

# Wedding Planner

Best Western

## Inn at Hunt's Landing

*Banquet and Conference Center*

120 Routes 6 & 209, Matamoras, PA 18336

Phone (570) 491-2400 Fax (570) 491-2422

www.bestwesternhuntslanding.com

### *9 to 12 Months Before the Wedding*

Bride	Groom	ACTION CALENDAR
		Share the big news with family and friends
		First things first ... determine your wedding date and time
		Send the engagement announcement in the local newspaper
		Plan for an engagement party with families and friends (optional)
		Get a rough idea how many people you want to invite at the wedding
		Choose the style of wedding you want, "Formal", Informal", "Outdoor", etc.
		Choose a theme for the reception and color schemes for your wedding
		Discuss your wedding budget. Who pays what?, Will your parents contribute?.
		Reserve a chapel, church or synagogue at your desired location with deposit.
		Meet the Inn at Hunt's Landing Event Planner, call (570) 491-2400 Ext. 699.
		Book any vendors you have already decided upon
		Choose your bridesmaids, groomsmen and ushers, requesting their participation
		Shop for and order the bridal gown and veil that reflects your personality and style

### *6 to 9 Months Before the Wedding*

Bride	Groom	ACTION CALENDAR
		Compile the guest list. His friends, Her friends, His Family and Her Family members
		Shop for bridesmaids gown and accessories.
		Discuss the wedding package and menu with the Inn at Hunt's Landing event planner.
		Contact the Inn at Hunt's Landing event planner to set up a room block for your out-of-town guests
		Interview photographer and videographer, check prices
		Interview reception band or DJ. Listen to their demo tape or CD, , check prices
		Interview florist, discuss flowers idea, , check prices
		Interview limousine, discuss itinerary, time and , check prices
		Contact rental company for any need of rental items for the ceremony or reception.
		Contact the Inn at Hunt's Landing event planner at (570) 491-2400 to confirm booking
		Decide which Wedding To Remember Package, select the menu and wedding cake
		Book the photographer, videographer, reception band or DJ
		Order all bridesmaid's gown and accessories at the same time

*4 to 6 Months Before the Wedding*

Bride	Groom	ACTION CALENDAR
		Start to plan the honeymoon. If plan to leave the country, apply for passports.
		Plan your living arrangements after the wedding and/or after the honeymoon
		Start working on the song lists for the ceremony and the reception
		Obtain the completed master guest lists from fiancé and both families
		Order the wedding invitations, announcements, thank you cards and personal stationary
		Order wedding favors and imprinted items such as napkins, matches & engraved gifts
		Pick the florist, plan your floral display and order all wedding flowers
		Choose wedding music, secure musicians and soloists
		Select tuxedos for the groom, groomsmen and both fathers. Measure in store for proper fit
		Shop and order wedding rings

*2 to 4 Months Before the Wedding*

Bride	Groom	ACTION CALENDAR
		Select and order Mothers' gowns and accessories.
		Book the limousine service for the bridal party
		Discuss final menu & costs with your event planner. Confirm arrival & departure time.
		Finalize any rental items needed for ceremony and reception
		Attend pre-wedding counseling (if required)
		Finalize your honeymoon travel arrangement and make your reservation
		Contact the Inn at Hunt's Landing event planner to set up and confirm date and times of wedding rehearsal
		Mail out invitations and your wedding announcements
		Prepare ceremony directions
		Get a reception directions from your event planner at Best Western Inn at Hunt's Landing
		Buy your wedding guest book
		Finalize plan for your bridal party
		Find out what are the requirement for a marriage license
		Plan a rehearsal dinner with your wedding planner at the Inn at Hunt's Landing
		Select a photographer, take a formal portrait
		Select a portrait for the newspaper, submit required information on time
		Choose your wedding music, go over with the DJ or the band
		Purchase the ring pillow, garter belt, candles and other favors
		Confirm flower order with florist and set the delivery time and location

