WEDDING PLANNING PACK
ST PANCRAS RENAISSANCE HOTEL LONDON

21st March 2017

Dear NAME & NAME,

Congratulations on your engagement and thank you for choosing the St Pancras Renaissance Hotel as the venue for your Wedding on FULL DATE OF WEDDING.

This Wedding Planning Pack is designed to help guide you through the process of planning your big day.

We look forward to working with you to help create your most memorable and special day of your lives!
I would like to invite you to join me for a welcome cocktail in our Booking Office.

During this meeting we will be talking about the following:

- Save the date & wedding invitations
- Your wedding theme
- Florists, photographers, music, cake
- Accommodation
- Your wedding package
- Timings for your day
- Your wedding ceremony
- Your wedding day

This will also give us the opportunity to discover your vision for your wedding, get to know each other, and walk you through everything step by step.
The Table Design
2 Months Before Your Wedding

The table design meeting is dedicated to deciding the colour schemes, decorations, favors and all other creative aspects of your wedding. This is typically done at your menu tasting.

At the table design meeting the florist will have the opportunity to see the hotel and create a mock table set up.

In this meeting we will be talking about:

- Flowers
- Table Decoration
- Menus
- Place cards
- Table plan
- Order of Service
- Chair covers
- Table favors

This meeting can also be combined with a walk around with the photographer if they have not seen the hotel before.
The menu tasting should take place about two months before the date of your wedding to ensure seasonal ingredients for your menu.

Closer to the time, I would like to invite you to select the following from our Wedding Menu for the tasting.

### Menu tasting

- 6 canapes and 4 bowl food
- 3 different starters (one should be a vegetarian option)
- 3 different main courses (one should be a vegetarian option)
- 2 different desserts

### Wine tasting

- We invite you to taste our house wines and one other red and white wine of your choice

The menu tasting is an opportunity to taste and select the menu for your wedding day and discuss presentation and taste of all dishes.

Any special dietary requirements should be communicated in advance of your wedding.

The tasting is for 4 guests. Any additional will be charged at £79/head.
PRE WEDDING MEETING
2 WEEKS BEFORE YOUR WEDDING

This final meeting is for us to walk through all the details of your wedding day, from start to finish.

This includes:

- Review of the function sheet
- Different roles on the day
- The finishing touches
## The Wedding Party

**1 Week Before Your Wedding**

<table>
<thead>
<tr>
<th>BRIDE / GROOM</th>
<th>GROOM / BRIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THE BEST MAN</th>
<th>THE MAID OF HONOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main responsibility:</td>
<td>The chief assistant to the groom / bride on the wedding day.</td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THE USHERS:</th>
<th>THE BRIDES MAIDS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main responsibility:</td>
<td>The grooms honor attendants.</td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
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<tr>
<td>Name:</td>
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<tr>
<td>Name:</td>
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</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
</tbody>
</table>

**Please complete and hand back to us 1 week before your wedding.**
# RECOMMENDED SUPPLIERS

## REGISTRAR

**CAMDEN REGISTRY OFFICE**  
Camden Town Hall  
0207 9741900  
registeroffice@camden.gov.uk  
www.camden.gov.uk/registrars

## PHOTOGRAPHERS

<table>
<thead>
<tr>
<th>MARK BOTHWELL PHOTOGRAPHY</th>
<th>CHIKO PHOTOGRAPHY</th>
<th>OLIVER DIXON PHOTOGRAPHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>07786 636187</td>
<td>0208 9053164</td>
<td>07935 577891</td>
</tr>
<tr>
<td><a href="mailto:mbothwell@me.com">mbothwell@me.com</a></td>
<td><a href="mailto:info@chikophotography.com">info@chikophotography.com</a></td>
<td><a href="mailto:ollie@olliedixon.com">ollie@olliedixon.com</a></td>
</tr>
</tbody>
</table>

