you to consider on your  
special day.*

*Kind regards*

*The Team at Huka Falls Resort*

*This gift is but a token of our wish for you:  
a life of love.*



## Checklist

### Six or More Months ahead

<ul style="list-style-type: none"> <li><input type="checkbox"/> Think about the type of wedding you want- Formal or Informal, big or small</li> <li><input type="checkbox"/> Plan time of year you would like to hold wedding</li> <li><input type="checkbox"/> Set Budget</li> <li><input type="checkbox"/> Compile a guest list &amp; organise addresses.</li> <li><input type="checkbox"/> Reserve Ceremony &amp; Reception Sites.</li> <li><input type="checkbox"/> Finalise Wedding Date.</li> <li><input type="checkbox"/> Choose Attendants.</li> <li><input type="checkbox"/> Order dress &amp; accessories, including veil &amp; shoes.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Book music/entertainment for reception &amp; ceremony.</li> <li><input type="checkbox"/> Send save-the-date cards (if using)</li> <li><input type="checkbox"/> Book Officiant/Celebrant.</li> <li><input type="checkbox"/> Book Florist.</li> <li><input type="checkbox"/> Order Wedding Cake.</li> <li><input type="checkbox"/> Book Caterer.</li> <li><input type="checkbox"/> Book photographer and videographer.</li> <li><input type="checkbox"/> Plan and book honeymoon.</li> </ul>
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### Four to Six Months Ahead

<ul style="list-style-type: none"> <li><input type="checkbox"/> Reserve rental equipment such as chair covers and Marquees.</li> <li><input type="checkbox"/> Order stationary, including invitations and thank-you notes; book calligrapher if using.</li> <li><input type="checkbox"/> Purchase wedding rings.</li> <li><input type="checkbox"/> Mail Invitations.</li> <li><input type="checkbox"/> Write thank-you notes as gifts arrive.</li> <li><input type="checkbox"/> Choose gifts for the wedding party.</li> <li><input type="checkbox"/> Choose favours.(if using)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange Transportation for the wedding day.</li> <li><input type="checkbox"/> Register for gifts.</li> <li><input type="checkbox"/> Purchase or reserve grooms attire.</li> <li><input type="checkbox"/> Reserve accommodation for out-of-town guests.</li> <li><input type="checkbox"/> Book a room for the wedding night.</li> <li><input type="checkbox"/> Buy stockings and any special lingerie your dress requires.</li> <li><input type="checkbox"/> Sign up for dancing lessons.</li> </ul>
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### Two to Four Months Ahead

<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss details of menu with caterer.</li> <li><input type="checkbox"/> Choose Readings for the ceremony.</li> <li><input type="checkbox"/> Finalise music for ceremony</li> <li><input type="checkbox"/> Write your wedding vows, if you choose.</li> <li><input type="checkbox"/> Discuss wine selection with venue</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss Service with Officiant.</li> <li><input type="checkbox"/> Try out makeup and hairstyle.</li> <li><input type="checkbox"/> Arrange Marriage License</li> <li><input type="checkbox"/> Schedule rehearsal time dinner.</li> </ul>
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## Budget Planner

