



# Allesverloren

FUNCTION AND CONFERENCE VENUE

## Planning Your Wedding

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To help keep your wedding plans running smoothly here are some guidelines to assist you with the details that you could overlook in the excitement of it all!

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Let us host your function the way you want it

*FCV*  
**ALLESVERLOREN FCV**  
For a personalised wedding

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## Timeline

### 12+ months

- *Announce your engagement and flash your sparkling ring.*
- *Set a wedding budget and establish who will pay for what.*  
(See Wedding Budget on page 2)
- *Choose your preferred wedding dates and check whether important guests and officiates will be available.*
- *Start a wedding file to keep your notes and paperwork together.*

### 6+ months

- *Hire a wedding coordinator, if needed or arrange with Allesverloren FCV to co-ordinate your wedding with us.*
- *Reserve the reception venue and pay deposits.*
- *Meet with marriage officers and choose one who suits your personal style.*
- *Compile and finalise your guest list.*
- *Order or begin shopping for your gown or ask us to organize a meeting with one of our service providers.*
- *Select DJ/band for the reception or ask us for assistance.*
- *Interview photographers and videographers. Look for someone who understands your style and with whom you feel comfortable.*
- *Interview florists or use our in-house florist that will be available for an interview on your next visit. (See Flowers & Decorations on page 3)*
- *Find out about the religious and legal requirements for your ceremony, the NG Church in Riebeek West and Riebeek Kasteel can be used for your wedding.*
- *Order a cake, book your florist, photographer, musicians and pay the necessary deposits.*
- *Start looking for bridesmaids' dresses, or use our dressmakers to assist you.*
- *Choose the design and wording of your invitations.*
- *Order invitations; reply cards and maps (if necessary) don't forget the envelopes and stamps.*

### 4+ months

- *The groom should finalise what he and his attendants will be wearing.*
- *Choose accessories for the bride and attendants.*
- *Buy any special lingerie your dress requires and wear it to your fittings.*
- *Begin a routine of cleansing facials.*
- *Reserved hired equipment if not supplied by Allesverloren FCV.*
- *Buy wedding rings*
- *Check passports and visa requirements for your honeymoon, or use our preferred service providers regarding your honeymoon for discounted rates.*
- *Collect invitations and start addressing envelopes.*
- *Arrange transportation for the wedding day.*
- *Book room for honeymoon night.*
- *Reserve accommodation for out of town guests.*  
(See PDF on Supplementary Contacts webpage)

*Sit down with those involved in the planning of you're wedding and go through this timeline. Set yourselves deadlines but remember that some things will fall into place sooner than expected, while others may take a little longer. If you're planning your wedding in less than six months, don't panic! Simply begin today.*

*But the best advice we could give, whatever your wedding style, is... don't let the details overshadow the joy of the occasion!*

*Allesverloren FCV also offers a wedding coordinating service.*

### 2+ months

- *Send out invitations.*
- *Decide on your wedding vows.*
- *Buy shoes and veil to suit your gown.*
- *Meet with your hairdresser and see how your dress, veil and hairstyle with work together.*

### One month to go

- *Do trial runs of the bride's hair and make-up.*
- *Print programme for the ceremony.*
- *Confirm with your marriage officer that a license has been arranged.*
- *Obtain the necessary documents for your surname change.*
- *Collect wedding rings.*
- *Collect your gown and choose a garter.*
- *Choose your menu.*
- *Order wine and liquor from Allesverloren FCV.*

### One to two weeks

- *Finalize the seating plan and draw up a seating chart.*  
(See Reception Seating on page 4)
- *Confirm delivery times of your flowers and cake if not coordinated by Allesverloren FCV.*
- *Notify caterer of the final guest count.*
- *Make sure the groom and his attendants have collected their outfits.*
- *Confirm date, time and location with your florist, musicians and photographer.*
- *Make final payments.*
- *Confirm beauty appointments for the day.*
- *Confirm honeymoon reservations and start packing.*

### The day before

- *Make an emergency kit of headache tablets, needle and thread, safety pins and so on.*
- *Pack a small bag for your wedding night.*
- *Set your alarm clock and make sure you get some sleep.*

## Your Wedding Day...

- *Start the day with a good breakfast.*
- *Tell your relatives that you love them.*
- *Relax and have a great day. Remember to pause once in a while to take it all in. The details are what make your day so special.*

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## Budget

Before you plan your wedding, know how much you can spend and what you want to spend on it.

As a general guideline, allow approximately 50% of your budget to the reception (location, food and beverages). Then allow up to 10% each to flowers, photography, attire and music. The rest goes to stationary, favours, gifts and any other details.

### Ceremony & Reception

Wedding planner fee, if any using	R.....
Ceremony location fee	R.....
Marriage license & officiates fee	R.....
Reception-site fee	R.....
Food	R.....
Cake	R.....
Bar	R.....
Rentals	R.....
Couple's transportation	R.....
<b>SUBTOTAL</b>	R.....

### Photography

Photographer's fee	R.....
Engagement portrait	R.....
Wedding album	R.....
Parent's album	R.....
Additional prints	R.....
Videography	R.....
<b>SUBTOTAL</b>	R.....

### Music

Ceremony music (organist)	R.....
Reception music/musicians	R.....
<b>SUBTOTAL</b>	R.....

### Stationary

Invitations & envelopes	R.....
Programs, Thank you notes	R.....
Seating, place & menu cards	R.....
Postage	R.....
<b>SUBTOTAL</b>	R.....

### Flowers

Ceremony decorations	R.....
Bride's bouquet	R.....
Maid of honour's & bridesmaids' bouquets	R.....
Flower girl's accessories	R.....
Bride & Groom bouquets	R.....
Corsages & Boutonnieres	R.....
Reception centrepieces & decorations	R.....
<b>SUBTOTAL</b>	R.....

