



## Your Wedding

These tips are not all inclusive. Any additional questions you may have related to your specific group event can be answered by your wedding coordinator. Check off as you complete each item.

### Getting Started

- Introduce both families and officially announce the engagement
- Start a budget
  - Include breakdown for guest rooms
  - Include breakdown for banquet space
  - Include breakdown for food and beverage
  - Include breakdown for audio / visual equipment
  - Include breakdown for wedding gown, bridesmaid gowns, tuxedos
  - Include breakdown for wedding rings
  - Include breakdown for wedding favors and table centerpieces
  - Include breakdown for honeymoon
- Start a guest list
- Consider whether you want to hire a wedding planner
- Create a gift wish list and sign up for gift registries
- Decide on the wedding attendants
- Determine a date and time of the wedding and alternate dates and times
- Decide on the wedding destination
- Decide if you will be having the engagement party, ceremony, and / or reception at the hotel
- Decide if guest rooms will be needed and how many
- Decide if food and beverage will be needed
- Decide if audio / visual equipment will be needed
- Determine the event schedule

### Guest Rooms

- Determine the breakdown for guest rooms and the room types available
  - Number of singles
  - Number of doubles
  - Number of triples
  - Number of quads

- Number of suites
- Number of special needs rooms
- Number of connecting rooms needed
- Determine if your number counts are estimates or actuals
- Determine how many people will occupy each room
- Remember to reserve the bridal suite
- Determine the budgeted guest room rate
- Discuss how guest room reservations will be made. Decide if each attendee will be responsible for making their own reservations or if the reservations will be handled by one person or rooming list
- Discuss if you need the hotel to create a free customized personalized online group page for your event. Discuss how to access and use the personalized online page to make your groups reservations quickly and easily
- Determine if you will need to access a guest list online to see which members of your party have already booked their reservations
- Discuss with hotel when all guest room reservations are due

### **Event Space**

- Determine the full duration of the event
- Determine the number of people attending
- Discuss seating arrangements
- Determine what type of audio / visual equipment is needed for entertainment
- Decide if podium is needed
- Decide if stage or dance floor is needed
- Decide if special lighting is needed
- Determine if you will have a DJ or band
- Discuss how flower arrangements, candles, or centerpieces will be delivered to tables
- Determine if extra tables will be needed and how many (gift bag table, cake table, guest sign in book table)

### **Food and Beverage**

- Determine the number of people to be served at the event
- Decide who will make your wedding cake
- Decide on the menu and beverage choices
- Arrange for your wedding planner, hotel representative, and caterer to meet
- Schedule taste testing for all food and beverages that will be served
- Discuss if outside food and beverage can be brought in and if liability insurance is needed
- Advise the hotel of any special dietary requirements for people attending the event
- Discuss food and beverage service charges
- Prepare two lists for the seating plan, one in alphabetical order and one in order of table numbers
- Decide if placement cards will be needed and / or provided

## **Hotel Billing and Payment**

- Discuss payment schedules and deposit due dates
- Determine who will be authorized to make changes that would involve extra costs
- Decide if a master bill will necessary for the hotel to set up for your event
- Determine what charges will be added to the master bill and who is authorized to make those charges
- Determine who will be responsible for the payment of guest rooms

## **Additional Basic Hotel Planning Tips**

- Discuss if transportation will be needed for out of town guests and costs
- Let the hotel know of any special needs accessibility requirements your guests need for guest rooms, public areas, and / or function rooms
- Ensure the hotel is fully aware of the delivery and collection times by all outside vendors for your event
- Discuss the availability of parking and cost at the hotel
- Determine how far ceremony is from the hotel if not on property and decide how guest will be transported from ceremony to hotel
- Make sure your guests have a local map from the ceremony site to the hotel function site

## **Rehearsal Dinner**

- Select rehearsal dinner time and location
- Meet with caterer, chef and planner to choose the dinner menu and beverages
- Order and send out dinner invitations
- Determine parking and transportation needs

## **Ceremony**

- Start researching wedding gowns
- Send out a save-the-date email
- Send an engagement photo to the local newspaper
- Visit bridal salon and try on gowns
- Find a florist
- Find a wedding photographer and / or videographer
- Order wedding gown and veil
- Select bridesmaid dress
- Select wedding favors
- Buy gown accessories: shoes, jewelry, purse, garter
- Choose and officiant or minister
- Purchase wedding rings
- Select groom tuxedo and groomsmen attire
- Place order for invitations
- Purchase wedding favors and accessories
- Send out invitations
- Select makeup artist and hair stylist
- Finalize ceremony details: music, readings, solos
- Have gown fittings

