

Wedding Checklist

Twelve+ Months Prior

- Send out engagement announcements.
- Envision your wedding!
- Schedule a tour at the Senator Inn & Spa and pick preferences for your wedding date and time.
- Determine your budget and division of expenses.
- Determine size of your guest list.
- Reserve the state/embassy ballroom at The Senator!
- Visit the clergy and review synagogue or church requirements, if applicable.
- Finalize your wedding date and time after checking with your important guests, your preferred location, and officiate.
- Review Senator menus.
- Reserve and special rental equipment you may need.
- Book your photographer.
- Plan ceremony and reception music and begin looking into DJ's and bands.
- Determine how many guests will be staying overnight and the Senator and book your rooms now.
- Start looking for a baker for your wedding cake.

Notes:

Empty rectangular box for notes.



Couple's Names & Wedding Date: _____



Wedding Checklist

Twelve to Six Months Prior

- Choose your attendants.
- Choose your color theme.
- Choose your attendants dresses.
- Compile names and addresses for your guest list.
- Select your florist.
- Book your DJ or band.
- Make transportation arrangements for you and your family.
- Finalize arrangements for the church and ceremony.

Six to Four Months Prior

- Send out save the date cards to your guests. Include information and The Senator's luxury accommodations. Be sure to advise guests that rooms book quickly, and they should not put off making their reservations until the last minute.
- Make plans and reservations for wedding rehearsal and dinner. The Senator Inn staff would be happy to help you plan this event, too.
- Order invitations and party favors.
- Decide on the groomsmen's/bridegroom's attire.
- Plan your honeymoon; visit travel agencies, make reservations. Look into any special activities you may desire which require advance booking.
- Make all deposits and get all contracts signed.
- Put together ideas for your bridal registry.





Wedding Checklist

Three Months Prior

- Choose gifts for attendants, parents, and helpers.
- Buy wedding rings.
- Order the wedding cake.
- Buy cake knife, toasting glasses, and guest book.
- Begin to shop for your trousseau (special clothes items saved for the honeymoon).
- Complete your bridal registry.

Two Months Prior

- Address invitations/announcements and mail.
- Review liquor, wine and/or champagne choices with The Senator.
- Apply for your marriage license.

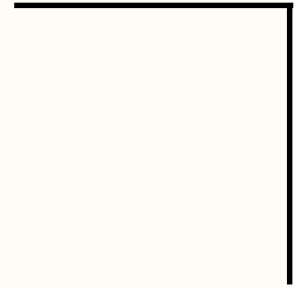
Three Months Prior

- Finalize details of every aspect of your wedding.
- Confirm honeymoon reservations.
- Have final fittings for you and your attendants' dresses.
- Ask a friend or relative to take charge of guest book at reception.
- Pick up wedding rings.
- Contact guests who have not responded.





Wedding Checklist



Two Weeks Prior

- Complete your trousseau.
- Pack for honeymoon.
- Pick up your marriage license.

One Week Prior

- Pick up gown, attendant's dresses, and accessories.
- Confirm all details with all participants and inform them of any changes.
- Make sure you have all wedding attire, rings, and marriage licenses.
- Give final guest count to your wedding planner.
- Have your wedding hair practice.
- Review vendor contracts for Day of instructions & Gratuity.

Two or Three Days Prior

- Have rehearsal.

Notes:

