

Checklist  
By Date  
Bride & Groom Wedding  
February 10th, 2021

**9-12 months**

- |                          |   |  |             |
|--------------------------|---|--|-------------|
| <input type="checkbox"/> | Begin shopping for a wedding dress.                   |  | 9-12 months |
| <input type="checkbox"/> | Determine who will need wedding day styling services. |  | 9-12 months |
| <input type="checkbox"/> | Begin to collect inspirational design photos.         |  | 9-12 months |

**8 months**

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|--------------------------|---|--|----------|
| <input type="checkbox"/> | Order wedding invitations, wedding announcements & thank you cards.                                       |  | 8 months |
| <input type="checkbox"/> | Send travel, hotel and destination information to guests or add this information to your wedding website. |  | 8 months |

**6 months**

- |                          |  |  |          |
|--------------------------|--|--|----------|
| <input type="checkbox"/> | Order your wedding dress.  |  | 6 months |
| <input type="checkbox"/> | Discuss personalization / preferences with photographer. Decide on upgrades (extra time, video, drone), if desired   |  | 6 months |
| <input type="checkbox"/> | Book hair stylist and makeup artist. See preferred vendor list   |  | 6 months |
| <input type="checkbox"/> | Review bakery options for the wedding cake / dessert. See preferred vendor list  |  | 6 months |
| <input type="checkbox"/> | Consider upcycle décor items from our Something Borrowed Closet  |  | 6 months |
| <input type="checkbox"/> | Decide which standard center pieces you would like to use, if desired  |  | 6 months |
| <input type="checkbox"/> | Design place settings and determine if you would like to upgrade (charger, dishes, glassware, utensils, etc.).<br>See Wedding Day Enhancement menu for options available to rent through the venue<br>Included: white plates, silver flatware, glasses |  | 6 months |
| <input type="checkbox"/> | Select tent style, if needed.  |  | 6 months |
| <input type="checkbox"/> | Select dance floor, if desired   |  | 6 months |
| <input type="checkbox"/> | Select linen color (white linen and napkins included), if desired  |  | 6 months |
| <input type="checkbox"/> | Select other chair style (white padded folding chairs included), if desired  |  | 6 months |
| <input type="checkbox"/> | Discuss general rehearsal dinner preferences<br>Sites and catering options available onsite. See Wedding Weekend Catering menu for options   |  | 6 months |
| <input type="checkbox"/> | Establish the rehearsal dinner guest list & estimated guest count  |  | 6 months |
| <input type="checkbox"/> | Decide if you would like a Farewell Brunch<br>Sites and catering options available onsite. See Wedding Weekend Catering menu for options   |  | 6 months |
| <input type="checkbox"/> | Deposit Due (see contract for exact date)  |  | 6 months |
| <input type="checkbox"/> | Research and purchase wedding insurance (not required)   |  | 6 months |

**5 months**

<input type="checkbox"/>	Purchase or reserve Groom's attire.	5 months
<input type="checkbox"/>	Purchase wedding bands.	5 months
<input type="checkbox"/>	Pick up your wedding bands.	5 months
<input type="checkbox"/>	Send out wedding invitations	5 months
<input type="checkbox"/>	Contact Florist and work through the details (bouquet/boutonniere included)	5 months

#### 4 months

<input type="checkbox"/>	Deposit Due (see contract for exact date)	4 months
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#### 3 months

<input type="checkbox"/>	Schedule to have your dress steamed upon arrival to the hotel. See preferred vendor list	3 months
<input type="checkbox"/>	Discuss ceremony personalization / preferences with your officiant and select any ceremony readings.	3 months
<input type="checkbox"/>	Set the wedding day styling schedule with your stylist.	3 months
<input type="checkbox"/>	Review the most updated reception menu and discuss your choices	3 months
<input type="checkbox"/>	Discuss and start thinking about music preferences.	3 months
<input type="checkbox"/>	Make a plan to keep kids entertained at the reception, or determine child care needs, if needed. Hotel offers in-room baby sitting services and kid table options	3 months
<input type="checkbox"/>	Select table shape and size. Sweetheart table or head table. Guest tables - round or rectangle	3 months
<input type="checkbox"/>	Book rehearsal dinner location	3 months
<input type="checkbox"/>	Book brunch location	3 months
<input type="checkbox"/>	Remind guests that room block discount expires 45 days prior to wedding date	3 months
<input type="checkbox"/>	Update venue on guest count (if any changes)	3 months
<input type="checkbox"/>	Deposit Due (see contract for exact date)	3 months