## VIDEOGRAPHERS

<table>
<thead>
<tr>
<th>ATMOTION</th>
<th>MY PERFECT WEDDING STORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hannah Nedas</td>
<td>Tim Bearder</td>
</tr>
<tr>
<td>01992 676640</td>
<td>07789 754727</td>
</tr>
<tr>
<td><a href="mailto:hannah@atmotion.co.uk">hannah@atmotion.co.uk</a></td>
<td><a href="mailto:info@myperfectweddingstory.co.uk">info@myperfectweddingstory.co.uk</a></td>
</tr>
<tr>
<td><a href="http://www.atmotion.co.uk">www.atmotion.co.uk</a></td>
<td><a href="http://www.myperfectweddingstory.co.uk">www.myperfectweddingstory.co.uk</a></td>
</tr>
</tbody>
</table>

## FLORISTS

<table>
<thead>
<tr>
<th>WILD WOOD</th>
<th>WILDABOUT</th>
<th>SWEET PEA FLOWERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte Wood</td>
<td>Pips McKaig</td>
<td>Marianne Johnson</td>
</tr>
<tr>
<td>07879 885422</td>
<td>020 3794 7487</td>
<td>0203 0959774</td>
</tr>
<tr>
<td><a href="mailto:charlotte@wildwoodlondon.co.uk">charlotte@wildwoodlondon.co.uk</a></td>
<td><a href="mailto:pips@wildabout.co.uk">pips@wildabout.co.uk</a></td>
<td><a href="mailto:info@sweetpeaflowers.co.uk">info@sweetpeaflowers.co.uk</a></td>
</tr>
<tr>
<td><a href="http://www.wildwoodlondon.co.uk">www.wildwoodlondon.co.uk</a></td>
<td><a href="http://www.wildabout.co.uk">www.wildabout.co.uk</a></td>
<td><a href="http://www.sweetpeaflowers.co.uk">www.sweetpeaflowers.co.uk</a></td>
</tr>
</tbody>
</table>
### CAKES

**LITTLE VENICE CAKE COMPANY**  
Mich Turner MBE  
07780 601839  
mich@lvcc.co.uk  
www.lvcc.co.uk

**GC COUTURE**  
Sach Singh  
02088 4288585  
info@gccouture.co.uk  
www.gccouture.co.uk

**THE ABIGAIL BLOOM CAKE COMPANY**  
Abigal Bloom  
07906 829405  
abi@the-abcc.com  
www.theabigailbloomcakecompany.com

### CHAIR COVERS, CHAIRS & COLOURED LINEN

**COMPLETE EVENT HIRE**  
Nikki Patterson  
07855 465456  
info@completeeventhire.com  
www.completeeventhire.com

**NORTHFIELDS**  
Haddi Mehmet  
0208 9887954  
haddi@linenforhire.co.uk  
www.linenforhire.co.uk

### STATIONERS

**EAGLE-EYED BRIDE**  
Katie Diacon  
0208 2266040  
katie@eagleeyedbride.com  
www.eagleeyedbride.com

**AVENUE LITHO**  
Lauren Sexton  
0207 2789149  
lauren@avenuelitho.com  
www.avenuelitho.com

### TOASTMASTER

**MICHAEL THWAITES**  
07771 962149  
michaelthwaites@atoptoastmaster.com  
www.atoptoastmaster.co.uk

**STEVEN WARWICK**  
07768 074193  
swarwick8@gmail.com  
www.natuk.co
RECOMMENDED SUPPLIERS CONT.

MAKE UP ARTIST

MARIAM JENSEN
07977 040570
mariam@mariamjensen.com
www.mariamjensen.com

LAURA MERCIER
Lauren Dodds
lauran.dodds@gurwitchproducts.com
www.lauramercier.com

HAIR STYLIST

CASSANDRA RIZZUTO
07976 294845
cass@loveyourhaircassandra.com
www.loveyourhaircassandra.com

MICHAEL VAN CLARKE
Louise
0207 2243123
louise@vanclarke.com
www.vanclarke.com

MUSICIAN AGENCIES

SOUND GENERATION
James Titshall
07789 961123
james@soundgeneration.co.uk
www.soundgeneration.co.uk