<p><b>Ceremony &amp; Reception</b></p> <p>_____ Ceremony &amp; Location Fee</p> <p>_____ Marriage License</p> <p>_____ Food</p> <p>_____ Bar</p> <p>_____ Couples Transportation</p> <p>_____ Officiants Fee</p> <p>_____ Reception Site Fee</p> <p>_____ Cake</p> <p>_____ Rentals</p> <p>_____ Guests Transportation and parking</p> <p style="text-align: right;">_____ Subtotal</p>	<p><b>Attire</b></p> <p>_____ Brides Dress</p> <p>_____ Brides shoes</p> <p>_____ Jewellery/accessories</p> <p>_____ Lingerie</p> <p>_____ Headpiece/veil</p> <p>_____ Grooms tuxedo/suit</p> <p>_____ Grooms accessories</p> <p>_____ Grooms shoes</p> <p>_____ Hair/makeup</p> <p>_____ Bride &amp; Grooms rings</p> <p style="text-align: right;">_____ Subtotal</p>
<p><b>Flowers</b></p> <p>_____ Brides Bouquet</p> <p>_____ Bridesmaids Bouquets</p> <p>_____ Flower girls Bouquets</p> <p>_____ Boutonnieres</p> <p>_____ Corsages</p> <p>_____ Decorations</p> <p>_____ Reception Centrepieces</p> <p style="text-align: right;">_____ Subtotal</p>	<p><b>Stationery</b></p> <p>_____ Save-the-date cards</p> <p>_____ Invitations &amp; Envelopes</p> <p>_____ Calligraphy</p> <p>_____ Postage</p> <p>_____ Order of service</p> <p>_____ Place cards</p> <p>_____ Thank-you notes</p> <p style="text-align: right;">_____ Subtotal</p>
<p><b>Photography</b></p> <p>_____ Engagement Portrait</p> <p>_____ Photographers Fee</p> <p>_____ Wedding Album</p> <p>_____ Parents Album</p> <p>_____ Videography</p> <p>_____ Additional Prints</p> <p style="text-align: right;">_____ Subtotal</p>	<p><b>Music</b></p> <p>_____ Ceremony Music</p> <p>_____ Pre-Dinner drinks music</p> <p>_____ Dinner Music</p> <p>_____ Evening Music</p> <p style="text-align: right;">_____ Subtotal</p>
<p><b>Gifts, Favours' &amp; Extras</b></p> <p>_____ Maid of honours gift</p> <p>_____ Bridesmaids gifts</p> <p>_____ Best mans gift</p> <p>_____ Groomsman's gifts</p> <p>_____ Child attendant gifts</p> <p>_____ Brides parents gifts</p> <p>_____ Grooms parents gifts</p> <p>_____ Favours</p> <p>_____ Guest book</p> <p>_____ Ring pillow</p> <p style="text-align: right;">_____ Subtotal</p>	<p style="text-align: right;">_____ <b>Total</b></p>



## Photography Planner

### Portraits

<input type="checkbox"/> Bride <input type="checkbox"/> Groom <input type="checkbox"/> Bride and Groom <input type="checkbox"/> Bride with detail of back of dress <input type="checkbox"/> Groom with best man <input type="checkbox"/> Groom with Ushers <input type="checkbox"/> Bride with Maid of Honour <input type="checkbox"/> Bride with Bridesmaids <input type="checkbox"/> Ring Bearer with flower girl <input type="checkbox"/> Entire Wedding Partner	<input type="checkbox"/> Bride with parents <input type="checkbox"/> Groom with parents <input type="checkbox"/> Bride and Groom with Bride's Parents <input type="checkbox"/> Bride and Groom with Bride's family <input type="checkbox"/> Bride and Groom with Grooms Parents <input type="checkbox"/> Bride and Groom with Grooms family <input type="checkbox"/> Bride and Groom with Both sets Parents <input type="checkbox"/> ----- <input type="checkbox"/> ----- <input type="checkbox"/> -----
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### Pre-wedding

<input type="checkbox"/> Bride and Attendants getting ready <input type="checkbox"/> Groom and Attendants getting ready <input type="checkbox"/> Mother of Maid of Honour helping the bride getting ready. <input type="checkbox"/> Reception area being set up	<input type="checkbox"/> Bride leaving for ceremony <input type="checkbox"/> Groom leaving for ceremony <input type="checkbox"/> ----- <input type="checkbox"/> ----- <input type="checkbox"/> -----
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### Ceremony

