

CARMEN'S

Wedding Checklist

TWELVE TO EIGHTEEN MONTHS BEFORE WEDDING

- Write a first draft guest list.
- Create a binder to store and organize all of your ideas, worksheets, receipts brochures etc.
- Select a theme for your wedding. (glam, classic, romantic etc.)
- Book appointments with different venues to view their facility and package offerings
- Book your ceremony officiant.
- Secure your reception and ceremony venue(s) for your desired date. **Carmen's can host both your reception and ceremony on site.**
- Gather guest's addresses.
- Hire vendors; Photographer/Videographer/DJ.
- Select your attendants and ushers.
- Begin shopping for your wedding gown.

NINE TO TWELVE MONTHS BEFORE WEDDING

- Select your wedding party members if you haven't already done so.
- Hire a Photographer/Videographer if you haven't already done so.
- Start collecting/purchasing décor items such as guest book, cake knife and server, cake topper etc.
- Enroll in wedding/shower gift registries.
- Purchase wedding bands.
- Select and purchase wedding dress. Orders can take several months to come in, so you want to have ample time for delivery and alterations.
- Shop for bridesmaids' dresses.
- Send out your save the dates.
- Book limo/transportation.
- Book your bridal shower and engagement party at C Hotel by Carmen's rooftop lounge and receive a preferred rate.**
- Book an engagement photo session (these photos can be used for save the dates, invitations or décor at the wedding).
- Book meetings with florists and place floral order.
- Book DJ or musicians for ceremony and reception music (if not included as part of your package)
- Reserve a block of rooms at our onsite hotel, the C Hotel by Carmen's.**
- Start planning your honeymoon.
- Order invitations - be sure to include a space for dietary restrictions.

THREE TO FOUR MONTHS PRIOR

- Finalize your guest list and send invitations.
- Finalize honeymoon plans (visas, passports, etc.).
- Order suits/tuxedos for the groom and groomsmen.
- Hire wedding day transportation.
- Book your rehearsal and rehearsal dinner at Baci Ristorante and receive a preferred rate.**
- Book hair and makeup appointments for the wedding day, as well as your trial.
- Meet with the Wedding Coordinator at Carmen's to finalize your menu, wedding, décor, timeline, and other details.**
- Book your final review appointment and tasting with the Carmen's event planner.**

TWO TO THREE MONTHS PRIOR

- Obtain Marriage license.
- Finalize any outstanding details regarding timeline, menu and décor.
- Mail wedding invitations (10-12 weeks before) - be sure to leave a space for dietary restrictions.
- Confirm ceremony and reception music with DJ and/or musician
- Order wedding favors.
- Have your hair and makeup trial.
- Meet with officiant to confirm ceremony details.
- Confirm limo/transportation itinerary.

FOUR TO EIGHT WEEKS PRIOR

- Work on seating arrangements for reception - don't forget that vendors need to be seated at guest tables.
- Finalize arrangements for out of town attendants and guests.
- Write your rehearsal dinner toast.
- Purchase wedding party gifts.
- Communicate the rehearsal and rehearsal dinner information to all that will be attending.
- Figure out where the wedding party will be getting ready on the day of the wedding.
- Confirm details with all vendors (photographer/videographer, florist, DJ etc.). **Remember that deliveries can be made to the venue any time after 11 am on the wedding day.**
- Have your final fitting for the wedding dress.
- Confirm all transportation plans.
- Compile a list of all contacts; vendors, family, wedding party etc. and store it in your phone for easy reference.
- Place your orders for all printed materials: place cards/seating chart, programs, menus etc.
- Start writing your vows.

TWO WEEKS PRIOR

- Send your floor plan, final numbers and dietary restriction to your Carmen's Wedding Coordinator.
- Attend Wedding Planning Appointment to confirm all menu, timeline and décor details with your Carmen's Wedding Coordinator.
- If you are using Carmen's DJ Services, send in all of your completed DJ forms.
- Start organizing all of your items for the Maître'd meeting to make sure that you have everything. Purchase any last minute items.
- Review final details with your wedding party, parents/family and MC.
- Appoint a go to person for the day of the wedding that you trust to make decisions for you.

ONE WEEK PRIOR

- Meet with the Carmen's Maître'd and drop off all of your décor items (guest book, favours, seating chart etc. real flowers are to be delivered on the day of the wedding only).
- Review your speech and your vows.
- Try to get a good night's rest.
- Attend your rehearsal and rehearsal dinner at Baci, give your wedding party their gifts.
- Pack your overnight bag for the wedding day.
- Start packing for the honeymoon.
- Give the rings and any payments to the Best Man.

YOUR WEDDING DAY

- Don't forget your marriage certificate and overnight bag!
- Put your engagement ring on your right hand.
- Remember to eat throughout the day.
- Try to relax and enjoy every moment of the day!