



Wedding Planner

A planning template for a truly memorable day

6 Lake Monowai Road, Blackmount, Otautau 9682 | hello@brunelpeakscafebar.com | (027) 3366 131

Fill in the fields on your device, or print and complete by hand.

This template covers the usual milestones of planning a wedding in New Zealand — budget, checklist, guest list, vendors and a day-of timeline — in one place.

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COUPLE'S NAMES

WEDDING DATE

CEREMONY VENUE

RECEPTION VENUE

ESTIMATED GUEST COUNT

TOTAL BUDGET (\$)

WEDDING STYLE / THEME

CELEBRANT

KEY CONTACTS

PRIMARY CONTACT NAME

CONTACT PHONE

CONTACT EMAIL

About This Planner

This template runs through the usual milestones of planning a wedding in New Zealand, from setting your budget through to the day itself. Tick off tasks as you go, jot a date or note beside each one, and use the budget, guest list, vendor and timeline pages to keep everything in one place.

Thinking about your venue? Brunel Peaks offers flexible wedding packages for any size and budget — from a fully DIY celebration to an all-inclusive day where we handle everything. Get in touch to talk through your options.

12+ MONTHS BEFORE

- ☐ Set your overall wedding budget
- ☐ Draft your initial guest list
- ☐ Choose a wedding date (or a shortlist of dates)
- ☐ Book your ceremony and reception venue
- ☐ Choose your wedding party
- ☐ Start researching celebrants and NZ marriage requirements
- ☐ Begin researching photographers and videographers

6–9 MONTHS BEFORE

- ☐ Book your photographer and videographer
- ☐ Book a caterer (if not using your venue's catering)
- ☐ Shop for and order your wedding dress and suits
- ☐ Book accommodation for out-of-town guests
- ☐ Plan hens' and stag events
- ☐ Book your band, DJ or entertainment
- ☐ Book hair and makeup artists

3–6 MONTHS BEFORE

- ☐ Send out wedding invitations
- ☐ Finalise your menu and catering order
- ☐ Order your wedding cake
- ☐ Arrange transport for the wedding party
- ☐ Book a hair and makeup trial
- ☐ Lodge your Notice of Intended Marriage with Births, Deaths & Marriages
(can be lodged up to 12 months ahead — at least 3 working days before your wedding)

1–3 MONTHS BEFORE

- ☐ Confirm final guest numbers and RSVPs
- ☐ Have final dress and suit fittings
- ☐ Write your vows and/or speeches
- ☐ Collect your marriage licence (valid for 3 months from issue)
- ☐ Finalise your seating plan
- ☐ Confirm all vendor bookings and outstanding payments

FINAL WEEKS & THE BIG DAY

- ☐ Confirm the run sheet/timeline with all vendors
- ☐ Prepare payment envelopes or tips for vendors
- ☐ Attend the rehearsal

Estimate, track and tick off as you pay.

CATEGORY	ESTIMATED \$	ACTUAL \$	PAID
Venue hire			☐
Catering			☐
Beverages / bar tab			☐
Photography			☐
Videography			☐
Wedding attire (dress/suit)			☐
Hair & makeup			☐
Flowers & decor			☐
Wedding cake			☐
Invitations & stationery			☐
Celebrant & marriage licence			☐
Music / entertainment			☐
Transport			☐
Guest accommodation			☐
Rings			☐
Favours & gifts			☐
Honeymoon			☐
Miscellaneous / contingency			☐
TOTAL			