<input type="checkbox"/> Signs directing guests to wedding <input type="checkbox"/> Ceremony site, with guests arriving <input type="checkbox"/> Ushers escorting guests to their seats <input type="checkbox"/> Groom walking down the aisle <input type="checkbox"/> Both sets of parents entering <input type="checkbox"/> Bridal party arriving <input type="checkbox"/> Bridal party at the ceremony spot <input type="checkbox"/> Arrival of Bride <input type="checkbox"/> Child attendants walking down the aisle <input type="checkbox"/> Bridal party walking down the aisle <input type="checkbox"/> Bride walking down the aisle	<input type="checkbox"/> Special guests watching the ceremony <input type="checkbox"/> Exchanging of the rings <input type="checkbox"/> Wedding kiss <input type="checkbox"/> Bride and Groom leading recessional <input type="checkbox"/> Guest throwing rice or flower petals <input type="checkbox"/> Signing of wedding certificate <input type="checkbox"/> Bride's and Grooms hands displaying rings <input type="checkbox"/> ----- <input type="checkbox"/> ----- <input type="checkbox"/> -----
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### Reception

<input type="checkbox"/> Friends signing guest book <input type="checkbox"/> Guests at pre-dinner drinks <input type="checkbox"/> Reception site, set for dinner <input type="checkbox"/> Centrepieces <input type="checkbox"/> Place settings <input type="checkbox"/> Toasts <input type="checkbox"/> Bride and Groom listening to toasts <input type="checkbox"/> Group pictures of guests at each table <input type="checkbox"/> Bride and Groom first dance <input type="checkbox"/> Bride dancing with her father	<input type="checkbox"/> Groom dancing with his mother <input type="checkbox"/> Guests dancing <input type="checkbox"/> Wedding Cake <input type="checkbox"/> Favors <input type="checkbox"/> Bride and Groom cutting the Cake <input type="checkbox"/> Bride and Groom departing <input type="checkbox"/> ----- <input type="checkbox"/> ----- <input type="checkbox"/> -----
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**HUKA FALLS**  
*Resort*  
Flower Planner

### **Wedding Party**

- Bride's bouquet
- Bride's headpiece
- Maid of honour's bouquet
- Flower girl's headpiece/basket
- Grooms boutonniere
- Best man & groomsman's boutonnieres
- Ring bearer's boutonniere
- Mothers' corsages
- Other special guests' corsages
- Fathers' boutonnieres
- Other special guest's boutonnieres
- Other arrangements

### **Ceremony**

- Aisle runner
- Pew/chair decorations
- Alter arrangements
- Candles and holders
- Other ceremony arrangements

### **Reception**

- Entryway arrangements
- Bar decorations
- Dining-table centrepieces
- Bride's and groom's chair decorations
- Powder-room arrangements
- Other reception arrangements





Wedding Day

Date.....

Time..... Florist arrives to place flower arrangements

Time:..... Hairdresser arrives

Time:..... Makeup

Time:..... Begin Dressing

Time:..... Ushers Arrive

Time:..... Groom Party arrives at Ceremony venue

Time:..... Music to begin  
Ushers handing out 'Order of Service' sheets

Time:..... Bridal car arrives to collect Bridal party  
from:.....

Time:..... All guests and grooms party take their places

Time:..... Bridal party arrives at ceremony venue & music  
begins

Bridal Party Enters

Flower Girl (if having)

Bridesmaids

Maid of Honour

Bride & person who will be giving you away

Ceremony Begins



Reception

- Time:..... Depart from ceremony venue
- Time:..... Photos to begin
- Time:..... Guests move to venue for canapés & pre-dinner drinks
- Time:..... Bar tab to begin
- Time:..... Bridal party joins and mingles with guests
- Time:..... MC asks guests to move to dining room

Arrival of Bridal Party

Attendants announced into the room...

Parents announced into the room...

Bride & Groom announced into the room...

- Time:..... MC announce order of evening serving of main meal – Head Table will be served first. Guests taken table at a time to the buffet by wait staff
- Time:..... MC introduces speeches,
- Time:..... Cutting of the cake. Wait staff will then remove cake which will be cut and trayed by our chef for bridesmaids to serve later
- Time:..... Dessert Buffet served
- Time:..... First Dance – Wait staff will move tables to create a dance floor (if required)
- Time:..... Evening Concludes