

# 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 Photobooshs 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