

Tips for your ceremony day

- Having a wedding folder is a good way of keeping all your ideas, bookings and choices in one place
- Make your day more sustainable. You can find some eco-friendly ideas on our [website](#)
- Wear in your wedding shoes before the big day
- For inspiration attend local wedding fairs.
- Appoint someone to be responsible for collecting any cards and gifts on the day
- Book early and try to be as flexible as possible with your dates and times. Venues and Registrars get booked up well in advance
- When choosing suppliers, ask for references, or to see samples of their previous work
- Confirm bookings and arrangements in writing
- Confirm suppliers prior to the ceremony
- If your guests are travelling consider enclosing a map and a list of accommodation in their invitation
- If having a gift list, choose a range of gifts to suit all budgets
- Ease your workload and delegate some tasks
- Don't let the planning take over your life
- On the day give yourself plenty of time to get ready
- The night before, try to have an early night
- Don't forget to eat and stay hydrated
- Arrange for your transport to arrive early
- Arrive at your ceremony venue with plenty of time for your pre-ceremony interview and photos
- The most important thing to do is enjoy your special day!

Ceremony Planning Checklist

- Decide on some preferred dates
- Work out your budget
- Choose a venue - a full list of all licensed venues can be found [here](#)
- Contact your chosen venue to provisionally book your ceremony date
- Call our Ceremonies Hub to book your Registrars - **0345 60 80 198**
- Once your Registrars are booked, confirm the booking with your venue
- Organise wedding insurance
- Book a Notice appointment at your local register office (this must be completed at least 28 days before your ceremony and cannot be completed more than 12 months prior to your ceremony)
- Put together a rough guest list – check your venue capacity
- Choose your ceremony party (bridesmaids, best people, etc.)
- Choose your ceremony suppliers. View our online [supplier directory](#)
- Dress/Suit/Outfit
- Photographer
- Videographer
- Food & Drink – if not supplied by your venue
- Entertainment – DJ/Singer/Band/Magician/Children’s entertainer
- Flowers – decide what flowers you would like and find a florist

- Transport – if your ceremony and reception are being held at two different venues you may need to consider the transportation of your guests

- Cake – remember to arrange for the cake to be delivered to your venue

- Favours

- Stationery – invites, save the dates, table plans etc

- Rings

- Hair & Make-Up

- Accessories

- Shoes

- Décor & Hire

- Toastmaster

- Ceremony night accommodation

- Wedding party outfits (bridesmaids, best people, page boys, etc.)

- Plan & book honeymoon (if going abroad check visas, passports, vaccines, currency etc.) Remember to book your holiday using the name that's in your passport

- Confirm guest list and send invites

- Arrange fittings/alterations for outfits

- Organise hen/stag do

- Choose and buy gifts for wedding party, parents etc

- Confirm numbers and seating plan with venue and caterers

- Finalise guest list (chase any unanswered invites)

- Choose guest book

- Pay any outstanding balances

- Book hair & make up trial

- Write place cards for reception

- Write personal vows and speeches

- Return ceremonies option form to Ceremonies in East Sussex at least one month before your ceremony. Remember to include any readings, music and personal vows to be included. Options forms

- Work out a timetable for the day, check timings and travel arrangements

Contact Us

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Email: ceremonieshub@eastsussex.gov.uk