



ST PANCRAS RENAISSANCE HOTEL LONDON
WEDDING CELEBRATIONS

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!



THE WELCOME COCKTAIL

WITHIN THE NEXT 4 WEEKS

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.

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](https://www.pinterest.com/stpancrasren) INSTAGRAM [/stpancrasren](https://www.instagram.com/stpancrasren)



MENU TASTING

2 MONTHS BEFORE YOUR WEDDING

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

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THE WEDDING PARTY

1 WEEK BEFORE YOUR WEDDING

	BRIDE / GROOM	GROOM / BRIDE
Name		
Telephone number		
Email address		

	THE BEST MAN	THE MAID OF HONOR
Main responsibility:	The chief assistant to the groom / bride on the wedding day.	The chief assistant to the bride / groom on the wedding day.
Name:		
Telephone number:		
Email address:		

	THE USHERS:	THE BRIDES MAIDS:
Main responsibility:	The grooms honor attendants.	The brides honor attendants.
Name:		
Name:		
Name:		
Name:		
Name:		
Name:		

PLEASE COMPLETE AND HAND BACK TO US



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RECOMMENDED SUPPLIERS

REGISTRAR

CAMDEN REGISTRY OFFICE

Camden Town Hall
0207 9741900
registeroffice@camden.gov.uk
www.camden.gov.uk/registrars

PHOTOGRAPHERS

MARK BOTHWELL PHOTOGRAPHY

07786 636187
mbothwell@me.com
www.markbothwell.com

CHIKO PHOTOGRAPHY

0208 9053164
info@chiko-photography.com
www.chikophotography.com

OLIVER DIXON PHOTOGRAPHY

07935 577891
ollie@olliedixon.com
www.olliedixon.com

VIDEOGRAPHERS

ATMOTION

Hannah Nedas
01992 676640
hannah@atmotion.co.uk
www.atmotion.co.uk

MY PERFECT WEDDING STORY

Tim Bearder
07789 754727
info@myperfectweddingstory.co.uk
www.myperfectweddingstory.co.uk

FLORISTS

WILD WOOD

Charlotte Wood
07879 885422
charlotte@wildwoodlondon.co.uk
www.wildwoodlondon.co.uk

WILDABOUT

Pips McKaig
020 3794 7487
pips@wildabout.co.uk
www.wildabout.co.uk

SWEET PEA FLOWERS

Marianne Johnson
0203 0959774
info@sweetpeaflowers.co.uk
www.sweetpeaflowers.co.uk

RECOMMENDED SUPPLIERS CONT.

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

Abigail 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@atopttoastmaster.com
www.atopttoastmaster.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

lauren.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

AVCLIVE

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

RECOMMENDED SUPPLIERS CONT.

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 8339388

babysitters@hopesanddreams.co.uk

www.dreamsnannies.co.uk

CHUPPAH

THE CHUPPAH COMPANY

Steve Waxman

01727 874561

info@chuppahs.co.uk

www.thechuppahcompany.co.uk

WEDDING PLANNER

THE BASICS

Set a date

Book the Church/Registrar for your ceremony

Draw up a guest list

Agree your budget

Start thinking 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

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WEDDING PLANNER CONT.

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

WEDDING PLANNER

CONT.

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

WEDDING PLANNER

CONT.

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



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MOCK SCHEDULE FOR THE DAY

DAY PRIOR

16:00	Meet with your Event Manager and go through any last minute décor instructions. Also check-in to your bedroom if staying night prior
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WEDDING DAY

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



The Grand Staircase



The Ladies Smoking Room Pillars



The Ladies Smoking Room Terrace



St Pancras Station Platform



Hotel Main Entrance



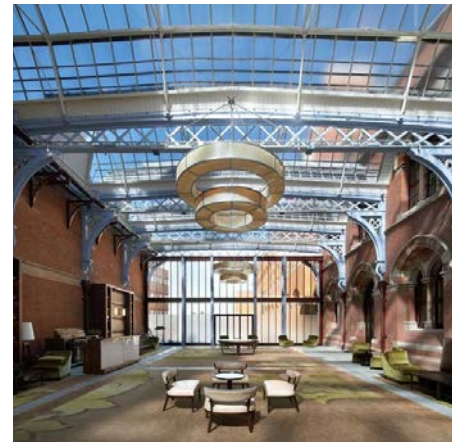
Hotel Forecourt Archways



The Gilbert Scott Restaurant Entrance



The Booking Office



Hansom Hall

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