EUPHONICA
Dan Savidge
07717 645187
dan@euphonica.com
www.euphonica.com

LIGHTING AND SOUND

AVC LIVE
Alessio Mezzarobba
0207 8414837
alessio.mezzarobba@avcliveltd.com
www.avcliveltd.com

HEATHROW SOUND HIRE
Ian Hills
0208 4322310
enquiries@heathrowsoundhire.co.uk
www.heathrowsoundhire.co.uk
SPECIALISED EVENT CONSULTANTS

KATY CRESNER
07956 373500
katy@cresner.net
www.katycresner.com

THE BIJOU BRIDE (Alexandra)
07985 442542
alexandra@thebijoubride.com
www.thebijoubride.com

ARON SCHLAGMAN
07891 504337
whitepaperproduction@gmail.com
www.whitepaperevent.com

EVENT PRODUCTION COMPANIES

UPTOWN EVENTS
Lisa Marks
0208 3587320
lisa.marks@uptownevents.co.uk
www.uptownevents.co.uk

OUTRAGE EVENTS
Ben Kreiger
0207 0303070
ben@outrageevents.com
www.outrageevents.com

RUBY J EVENTS
Daisy Ausden
0203 7951333
daisy@rubyjevents.com
www.rubyjevents.com

BABYSITTING SERVICES

HOPES AND DREAMS
0207 8393888
babysitters@hopesanddreams.co.uk
www.dreamsnannies.co.uk

CHUPPAH

THE CHUPPAH COMPANY
Steve Waxman
01727 874561
info@chuppahs.co.uk
www.thechuppahcompany.co.uk

St Pancras Renaissance Hotel, Euston Road, London, NW1 2AR
TELEPHONE +44 (0) 20 7841 3540 EMAIL stpancrasevents@renaissancehotels.com
WEBSITE www.stpancraslondon.com/en/weddings/
PINTEREST /stpancrasren INSTAGRAM /stpancrasren
THE BASICS

Set a date

Book the Church/Registrar for your ceremony

Draw up a guest list

Agree your budget

Start thining about all the details

11 MONTHS TO GO

Speak with your wedding coordinator for a recommended supplier list including, photographers, cake companies, wedding decorations

Book a photographer or videographer

Order your wedding cake

Choose your bridesmaids, best man, pageboys and ushers

Find out if any of your guests may wish to book hotel rooms for the night. If so, we will happily create a res-link to make it easier for your guests to book the special rates that may be available to them. Speak to your wedding coordinator for more details

10 MONTHS TO GO

Choose your wedding attire – allow at least four months for a made to measure dress, if required

Choose your bridesmaids dresses or outfits, if required

Organise flowers, including buttonholes, bouquets and flowers for the ceremony and reception
9 MONTHS TO GO

Organise a wedding gift list

Choose your wedding rings

Start looking at honeymoon brochures, book early if you’re going at peak season

8 MONTHS TO GO

Confirm arrangements for the ceremony and discuss the service, readings and music. If you’re getting married in a church, talk to the minister about the music and see the organist. Discuss the form of service and choose your readings

7 MONTHS TO GO

Order invitations and envelopes

Order stationery for the reception, such as personalized place cards, menu cards, favours and a table plan

Order your order of service sheets for the ceremony

If you plan to send out wedding cake after the day you could order boxes from a stationer

6 MONTHS TO GO

Order your wedding transport

Make sure tailored outfits are organised for the groom, best man and ushers

Decide how you want the table to be dressed. You may wish to order coloured linen or special decoration. A token favour on each place setting is also very popular
WEDDING PLANNER
CONT.

