



## WEDDING TIMELINE

### RIGHT AWAY

- Book your entertainment, photographer, 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.
- Check out our Planning Manual which includes useful information to help plan your wedding.

### 8 MONTHS OUT

- Send in your second payment. Personal check or cash. The amount due is listed on your contract. If paying by check, please make it out to David's Country Inn and write your wedding date in the memo line.
- Credit cards are not accepted unless a 4% processing fee is added to the payment amount.

### 4 MONTHS OUT

- Contact Palermo's Bakery and choose your wedding cake.
- Check out the final details and decor forms on our website to help guide you in the planning process.

### 3 MONTHS OUT

- 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".
- Complete the Decor 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 floor plan 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.

### THE WEEK OF

- Drop off your final payment, team gratuity, and décor to our office during your final walkthrough. Please label all boxes. The final payment must be made in the form of cash, certified funds, or a bank check.