

# The Wedding Checklist



## 12+ Months Before

- Draw up your wedding budget.
- Pick a wedding date, pick your venue, notify officiant, and important guests before finalizing.
- Start planning the guest list.
- Choose between one of our ceremony and reception sites. Make your life easier by considering an entire weekend with us that would include your rehearsal dinner, ceremony, cocktail party, reception, after party, and Sunday brunch.
- Ask friends and relatives to be in the wedding party.
- Optional: Have an engagement party. You may want to register beforehand for gifts.*

## 8-10 Months Before

- Order your gown.
- Envision reception food from our exquisite catering menu.
- Decide what type of entertainment you want. A pianist or solo guitarist for the ceremony? A DJ or band for the reception?
- Think about your floral decor, contact your florist, or let us recommend one.

- Research and book your wedding professionals. Interview vendors: photographer, videographer, reception band or DJ, florist, wedding officiant.
- Research a wedding insurance policy to protect your deposits.
- Reserve accommodations at The Sullivan Event Center for out-of-town guests.
- Register for gifts.
- Contact rental companies if you need to rent anything for ceremony/reception, such as chairs, tables, and tent for off-premise ceremony and/or reception. (We cater off-premise too!) Or ask us to handle this for you!

## 6-8 Months Before

- Book ceremony musicians.
- Order bridesmaid dresses.
- Start planning honeymoon.
- Send save-the-date cards.

## 4-6 Months Before

- Order invitations and wedding bands.
- Envision your wedding cake, and research, interview, and book a cake designer

### 3 Months Before

- Order wedding cake.
- Book a makeup artist and go for a trial run.
- Hire a calligrapher if you want your invitations professionally addressed.
- Attend your shower. (It may be earlier, depending on when hosts decide to have it.)
- Groom: Rent the men's formalwear.
- Hire wedding-day transport: limousines, other cars. Look into transportation sooner if you're considering renting streetcars or over-the-top travel.

### 2 Months Before

- Mail your invitations.
- Write your vows.
- Purchase gifts for parents, attendants, and each other. You may want to consider hotel room gifts for your overnight guests.
- Book your stylist and make-up artist.

### 1 Month Before

- Apply for a marriage license.
- Final gown fitting.
- Call all bridesmaids. Make sure they have their gowns ready for the wedding.
- Optional: Create a wedding program to hand out to guests.*
- Order and plan in-room welcome bags for out-of-town guests.

### Only 2 Weeks to Go

- Review final RSVP list and call any guests who have not yet sent a response.
- Deliver must-have shot lists to photographer and videographer. Include who should be in formal portraits and determine when portraits will be taken.
- Deliver final song list to your DJ or bandleader. Include special song requests and songs you don't want played.
- Plan reception seating chart.
- Bride: Get your last pre-wedding haircut and color.

### 1 Week Before

- Give us your final guest head count. Don't forget your vendors, such as the photographer or band members who will expect a meal.
- Supply us with a list of vendor requests such as a table for DJ or setup space needed by florist.
- Print place and table cards.
- Call all wedding vendors and confirm arrangements.
- Give us a schedule of vendor delivery and setup times, plus contact numbers.
- Purchase supplies for bathroom amenity baskets.
- Groom: Get your hair trimmed.

### 2-3 Days Before

- Determine wedding-party positions during ceremony and the order of the party in the processional and recessional. Print and distribute to necessary vendors.
- Hand off place cards, table cards, menus, disposable cameras, favors, and any other items for setting the tables to the caterer and/or reception site manager.
- Arrange for guests without cars to be picked up from the airport or train station. Ask friends, attendants, or relatives to help.
- Deliver welcome bags to the hotel concierge; make sure to have enough.

### Night Before

- Rehearse ceremony. Meet with wedding party, ceremony readers, immediate family, and your officiant at the ceremony site to rehearse and iron out details.
- Bring unity candle, aisle runner, yarmulkes, or other ceremony accessories to the site.
- Give your marriage license to your officiant.
- Attend rehearsal dinner.

### Day of

- Give wedding bands to the best man and the maid of honor to hold during the ceremony.