



## WEDDING TIMELINE

### RIGHT AWAY

- Book your music, your photographer, your transportation services and choose the hotel you're using and block rooms. Contact information for all of our preferred vendors can be found on our website under the vendors tab.

### 4 MONTHS OUT

- Contact both our preferred florists and decide which one you'll be using. Have a meeting with them and choose your flowers. Contact information can be found on our website.
- Contact Palermo's Bakery and choose your wedding cake.
- Look for an email inviting you to our group food tasting.
- Check out the final details form on our website to help guide you in the planning process.

### 3 MONTHS OUT

- Send in your second payment. Personal check or cash. The amount due is listed on your contract.
- Send out your wedding invitations (choose an RSVP date of 30 days before your wedding date). Many guests do not RSVP in a timely fashion. This will give you plenty of time to finalize your headcount.

### 2 MONTHS OUT

- Send us via email your final menu.
- Complete the final details form on our website under "customer forms".
- Have your vendors complete the vendor agreement on our website under "customer forms"

### 1 MONTH OUT

- Follow up with any guests that have not RSVPed.
- Email your event coordinator for a seating chart to begin working on.

### 2 WEEKS OUT

- Email us with your final guest count so that we can create your final invoice. Final guest counts should be broken down like this: # of adults, # of children ages 4-14, # of children ages 3 and under, # of vendors requiring a meal.
- No menu, upgrade or guest count changes can be made after this point.

### 10 DAYS OUT

- Your final payment is due via cash or check. Personal checks are accepted. No credit card payments unless you are willing to pay a 4% banking fee.
- Any checks received 7 days or closer to your wedding are required to be cashier's check.

### THE WEEK OF

- Drop off your décor to our office. Please label all boxes.
- Fill out our Final Wedding Checklist (can be found on our website under customer forms).