5 MONTHS TO GO

If you are changing your name, allow at least six weeks for a new passport. Notify your bank, building, doctor, dentist, etc

Choose your first dance

4 MONTHS TO GO

Work out a seating plan

Visit the hairdresser with your headdress or veil, if applicable

Practice your wedding make up

You may wish to buy thank you gifts typically these are given to your bridesmaids, best man, both sets of parents and other members of your wedding party

Don’t forget to jot down the names of any guests who have helped with the wedding plans to avoid any embarrassment by missing them off your thank you’s on the day

3 MONTHS TO GO

Send out invitations at least six weeks before the day

Confirm your drinks packages and menu choices. It is important to inform us of any dietary requirements your party may have so start collating this from your guests

Speak to your Wedding Coordinator if you wish to organise a menu tasting

Work out seating plan

Finalise your honeymoon plans

Start to plan your hen and stag parties
2 MONTHS TO GO

Groom; make sure that you have organised the rings, your wedding clothes and accessories

Check whether you need visas or inoculations and order foreign currency for your honeymoon

Bride; check your wedding dress and try on the whole outfit, including headdress, shoes, underwear and jewellery

Decide if you wish to have a receiving line on entrance and if so; who will be in it?

If you wish to have a top table decide who you wish to be sat on it

Work out the order of speeches. Typically the Bride’s or Groom’s father, Groom and the Best Man give speeches but many couples are now breaking from tradition

1 MONTH TO GO

Contact your dedicated wedding coordinator to arrange a final details appointment. This is crucial as it will be your change to meet the operations manager who will be running your event and iron out any last minute details.

Your final payment is required at least 28 days in advance of your wedding date, along with a credit card authorisation form for any additional extras on the day

Make sure your outfits are complete. Break in shoes at home to avoid blisters on the big day

Bride; Have a final hair/make up practice. Remind your groom to have a trim

Write your speech/speeches
YOUR WEDDING DAY

Check the best man has the wedding rings and that the groomsmen have all remembered their cufflinks.

Most importantly, relax and enjoy your day, you’re in safe hands at the St Pancras Renaissance Hotel.
# Mock Schedule for the Day

## Day Prior

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>16:00</td>
<td>Meet with your Event Manager and go through any last minute décor instructions. Also check-in to your bedroom if staying night prior</td>
</tr>
</tbody>
</table>

## Wedding Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>05:00</td>
<td>Suppliers can load any large items through the front entrance of the hotel if required. After this time they must use the Loading Bay.</td>
</tr>
<tr>
<td>07:00</td>
<td>Suppliers can load any large items through the front entrance of the hotel if required. After this time they must use the Loading Bay.</td>
</tr>
<tr>
<td>11:00</td>
<td>Suggested time for Florist to arrive</td>
</tr>
<tr>
<td>12:00</td>
<td>Suggested time for Cake to arrive</td>
</tr>
<tr>
<td>14:00</td>
<td>Guests start to arrive</td>
</tr>
<tr>
<td>14:45</td>
<td>Groom has Registrar interview</td>
</tr>
<tr>
<td>15:00</td>
<td>Ceremony</td>
</tr>
<tr>
<td>15:30</td>
<td>Ceremony</td>
</tr>
<tr>
<td>17:00</td>
<td>Reception Drinks &amp; Photographs</td>
</tr>
<tr>
<td>19:00</td>
<td>Wedding Breakfast</td>
</tr>
<tr>
<td>19:00</td>
<td>Speeches</td>
</tr>
<tr>
<td>19:30</td>
<td>Evening Reception begins</td>
</tr>
<tr>
<td>20:00</td>
<td>Cake Cutting &amp; First Dance</td>
</tr>
<tr>
<td>21:30</td>
<td>Evening Snacks to be served</td>
</tr>
<tr>
<td>Midnight</td>
<td>Carriages</td>
</tr>
<tr>
<td>01:00</td>
<td>Suppliers can load out any large items through the front entrance of the hotel if required</td>
</tr>
<tr>
<td>02:00</td>
<td>Suppliers can load out any large items through the front entrance of the hotel if required</td>
</tr>
</tbody>
</table>
POPULAR AREAS FOR PHOTOGRAPHS

- The Grand Staircase
- The Ladies Smoking Room Pillars
- The Ladies Smoking Room Terrace
- St Pancras Station Platform
- Hotel Main Entrance
- Hotel Forecourt Archways
- The Gilbert Scott Restaurant Entrance
- The Booking Office
- Hansom Hall