

## Wedding Website 4U

Guidelines for information required in order to set up your wedding website.

In order to ensure that your website contains all the information you require please use the following form as a checklist.

Please also include any additional leaflets and brochures as well as any web links you may have - the more information you provide the more comprehensive the site will be.

### General Details

1. Bride's full name - as to be used on the site.
2. Groom's full name - as to be used on the site.
3. Bride's first name to be used (if different from above).
4. Groom's first name to be used (if different from above).
5. Contact address, telephone number and email address.
6. Wedding date and time.
7. Outline timetable for the 'big day'.

### Preferred Website Name

Please include several options in order of preference as not all addresses may be available.

Your website address will take the form [www.yourweddingname.co.uk](http://www.yourweddingname.co.uk) eg [www.jackandjill.co.uk](http://www.jackandjill.co.uk) or [www.jack-n-jill.co.uk](http://www.jack-n-jill.co.uk).

If you are unsure what to choose please indicate this and we will generate various options for you.

### E-mail

Please indicate your choice of email addresses (up to maximum of 5).

Email addresses will be based on your website address so if your address is [www.jack-n-jill.co.uk](http://www.jack-n-jill.co.uk) then your email addresses could include

[jack@jack-n-jill.co.uk](mailto:jack@jack-n-jill.co.uk)      [jill@jack-n-jill.co.uk](mailto:jill@jack-n-jill.co.uk)      [groom@jack-n-jill.co.uk](mailto:groom@jack-n-jill.co.uk)

Each email address will have a unique password. If you wish specific passwords please indicate this otherwise we will generate one for each address.

### Venue Details

1. Name of venue for ceremony.
2. Address of venue for ceremony.
3. Web link address if known.
4. Name of venue for reception.
5. Address of venue for reception.
6. Web link address for reception venue if known.

Please include copies of any promotional information the hotel issues and if you have a Wedding Coordinator at the venue their contact details.

Any additional information you wish to include eg menu, childrens facilities, parking etc.

### Local Information

Address, telephone and web link for any business you wish featured on your website.

Suggestions include nearby accommodation, pubs, taxi companies, hairdressers and local community websites.

If you have leaflets/brochures please include these as this will allow us to provide more information.

### Wedding List

If your wedding list page is to contain a link to an online site (e.g. John Lewis) all we need to be able to set up a link is the same information as your wedding guests require.

If you wish to use a personal list please submit all the details to us, preferably in Word or Excel format. All wedding lists should be thoroughly proof read before submission as we cannot be held liable for any errors. Please note that your own personal list will not be updated as people purchase items from it and hence it is essential that all your guests are advised to check with yourselves before making a purchase (this will be clearly indicated on the website).

#### Stag and Hen Party

Dates and timetables.

Venues - including web links and copies of any brochures.

If the stag/hen nights have already taken place please send photos (digital form (JPEG) is preferred)

Please indicate if you wish to post an "Appeal for gory stories about the bride or groom"

#### About Us Page

This page can contain stories and photos relating to family, friends and you.

Preferred format for text is Word.

Preferred format for photos is JPEG.

#### PHOTOS

If possible please submit photos to us in digital form (JPEG or GIF)

If this is not possible photos can be scanned in. If the majority of photos require to be scanned a small charge may be levied.

All photos (digital or hard copies) should be sent to us by Recorded Delivery and we would strongly recommend that you copy them first.

Photos which breach our standards in terms of decency will not be published.