

# *Bridal Checklist*

## **9 months or more**

- Visit Country Inn & Suites hotel and Conference Center
- Finalize securing the Conference Center for the reception by providing an \$800 deposit
- Provide an initial guest number
- Create hotel room block, if needed.

## **6-9 months**

- Schedule a 30-45 minute meeting with the event coordinator
- Return the signed wedding contract and signed Banquet Guidelines. At this time, provide cell numbers and current addresses. Keep the Event Coordinator aware of any future changes in contact information.
- Discuss your visions/ideas for the reception with the Event Coordinator
- Discuss menus for appetizers, dinner, desserts, and liquor needs. Discuss buffet or plated dinner options. Determine if one to two meal options will be served. If so, please note all entrees will be charged the higher cost of the two meals. Also, if you desire, begin to research new and different food options at this time.
- Select a photographer-discuss the option of offsite photographs and the amount of time needed for these photos, especially if they will be taken following the ceremony and inform the Event Coordinator of your choice
- Select a Florist-find out if there are any special delivery expectations and or changes to deliver to the property
- Select a DJ- find out if the company will provide you with a microphone for toasts & special announcements at the reception (or arrange to reserve a microphone through

- the Country Inn). Discuss with the DJ if he or she will serve as an MC for the reception (i.e. announcing the bridal party, the first dance, cake cutting, etc...) Ask the company if you are responsible for a meal for the DJ and what his or her electrical needs will be for the evening.
- Establish a Country Inn wedding web page. This is a good resource for out-of-town guests for access to information regarding the ceremony, the bridal registry, or any special events scheduled during the wedding weekend.

#### **4-6 months**

- Schedule a 30 minute meeting with the Event Coordinator
- Decide location for the Groom's Dinner (If to be held at the Country Inn, sign a contract and begin looking at menu options)
- Finalize gift opening location (If held at the Country Inn, please notify the Event Coordinator)
- Decide on reception food items for a taste testing. Your appointment will be finalized and you will be contacted with a time.
- Arrange for potential decorators to visit out site on a Saturday to see the entire conference center, and then select a decorator
- Select and order invitations. Choose a vendor, discuss wording and make sure that the RSVP dates meet the required timelines that the Country Inn asks for final numbers to be decided.
- When selecting an RSVP date, provide enough time before final numbers are due (an additional 1-2 weeks) to contact guests who may not have responded by RSVP card. Ensure you have an accurate count when providing final numbers to the Country Inn. Once the final number

- has been given it can not be reduced, however, it can be increased depending on the date requested.
- If two meals options or if a children's meal will be offered at the reception, make sure to indicate this on your RSVP cards. The responses will need to be separated and then the numbers given to the Event Coordinator.
  - Request an estimated bill of charges for the reception and discuss how the final payment will be handled.
  - Notify the Event Coordinator if separate bills will be needed. Give all names, addresses, and phone numbers of all parties involved in covering the reception expenses. (this will be done two weeks before the reception)
  - Hire wedding day transportation
  - Begin to look for a baker for the wedding cake

### **3-4 months**

- Select hosts for the reception-two couples (or 4 individuals) should be asked for a reception with more than 255 guests (see information sheet on hosts)
- Decide whether a video presentation will be included in the reception. Reserve a large screen with the Event Coordinator and either secure video equipment or reserve a projector with the Country Inn.
- Purchase cake knives or arrange to use the Country Inn's the day of the reception
- Finalize with the baker how many tiered cakes and/or sheet cakes to be ordered
- Decide if you would like to have Country Inn serve cake at a fee of \$.50 per slice. No fee will be applied if the cake is cut and served by friends/family and if plates and forks are personally supplied.

## **Two Months**

- Schedule a 30-45 minute meeting with the Event Coordinator
- Finalize menu for the Groom's Dinner
- Finalize dinner music for the reception and the time the dance will begin and end
- Decide on tentative meal (if only one entrée will be served) and appetizer selections for the reception
- Decide on whether a cash bar or host bar will be made available. Select champagne, wine, specialty liquor or type of kegs. Decide how many kegs will be needed and whether a keg will be placed on reserve.
- Discuss the room arrangement and layouts for the reception (e.g. location of head table, reserved tables, dance floor and tables for punch, gifts etc.)
- Discuss ideas of the reception schedule of events with the Event Coordinator (e.g. time of arrival, bridal party entrance, cake cutting, toasting etc.)
- Decide whether the top tier of the wedding cake will be saved by the wedding couple. If so, arrange a container to be provided and arrange for someone to be responsible to bring the cake to a safe location following the reception
- Finalize colors for linens and cocktail napkins
- Decide if gifts will be stored overnight at the Country Inn following the reception or if they will be removed prior to dinner. Ask individuals to commit to remove the gifts either the day of the wedding or the next day.

## **One Month**

- **Schedule a required one hour meeting with the Event Coordinator.** Bring the letter from the unlicensed baker (if applicable). Bring the completed wedding facts sheet to the appointment fully prepared to finalize **all** remaining details
- Finalize guest number. Contact guests who have not responded by RSVP card. Ensure you have an accurate

- count when providing your final number to the Country Inn, because this number will be used for billing purposes. Once the final number has been given it can not be reduced, however it can be increased depending on the date requested. (Note: we prepare 5% over the guaranteed number to help accommodate unplanned attendees)
- Finalize meal and appetizer selections (this is done at this time if only one option will be served)
  - Create meal indication cards if more than one entrée will be served and/or if children's meals will be served
  - Finalize punch, snacks, and bar needs
  - Decide if butler passed appetizers or champagne will be used
  - Finalize room arrangements/layouts
  - Finalize seating chart (if applicable)
  - Finalize reception schedule of events
  - Inform hosts of their responsibilities
  - Select who will give the prayer before dinner and make the person aware of the approximate time that the prayer will be given
  - Confirm details with the photographer, florist, etc.

## **Two Weeks**

- Schedule a time to bring decorations, the bridal couple's champagne glasses, cake knives, place cards, assigned seating charts, etc. Items must be placed in sealed boxes/containers and clearly marked with a contact name, phone number, address and the name of the wedding couple-brides last name followed by groom's last name. (e.g. Johnson/Swanson wedding)
- Pre-authorization of a credit card given to cover expenses will be completed. This functions as a temporary hold until the remaining balance is paid the week after the receptions. The final payment can be done through another form of payment. (e.g. check or placed on up to two separate credit cards)

- Place any fees due on the wedding day in envelopes. Consider asking the best man or a trusted friend to ensure they are properly distributed.
- Relax and prepare for your big day!!!! **Remember to try to arrange for some time in these last few weeks to pamper yourself (e.g. massage, manicure or pedicure, escape to a sauna or whirlpool, etc.) HAVE SOME FUN!!!!**