

DESTINATION *Wedding* PLANNING CHECKLIST

6-12 MONTHS BEFORE

- Contact wedding coordinator to choose a wedding date
- Indicate if you would like a Symbolic or Legal ceremony (note: selecting a legal ceremony date may take longer as the coordinator will need to work with the judge's schedule)
- Explore your wedding vision: ceremony/reception location, time of the day, estimated number of guests
- Select your wedding package
- Send deposit to coordinator to reserve your selected date
- Once deposit is received and processed, a formal confirmation of the email is sent (approximately one week after receipt of deposit)
- Coordinator will email forms, pictures and options
- Sign-up for your Honeymoon Registry

6-11 MONTHS BEFORE

- Determine an estimated budget guideline
- Begin clarifying your wedding vision: theme, colors, little extras
- Work with the resort or travel agent to make guest reservations and secure a room block
- Be sure you have your passport and all documents needed; if you are planning a legal wedding, the coordinator will be sure you know what the legal forms needed are
- Secure DJ, band, photographers and videographer (be sure to speak to your wedding coordinator when booking outside vendors)

4-6 MONTHS BEFORE

- Determine additional wedding events (welcome cocktail party, rehearsal dinner, day-after brunch)
- Start planning outside resort activities like golf, tours, etc. if desired

2-3 MONTHS BEFORE

- Finalize guest list and room requirements
- Confirm ceremony and reception locations (in case you want to make any changes)
- Select décor option, choose flowers, pick the cake
- Book ceremony musicians with coordinator (Mariachis, violinist, etc.)
- Share with the coordinator any special readings or songs requested for the ceremony
- Finalize reception chart, seat cards (if applicable) and send to Wedding Coordinator
- Start working on menus
- For legal ceremonies, send completed paperwork to coordinator (MUST be received at least 2 months prior)

1 MONTH BEFORE

- Confirm all décor, floral, cake and "little extras" with coordinator
- Confirm menus for all events (cocktail hour, reception, rehearsal dinner, etc.)
- Book hair and make-up appointments at the spa for bride and bridal party
- Have programs, menus, place cards, etc. printed
- Confirm timeline of event (i.e.: seated for meal, first dance, father daughter dance, cake cutting, etc.)
- Confirm that all special requests have been noted and planned for

3 WEEKS BEFORE

- Review your wedding contract and make final amendments
- Send guest list of those not staying at the resort to the wedding coordinator
- Be sure the wedding coordinator has your travel schedule and your final guest list, seating charts and events

UP TO 1 WEEK BEFORE

- Arrive at the resort (based on the type of ceremony you will have)
- On-site meeting with coordinator to go over all event details and make any last minute changes or additions
- Have a trial hair and make-up run through at the salon if desired
- Set-up a spa day with bridesmaids, mother and other loved ones
- Arrange for welcome bag room drop if desired
- Arrange a private dinner on the beach — just the two of you!
- Leave your wedding dress & groom's attire with your coordinator to have steamed and prepared for the big day

1 DAY BEFORE

- Have a welcome cocktail party, rehearsal dinner or welcome dinner if desired
- Arrange for special room drops (champagne, flowers, petit fours) to be sent to parents or wedding party
- Bride & Groom: Get an early night sleep. Tomorrow is the Big Day!

WEDDING DAY

- Have a nice breakfast
- Go to your hair appointment (remember to bring your veil & flowers)
- Your coordinator will check in with you throughout the day as she organizes everything. Today is YOUR day and she will be with you every step of the way.
- RELAX, SMILE & make the most of this memorable day

