

HAMILTON ISLAND  
*Weddings*

WEDDING TIMELINE





Your custom timeline has been designed to act as a guide, summarizing the key elements you should consider at each stage of planning your wedding. Please use this checklist to keep up your wedding plans and continue to work through this over the coming months.

- Book Officiator and complete your 'Notice of intent to marry'
- Discuss pre and post wedding function options
- Book your own flights and accommodation and advise your planner of details
- Review ceremony and reception entertainment options and start thinking about key songs
- Discuss ceremony celebratory drinks and confirm if wanting to proceed
- Select and provide details for your Wedding Party and order of entry
- Share styling vision with your stylist
- Reach out to your Hamilton Island Photography contact to discuss brief
- Email through Island Hair and Beauty appointments required
- Request cake quote via our website
- Continue to liaise with AVPartners for your draft quote
- Request any ceremony/reception entertainment via our website
- Outline pre and post ceremony private vehicle transfer requirements
- Send Floral Collections your brief and wedding details
- Consider and book additional elements to add the 'wow factor'
- Book any stationary extras (welcome sign, seating chart, place cards, menus, wishing well)
- Confirm your photography and videography packages and extras
- Live entertainer song selections (if required to learn new songs a minimum of 8 weeks is required)
- Confirm your food and beverage options
- Finalise your reception timing schedule and speeches
- Finalise your floor plan and seating plan
- Finalise layout of the ceremony location including set-up with AVPartners
- Advise of any items you are supplying and require assistance with set-up (AVPartners)
- Schedule your pre wedding meeting
- Confirm guest numbers including adults, teenagers, children and infants
- Confirm dietary requirements for all guests
- Finalise seating plan
- Organise your reception MC and/or music operator (BYO Speakers package)
- Organise playlists including pre-ceremony, ceremony and reception (if required)
- Finalise all supplier quotes and return a signed copy directly to supplier
- Advise of any steaming required upon arrival
- Re-confirm pre-wedding day appointments, meetings, arrival and departure
- Finalise your wedding statement and pay the remaining balance
- Pack all essential items
- Download the free Hamilton Island App