

DESTINATION *Wedding*

PLANNING CHECKLIST

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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 legal forms are needed
- 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, 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

Note: Please be aware that the times provided in the checklist are guidelines only and are relative. Larger weddings require more planning time, but this will all be determined by your coordinator during your initial conversations.