

Wedding Planner

☩ Belmont Centre Holy Cross, Uckfield

Year or more in advance



- Decide on Date and Visit Church and reception venues.
- Make an appointment to see
- The Rector, or one of the Curates, and confirm the date and time of your Wedding. Telephone 01825 762251.
- Check the availability of our reception venue – our Belmont Centre booking administrators can assist.
- Set a budget and decide what you want at your Ceremony – for example having the Choir and Church Bells rung.
- Make a Booking
- Organise wedding insurance.



Monthly to do list

12 Months

- Decide on guest numbers - The Cardale Hall in the Belmont centre can seat up to 130 people.
- Fix date and time with the Church.
- Book your Caterer. Discuss the type of reception you wish to arrange. We will be pleased to provide sample menus give you details of our Caterer.

11 Months

- Book your Photographer
- Book Band or DJ
- Pick your attendants, Best Man and Ushers

10 Months

- Decide on your dress – allow at least 4 months for a made-to-measure dress to be delivered.
- Start planning your honeymoon and book early to avoid disappointment

9 Months

- Discuss with The Rector, or Curate, your choice of readings and hymns, and the type of music you would like the organist to play.
- Decide on a florist. Discuss buttonholes, bouquets and arrangements.
- Confirm your menu choice and drinks order with your Caterer.
- Choose and order your bridesmaids outfits.

8 Months

- Order your wedding stationery – invitations, place names, menus and seating plans. We will be pleased to give you details of our Printer.
- Order the wedding cake.

7 Months

- Order the wedding cars and transport. – don't forget to organise transport to take you to your first-night hotel or the airport
- Choose and order favours if you're having them.

6 Months

- Confirm your order of service with the Rector, or Curate. Then have guest's booklets printed. If you have a choir, they will also need copies.
- Remind your fiancé to get his and the ushers' outfits.
- Pick your wedding bands.

5 Months

- If you're changing your name, now is the time to renew your passport – you will need to ask the Rector or officiating member of Clergy to sign the application form for you.

- Book your consultation with your Hairdresser

4 Months

- Find out if you need visas or inoculations for your honeymoon.
- Discuss your hen and stag night plans with your attendants.

3 Months

- Book your rehearsal in Church (usually a few days before hand) and tell those who need to be there.
- Check when the wedding Banns are being read in Church and arrange to be there.
- Discuss with the Clergy, and Church Warden, the type of floral arrangements you would like in the Church.

- Try out different looks with your makeup artist.

- Book your hairdresser for the morning of the wedding.

- Compile your gift list or choose a company for your gift list and compile it.

2 Months

- Send out your invitations and keep a list of acceptances and refusals

- Try on your whole wedding outfit – forgotten anything? Get it now!

- Arrange for final dress fitting/alterations if required.

1 Month

- Confirm with your Caterers the final number of guests

- Decide upon a seating plan

- Discuss special requests with your DJ or Band

- Confirm your flowers with your florist.

The Day

- Enjoy – this is your wedding and your day.



The Cardale Hall



- Please arrange to see our beautiful Cardale Hall.
- Our 5' circular tables seat 8-10 people
- There is car parking available in the adjacent Luxford Car Park.
- If you are arranging for a DJ or Band we will require a copy of their Public Liability Insurance and their equipment will need to be PAT Tested. We cannot accept any DJ's/Bands without this certificate.
- In accordance with the Entertainment Licence issued by Wealden District Council, any music and entertainment must stop at 11.00pm. This is to ensure that people can start making a move in a leisurely fashion and have a chance to say good-bye to everyone!
- We would ask that you ensure that all guests leave the premises well before midnight at the very latest. Please help us to maintain good relations with our neighbours and arrange for all your guests to leave promptly and quietly.

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The Kitchen

- We have kitchen facilities available for use on the day by your chosen Caterer at an additional cost.
- To include ovens for re-heating food or keeping food hot and a dishwasher.
- Cost dependent upon facilities required.

Attractive Porch and lobby area

We have an attractive porch and lobby area for you to greet your guests and have a pre-reception drink.



Sponsors



CHEF'S PANTRY
The Premiere Patisserie



<http://www.chefspantrylimited.com>

We are happy to cater for all your wedding needs. We have an extensive range of buffet menus and can offer Butler Service or Silver Service for formal wedding dinners and luncheons.

**HOME MADE, HAND FINISHED PRODUCTS.
DESSERTS, CAKES, PIES, SAVOURIES & MUCH MORE!**

Our UNIQUE PRODUCT RANGE is being DELIVERED on a DAILY basis throughout KENT, SUSSEX, SURREY & S.E. LONDON to Caterers, Hospitality and other Retail Outlets. To add interest to your menu, we change our lines twice yearly with a new brochure in April and September.

To discuss your wedding needs please ring
01825 841187