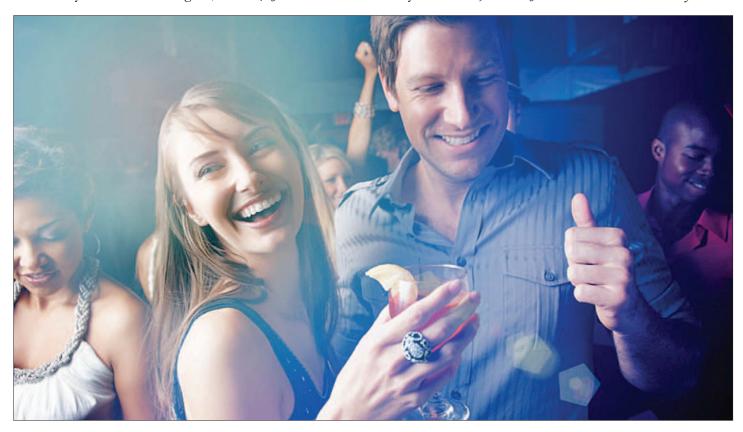


1826 Sir Tyler Drive Wilmington, NC 28405 • www.terracesonsirtyler.com • 910.202.1586 • events@terracesonsirtyler.com



## Social Event Planning Checklist

To plan the perfect celebration, use this comprehensive checklist, with a timeline based on 12-months.

Twelve to Nine Months Before	
<ul> <li>Start an event folder or binder. Select type of event, location, theme #of guests, time of day.</li> <li>Work out your budget.</li> <li>Determine color scheme and decorations.</li> <li>Start the guest list.</li> </ul>	<ul> <li>☐ Hire an event planner/consultant.</li> <li>☐ Reserve your date and venue.</li> <li>☐ Research photographers, bands, florists, and caterers.</li> </ul>
Eight Months Before	
Hire the photographer, band, florist etc.	Meet & select caterer.
Book the entertainment.	Reserve a block of hotel rooms for out-of-town guests



1826 Sir Tyler Drive Wilmington, NC 28405 • www.terracesonsirtyler.com • 910.202.1586 • events@terracesonsirtyler.com

Seven to Six Months Before	
<ul> <li>Select and purchase invitations. Hire a calligrapher, if desired.</li> <li>Do a walk-through of the venue.</li> <li>Meet with the officiant.</li> <li>Send save-the-date cards.</li> <li>Five to Four Months Before</li> </ul>	<ul> <li>☐ Reserve structural and electrical necessities.</li> <li>☐ Select a florist.</li> <li>☐ Arrange transportation.</li> <li>☐ Start composing a day-of timeline.</li> </ul>
<ul> <li>□ Book the rehearsal and rehearsal-dinner venues.</li> <li>□ Check on the invitations.</li> <li>Three Months Before</li> </ul>	Choose your music.
<ul> <li>□ Finalize the menu and flowers.</li> <li>□ Order favors and items for welcome baskets, if desired.</li> <li>□ Make a list of the people giving toasts</li> <li>Two Months Before</li> </ul>	<ul> <li>☐ Reserve rental items – linens, chairs etc.</li> <li>☐ Print menu cards, programs and seating cards.</li> <li>☐ Send your event schedule to the vendors.</li> </ul>
<ul> <li>☐ Touch base again with all the vendors.</li> <li>☐ Meet with the photographer.</li> <li>☐ Review the playlist with the band or deejay.</li> <li>One Month Before</li> </ul>	Send out the invitations. Mail invitations six to eight weeks before the ceremony, setting the RSVP cutoff at three weeks after the postmark date.
<ul> <li>Enter RSVPs into your guest-list database. Contact invitees who have not responded.</li> <li>Stock the bar.</li> <li>Send out as many final payments as you can.</li> </ul>	<ul> <li>Confirm time and date with all vendors.</li> <li>E-mail and print directions for drivers of transport vehicles.</li> <li>Assign seating. Draw out table shapes on a layout of the room to help plan place settings.</li> </ul>



1826 Sir Tyler Drive Wilmington, NC 28405 • www.terracesonsirtyler.com • 910.202.1586 • events@terracesonsirtyler.com

Week of the Event	
Reconfirm arrival times with vendors.	Set aside checks for the vendors
<ul> <li>Delegate small event-day tasks. If you have not hired an event planner.</li> <li>Send a timeline to key personnel/volunteers.</li> <li>Check in one last time with the photographer and provide wish list of songs.</li> </ul> Amenities	<ul> <li>Send the final guest list to the caterer and all venues hosting your wedding-related events. Typically, companies close their lists 72 hours in advance.</li> <li>Assemble and distribute the welcome baskets.</li> </ul>
<ul> <li>Grand Ballroom – comfortably holds up to 350 guests</li> <li>Outdoor Rooftop Terraces – accommodates up to 100 guests per terrace; great for ceremonies, rehearsal dinners and showers</li> <li>Convenient Parking – plenty onsite parking spaces with some covered spaces for your guests</li> </ul> Notes	<ul> <li>Centrally Located – near a variety of hotels and shopping at Mayfaire, close to Wrightsville Beach &amp; just minutes from Downtown</li> <li>Access to our Wedding Coordinator – consult our in-house wedding planner to make your day easy &amp; unforgettable</li> </ul>