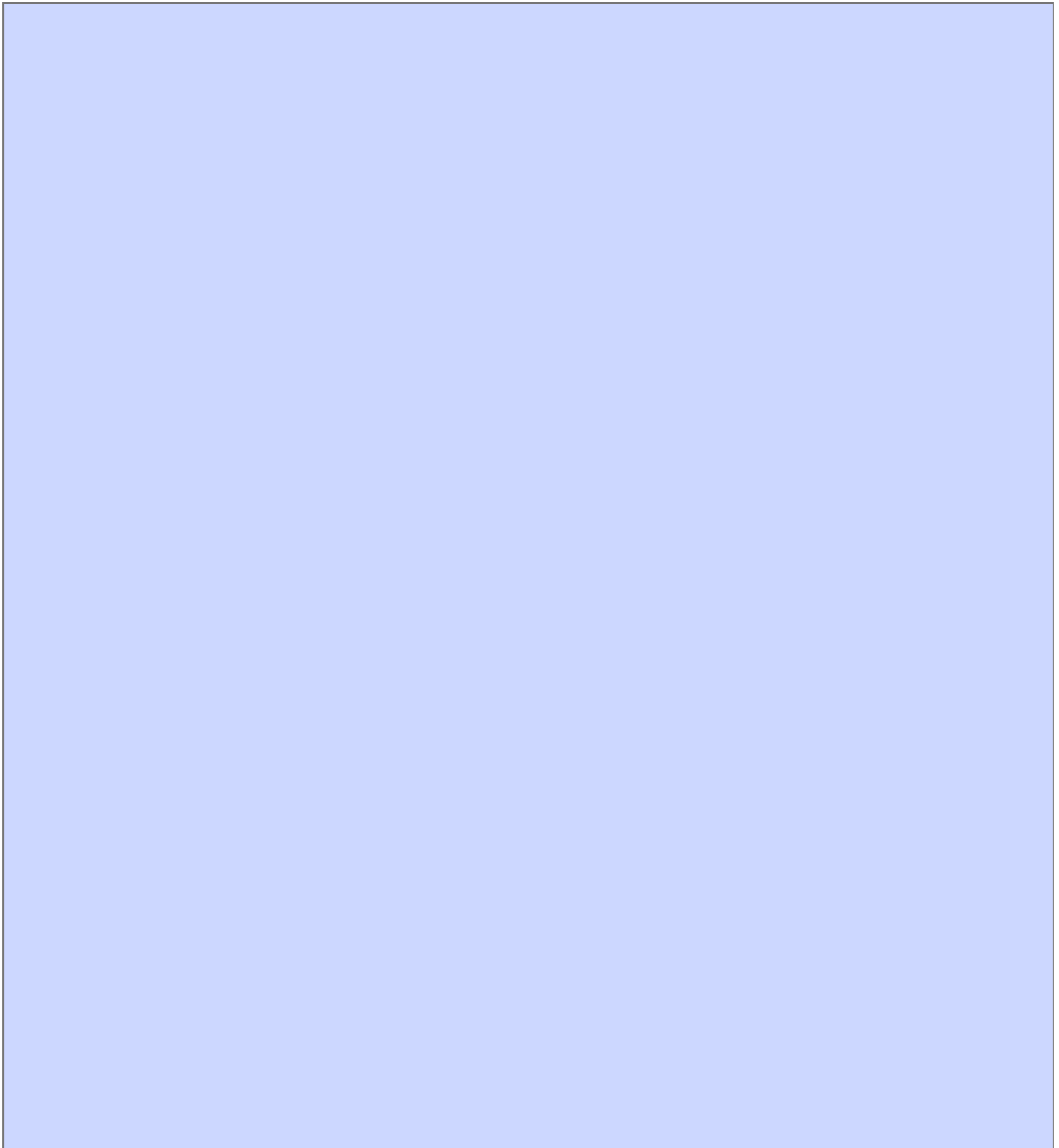
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CATEGORY	BUSINESS NAME	CONTACT PERSON	PHONE	EMAIL
Venue				
Celebrant				
Photographer				
Videographer				
Caterer				
Cake				
Florist / decor				
Hair & makeup				
Music / entertainment				
Transport				
Hire (marquee, furniture, etc.)				
Other				

Build your run sheet for the day.

TIME	ACTIVITY
	Hair & makeup begins
	Getting dressed
	First look / early photos
	Wedding party photos
	Guests begin arriving
	Ceremony begins
	Ceremony ends — confetti and congratulations
	Family & group photos
	Cocktail hour / canapés
	Guests seated for reception
	Speeches
	Dinner served
	Cake cutting
	First dance
	Dancing & entertainment
	Bouquet / garter toss (optional)
	Late night snack
	Send-off

Ideas, reminders, or anything else on your mind.

A large, empty rectangular area with a light blue background, intended for writing notes or inspiration.

From the team at Brunel Peaks Cafe + Bar.