

TO-DO CHECKLIST

12-24 MONTHS

- ☐ Set tentative date/season for your wedding
- ☐ Create Guest List/Determine Guest Count and start compiling addresses
- ☐ Set Your Total Budget (Venue + Photo/Video/DJ+Attire+Florals+Hair/Make-up+Transportation+Any extras)
- ☐ If planning a church ceremony, confirm availability with church and wedding venue
- ☐ Tour venues but confirm they have your desired date and they are within your Venue budget first, no reason to waste your time
- ☐ Book Falls Manor (hopefully!) (Signed contract + \$1500 non-refundable deposit to reserve your date)

8-10 MONTHS

- ☐ Reserve Hotel Room Block for out of town guests
- ☐ Book Vendors (if getting Wedding In a Box, Falls Manor will book Photographer, DJ, and Photobooth for you):
 - ☐ DJ
 - ☐ Photographer
 - ☐ Photobooth (must be contracted thru Falls Manor, outside Photobooths are not permitted)
 - ☐ Videographer
 - ☐ Florist
 - ☐ Officiant (for onsite ceremonies at Falls Manor)
 - ☐ Cloud Dance (must be contracted thru Falls Manor, outside Cloud Dance are not permitted)
 - ☐ Other _____
- ☐ Start Your Wedding Registries for the Bridal Shower/Reception
- ☐ Shop for and Buy Your Wedding Dress
- ☐ Take Engagement Photos (optional)
- ☐ Send "Save The Dates" to your Wedding Guests (optional)

6-8 MONTHS

- ☐ Schedule your Final Appointment with Falls Manor (schedule on our website)
- ☐ Schedule your Ceremony Rehearsal at Falls Manor, if applicable (schedule on our website)
- ☐ Schedule your Food Tasting at Falls Manor (schedule on our website, be ready with food selections)
- ☐ Schedule your Cake Tasting at Desserts by Designs in Richboro (contact the bakery directly)
- ☐ Schedule all your final meetings with Vendors (DJ, Photographer, Videographer, Florist, etc)
- ☐ Find Hair/Make-Up Artists and Book Trials
- ☐ Schedule meetings and fittings with Tuxedo Rental / Select Tuxes for Groom and Groomsmen
- ☐ Book Wedding Day Transportation
- ☐ Have your first dress fitting and arrange for alterations if needed
- ☐ Begin Planning your Honeymoon

4-6 MONTHS

- ☐ Finalize Guest List
- ☐ Research and find your stationary/invitation design and order wedding invitations
- ☐ Start Shopping for your wedding bands (rings)
- ☐ Shop for Bridal Accessories (Shoes, Lingerie, etc.)
- ☐ Meet with your Officiant and determine the Order of Ceremony

2-3 MONTHS

- ☐ Send Wedding Invitations, keep track of all RSVPs as they come in on an Excel Spreadsheet (note food selections next to each guest if offering traditional sit down dinner)
- ☐ Obtain Marriage License (You can apply 60 days before your wedding)
- ☐ Send Shower & Bachelor/Bachelorette Party Thank You Cards
- ☐ Schedule Wedding Dance Lesson(s) at La Luna Dance Studio in Bristol (optional)
- ☐ Draft Processional/Ceremony Order
- ☐ Draft Introduction Order for the Reception
- ☐ Make reservations for Rehearsal Dinner
- ☐ Have 2nd dress fitting

1 MONTH

- ☐ Finalize GUEST RSVPS in Excel Spreadsheet and Seating Chart [Mandatory]
- ☐ Decide on and Select all décor items from Falls Manor's Treasure Chest on our website (linens, napkins, centerpieces, signs, etc)
- ☐ Complete Final Arrangement Checklist for Falls Manor
- ☐ Confirm Timeline With All Vendors / Family / Bridal Party
- ☐ Send List of Songs to DJ
- ☐ Determine & Communicate Wedding Day Responsibilities to family and bridal party
- ☐ Book Nail appointment for the week of the wedding

2 WEEKS

- ☐ Meet with Falls Manor for your Final Arrangement Meeting (Final Wedding Payment is also due now)
- ☐ Have the final dress fitting and pick up your dress

WEEK OF WEDDING

- ☐ Write out Place Cards or make sure Professional Seating Chart is ready
- ☐ Organize Tips / Gratuity
- ☐ Attend Your Nail Appointment/Get your hair cut/color
- ☐ Pack personal items to take with you to the wedding
- ☐ Drop off all wedding related items at Falls Manor
- ☐ Attend Ceremony Rehearsal at Falls Manor, if applicable/Enjoy Rehearsal dinner
- ☐ Get Good night sleep
- ☐ Enjoy Your Wedding Day and please don't be late, it goes way too fast!

AFTER YOUR HONEYMOON

- ☐ Send Thank You Cards to the guests
- ☐ Write Vendor Reviews

FALLS MANOR CATERING & SPECIAL EVENTS