

The image features a light gray rectangular background centered on a white page. In the top-right and bottom-left corners, there are intricate, light gray floral and scrollwork patterns. The word "Weddings" is written in a large, elegant, black cursive script across the center of the gray rectangle. Below it, the text "@ THE OSPREY HOTEL & SPA" is written in a smaller, black, all-caps sans-serif font.

Weddings

@ THE OSPREY HOTEL & SPA





Your unique Wedding at the Osprey

The four star Osprey complex is located in Naas, Co. Kildare just off the M7 Motorway, on Dublin's door step & close to all major routes. The moment you enter our contemporary lobby, you will be greeted by our dedicated Wedding coordinator who will take you on your first show-around of our beautiful hotel.

With only one wedding per day allow us to help you make your Big Day really special, nothing is too much trouble and nothing is overlooked.

Your wedding coordinator will work with you to create the type of celebration of which you have always dreamt...

We are also registered for civil ceremonies & civil partnerships.





*We take care of
everything*





*Relax, nothing is
too much trouble*



Planning your Wedding

Wedding details

Wedding Date:

Time:

Useful numbers

Hotel Venue: The Osprey Hotel - (045) 881 111

Church/Registrar Venue:

Priest/Reverend/Registrar:

Pre-Marriage Course:

Jeweller:

Florist:

Photographer:

Videographer:

Music:

DJ:

Car Hire:

Wedding Stationers:

Bus Hire:

Wedding Cake:

Dress Maker/Bridal Shop:

Men's Suit Hire:

Hair Dresser:

Make-up Artist:

Insurance:

Bridal party

Father of the Bride:

Mother of the Bride:

Father of the Groom:

Mother of the Groom:

Officiant:

Best Man:

Grooms Men

Chief Bridesmaid:

Bridesmaids

Ring Bearer

Flower Girl/Child

Page Boy

Train Bearer

Ushers

Readers

Singers:

As soon as you get engaged

- Draw up a budget
- Choose your bridesmaids and groomsmen
- Planning the guest list
- Pick potential wedding dates
- Research potential venues/locations
- Enlist any helpers (for the cake, flowers, dresses etc)
- Optional: Have an engagement party

12 Months before the Wedding

- Book reception venue and ceremony locations
- Research - photographer, florist, invitations, cake, music, hair and make up
- Consider and review wedding insurance options
- Decide on what songs you want for ceremony
- Decide on what type of entertainment
- Book Photographer
- Book Videographer
- Start wedding dress research
- Send Save the Date cards

8/10 months before

- Book ceremony music, band and DJ for reception
- Research and reserve accommodations for guests
- Start planning honeymoon
- Order wedding cake
- Book Groom's and Groomsmen's Suits
- Book Pre-Marriage Course

6/8 months before

- Ensure passports are in date for honeymoon
- Book Honeymoon
- Best man & bridesmaids start planning Hen & Stag
- Organise the legalities - registrar or religious celebrant

4/6 months before

- Choose bridesmaids' dresses
- Choose and order wedding invitations & stationery
- Attend Pre-Marriage Course, if required
- Meet with florist to discuss options
- Shop for groom's suit
- Decide on prayers, readings & music for mass booklets
- Organise invitations and order of service booklets
- Arrange travel vaccinations if necessary
- Organise wedding transport
- Start gathering addresses for guest list - for RSVPs

Planning your Wedding

2/3 months before

- Send invitations to guests
- Order wedding rings
- Rent the men's formal wear
- Attend dress fittings
- Choose wedding rings
- Organise gifts for parents, bridesmaids & groomsmen
- Book hairdresser and organise hair trial
- Book a make-up artist and go for make-up trial
- Meet with Hotel to taste/agree food for wedding day

4 weeks before

- Have final wedding dress fitting
- Make any last-minute adjustments with suppliers
- Finalise details for, and order mass booklets/order of ceremony

2 weeks before

- Review final RSVP list and call any guests who have not yet responded
- List of must-have shot lists to photographer and videographer. Include who should be in formal portraits and determine when portraits will be taken
- Get Groom & Best Man to write speeches
- Put together Wedding Favours

1 week before

- Give venue/caterer final guest head count
- Supply Hotel wedding coordinator with a list of supplier requests such as a table for DJ or setup space needed by florist
- Create your table plan
- Print place cards
- Call all wedding suppliers to confirm arrangements, create timetable for day
- Give ceremony and reception site managers a schedule of vendor delivery and setup times, plus contact numbers
- Get manicure, massage, waxing & prep organised
- Do full wedding dress rehearsal from underwear to veil
- Pack an overnight bag for the reception
- Pack for the honeymoon
- Organise money to be paid to suppliers on the day

2-3 days before

- Make last minute changes to table plan if necessary
- Groom: Go for final fitting & pick up your formal wear
- Groom: Ask the best man to make sure all groomsmen attend fittings and pick up their outfits
- Confirm pick-up times with wedding car company
- Reconfirm final details with all vendors. Discuss any necessary last-minute substitutions

Day before

- Drop off place cards, table cards, menus, favours, table plan to reception coordinator
- Provide all wedding professionals with an emergency phone number to call on the day of the wedding
- Sort out payment (write cheques/organise cash) for any final balances to be paid at the end of the reception
- Ensure the cake is on track to be delivered to reception venue
- Rehearse ceremony with full wedding party ceremony readers your officiant at the ceremony site to rehearse and iron out details
- Get a good night's rest

The Wedding Day!

- Give the gifts for your parents to the best man/bridesmaid for after the speeches
- Get flowers delivered to the bride's house
- Give wedding bands to the best man to hold during the ceremony
- Give best man the officiant's fee envelope, to be given after the ceremony
- Introduce your reception coordinator to your bridesmaid/best man for questions or problems during the reception.
- Assign a family member or attendant to be the photographer's contact so he knows who is who



KILDARE

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