*6 to 8 Weeks Before The Wedding*

Bride	Groom	<b>ACTION CALENDAR</b>
		Shop and purchase gifts for your parents, wedding attendants, and each other
		Write your own original vows
		Attend your wedding shower
		Check to make sure all bride's maids attire has been fitted, and ready
		Go over your itinerary, times and locations with your limousine
		Schedule an appointment with your hairdresser, try out your wedding day hairdos
		Pick up wedding rings and check any engravings

*3 to 6 Weeks Before The Wedding*

Bride	Groom	<b>ACTION CALENDAR</b>
		Apply for a marriage license for both of you at the town where you'll wed
		Have your final wedding gown dress fitting. Bring your maid of honor with you.
		Call bridesmaids and confirm that all gowns are ready for the wedding
		Prepare your wedding program and make copies for your guests
		Take care of any name or address changes, social security, mails, banks, credit card, co. etc.
		Meet your wedding planner at Sovereign Hotel to plan your reception seating arrangement

*2 to 3 Weeks Before The Wedding*

Bride	Groom	<b>ACTION CALENDAR</b>
		Get in touch with guests who have not yet returned their RSVP
		Deliver a must-take photo list to the photographer.
		Deliver to your DJ or band leader a list of special song request
		Get a last pre-wedding hair cut or trim and hair color touch up
		Arrange to move belongings to your new home or apartment (if applicable)
		For a less stress, place responsible friends or families in charge of specific tasks

*1 Week Before the Wedding*

Bride	Groom	<b>ACTION CALENDAR</b>
		Confirm your honeymoon and reservations
		Finalize the reception-seating charts and write out table or place cards
		Give seating chart, place cards and guest counts including vendors to wedding planner
		Supply your wedding planner with a list of requests from other vendors, if any
		Call all vendors to go over any last minute details. Acquire wedding-day phone numbers
		Finalize your wedding rehearsal dinner plans, location, menu, processional and time
		Groom's "Bachelor Party" should be at least one week prior to wedding
		Deliver final payment and guarantee counts to Sovereign Hotel wedding planner
		Confirm rehearsal dinner plans with clergy and attendants
		Start packing for your honeymoon

*2 to 3 Days Before the Wedding*

Bride	Groom	<b>ACTION CALENDAR</b>
		Press or steam your wedding gown, if needed
		Final fitting and pick up groom's formalwear/tuxedo and accessories
		Reconfirm with the florist when and where the flowers will be delivered
		Reconfirm with limousine company with the location, itinerary and pick up times
		Ask event planner to put your welcome baskets in out-of-town guests' hotel rooms
		Bring all the wedding favors, guest book, place cards to your wedding planner

*The Day Before the Wedding*

Bride	Groom	<b>ACTION CALENDAR</b>
		Give all wedding professionals an emergency phone number to call on the wedding day
		Bring all ceremony accessories to the site
		Give your marriage license to your officiant
		Make sure your out of town guests arrive at the hotel and greet them
		Reduce your stress level by taking your dog for a walk, get a massage, swim or simply relax
		Style your hair and do other time consuming beauty enhancement (manicure, hair color)
		Go to your wedding rehearsal. Arrive 30 minutes earlier to greet your attendants
		Attend the wedding rehearsal dinner. Present attendants with their gifts.
		Give the best man officiant's fee in a sealed "Thank You Card" for delivery after ceremony
		Get a good nights sleep

*The Day of the Wedding*

Bride	Groom	<b>ACTION CALENDAR</b>
		Allow yourself plenty of time to get ready for the big day
		Eat a good square breakfast and/or lunch
		Make a little time for yourself to relax
		Make sure that all attendants are also ready
		Present parents (and each other) with gifts
		Give the best man and/or maid of honor your wedding bands
		Introduce your maid of honor to the wedding planner for any problem during the party
		Have a happy, long lived and cherished wedding!

*Post Wedding*

Bride	Groom	<b>ACTION CALENDAR</b>
		If you were pleased by the work of your wedding vendors, send each a thank you note
		After the honeymoon, call and thank each of your attendants
		Let us know how we did, return the evaluation form to the Inn at Hunt's Landing event planner
		Create a gift log and send out thank you notes as soon as possible.
		Dry clean and properly store your wedding gown.