#### 2 months

<input type="checkbox"/>	Finalize the reception menu choices	2 months
<input type="checkbox"/>	Begin writing your own vows, if desired.	2 months
<input type="checkbox"/>	Review ceremony details and decide on the ceremony standing order for the bridal party, processional & recessional order and reserved seating.	2 months
<input type="checkbox"/>	Order Groom's Cake if desired. See preferred vendor list	2 months
<input type="checkbox"/>	Purchase a cake topper.	2 months
<input type="checkbox"/>	Select favors & determine favor packaging/presentation	2 months

#### 1 month

<input type="checkbox"/>	Finalize the rehearsal dinner and drink menu, if desired	1 month
<input type="checkbox"/>	Finalize the brunch menu, if desired	1 month

<input type="checkbox"/>	Pick up your grooms attire and try it on to assure the perfect fit.	1 month
<input type="checkbox"/>	Finalize wedding day décor items such as ceremony program, menus, table cards, escort cards, place cards, etc.).	1 month
<input type="checkbox"/>	Determine if you would like a rehearsal for the Ceremony (3PM day before wedding)	1 month
<input type="checkbox"/>	Plan out how you will obtain a marriage license (must be in the state of Florida. Florida residents must obtain license at least 3 days before wedding)	1 month
<input type="checkbox"/>	Determine all wedding day timeline details and discuss with Wedding Planner (see Wedding Day Timeline)	1 month

### 3 weeks

<input type="checkbox"/>	Confirm final guest count for wedding	3 weeks
<input type="checkbox"/>	Confirm final guest count for the rehearsal dinner	3 weeks
<input type="checkbox"/>	Confirm final guest count for brunch	3 weeks
<input type="checkbox"/>	Final balance due	3 weeks
<input type="checkbox"/>	Assign any wedding duties / responsibilities to remove items brought to the weddings site	3 weeks
<input type="checkbox"/>	Discuss wedding site layout with Wedding Planner (table numbers, seating arrangement, ect)	3 weeks
<input type="checkbox"/>	Finalize seating plan for the reception. Decide if it will be by table number, seat, or open seating Update in Aisle Planner	3 weeks
<input type="checkbox"/>	Decide what to do with centerpieces at the end of the reception. If you're renting vases or other items from your floral designer, leave at site.	3 weeks
<input type="checkbox"/>	Adjust your dessert order for your head count and reconfirm delivery time and location with your baker.	3 weeks
<input type="checkbox"/>	Finalize the ceremony song list (prelude, processional, recessional & postlude)	3 weeks
<input type="checkbox"/>	Finalize the reception song list (cake cutting, first dance, father/daughter dance, bouquet toss, last dance, etc.)	3 weeks
<input type="checkbox"/>	Reconfirm all travel and hotel room reservations for your stay	3 weeks

### 2 weeks

<input type="checkbox"/>	Share timeline & program with family and bridal party.	2 weeks
<input type="checkbox"/>	Prepare your wedding toasts and thank you speeches for the wedding and rehearsal dinner.	2 weeks
<input type="checkbox"/>	Determine who will bring wedding bands to the ceremony, keeping in mind that your photographer may want to take photos of them before the ceremony.	2 weeks
<input type="checkbox"/>	Review timeline & program with anyone who may be giving a toast or speech.	2 weeks
<input type="checkbox"/>	Designate a trusted person to be responsible for gift cards & gifts at the end of the wedding night.	2 weeks
<input type="checkbox"/>	Share or email important rehearsal information (date, time, location, directions, etc.) with your immediate family and bridal party.	2 weeks
<input type="checkbox"/>	Approve final site layout	2 weeks

### 1 week

- |                          |  |  |                    |
|--------------------------|--|--|--------------------|
| <input type="checkbox"/> | Assemble tip envelopes for vendors, if desired (officiant, photo, music, planner)                          |  | 1 week             |
| <input type="checkbox"/> | Assemble any DIY décor items or favors (taking off any labels, stickers, tags, ect)                        |  | February 8th, 2021 |
| <input type="checkbox"/> | Arrange for someone to drop off the favors at the reception, or box and give them to your wedding planner. |  | February 9th, 2021 |

**Day Before**

- |                          |   |  |            |
|--------------------------|---|--|------------|
| <input type="checkbox"/> | Rehearse the ceremony (3PM day before), if desired<br>All attendees who will be apart of the ceremony should meet in the lobby at 3PM |  | Day Before |
|--------------------------|---|--|------------|

**After the Event**

- |                          |   |  |                 |
|--------------------------|---|--|-----------------|
| <input type="checkbox"/> | Determine if there is any decor items you brought that you do not want<br>Contribute to the Something Borrowed Closet by donating your loved wedding decor items for future couples. Bring boxed to the front desk. |  | After the Event |
|--------------------------|---|--|-----------------|