### Attire

Bride's dress	R.....
Headpiece & veil	R.....
Bride's shoes	R.....
Jewellery, lingerie & accessories	R.....
Hair & makeup	R.....
Manicure & pedicure	R.....
Groom's suit & accessories	R.....
Bride's & groom's rings	R.....
<b>SUBTOTAL</b>	R.....

### Gifts, Favours & Extras

Maid of honour's gift	R.....
Bridesmaids' gifts	R.....
Best man's gift	R.....
Couple's gifts for each other	R.....
Parents' gifts	R.....
Favours	R.....
Ring pillow	R.....
Guest book	R.....
<b>SUBTOTAL</b>	R.....

*Total*

R.....

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## Flowers & Decorations

This list is what our recommended florist & decorators can provide you with, and will assist you when making arrangements with them. Contact details of our suppliers are available to download in PDF format off our Supplementary Contacts webpage.

Name .....

Contact numbers .....

Date ..... Start time ..... Number of guests .....

Colour scheme .....

Preferences .....

Flowers ..... Leafage .....

Flowers that wedding party/guests have allergies too .....

Type of holders .....

### Flowers for the Wedding Party

- Bride's bouquet .....
- Bridesmaids bouquets .....
- Flower girl's headpiece & basket .....
- Groom's boutonniere .....
- Best man boutonniere .....
- Fathers' boutonniere .....
- Other special guests' boutonnieres .....
- Ring bearer's boutonniere .....
- Mother's corsages .....
- Other special guests' corsages .....
- Other .....

### Flowers for the Ceremony

- Entrance/arch .....
- Aisle runners .....
- Chair decorations .....
- Altar arrangements .....
- Other .....

### Decorations for the Ceremony

- Candles & candle holders .....
- Register table .....
- Confetti holders .....
- Other .....

### Flowers for the Reception

- Entryway .....
- Bride's & groom's table .....
- Guest's tables .....
- Dining tables centrepieces .....
- Rest rooms .....
- Other .....

### Decorations for the Reception

- Arch (silver, gold, rust) .....
- Gazebo (rust) .....
- Guest list stands .....
- Table number holders .....
- Bride's & groom's table .....
- Buffet table .....
- Cake table .....
- Bar/cocktail tables .....
- White drapes (to cover the whole hall) .....
- Fairy lights .....
- Glass, pottery & tin vases .....
- Baskets & wooden boxes .....
- Candle holders/chandeliers & candles .....
- Silverware .....
- Serviettes .....
- Other .....



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Fill in this page with your song choices, and give a copy to the musicians and/or DJ so they know what to play and when. It's a good idea to make note of specific songs you don't want to hear.

Will your bandleader/DJ also act as master of ceremonies at the reception? If so, be sure to discuss what you would like him or her to say.

## Music

	Song:	Performed by:	Time:
<b>Ceremony</b>			
Prelude	.....	.....	.....
Processional	.....	.....	.....
Ceremony	.....	.....	.....
Recessional	.....	.....	.....
<b>Reception</b>			
Cocktail hour 1	.....	.....	.....
Cocktail hour 2	.....	.....	.....
Cocktail hour 3	.....	.....	.....
Couple's first dance	.....	.....	.....
Bride & father's dance	.....	.....	.....
Groom & mother's dance	.....	.....	.....
Guests first dance	.....	.....	.....
Dinner 1	.....	.....	.....
Dinner 2	.....	.....	.....
Dinner 3	.....	.....	.....
Dinner 4	.....	.....	.....
Cake cutting	.....	.....	.....
Special requests 1	.....	.....	.....
Special requests 2	.....	.....	.....
Special requests 3	.....	.....	.....
Last dance	.....	.....	.....
Don't play 1	.....	.....	.....
Don't play 2	.....	.....	.....
Don't play 3	.....	.....	.....
<b>Other</b>			
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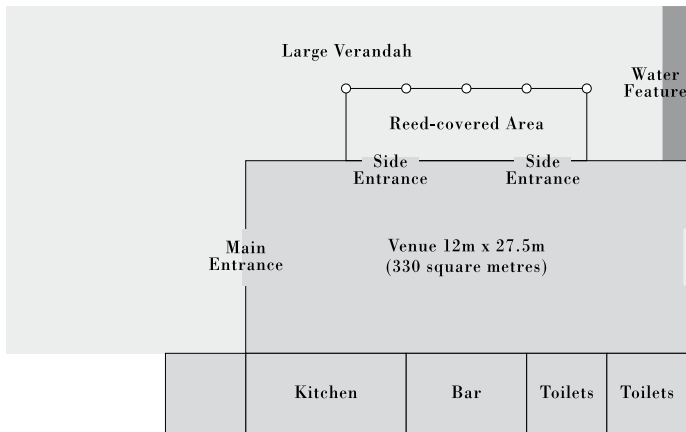
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Use your guest list along with the following pages to decide who will sit with whom at the reception. You will need to print out the Extra Seating List page three times for both 20 and 25 tables (and don't forget to number your tables). Give a copy of it to the person who is creating your seating cards and to your caterer.

If you wish to assign places to each table, sketch out the configuration of the tables and transfer the names to your drawing.

## Reception Seating



- Allesverloren FCV's main-venue hall is 330 square metres
- Accommodates 200 guests with a dance area (20 tables with 10 settings each)
- Accommodates 250 guests without a dance area (25 tables with 10 settings each)
- The tables are round with a diameter of 1.8 metres

## The Bridal Table:

Best Man: .....

Groom's Father: .....

Groom's Mother: .....

Groom: .....

Bride: .....

Bride's Mother: .....

Bride's Father: .....

Maid of honour: .....

Other: .....

Other: .....

### Table No. 1

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