



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

- Start an event folder or binder. Select type of event, location, theme #of guests, time of day.
- Hire an event planner/consultant.
- Work out your budget.
- Reserve your date and venue.
- Determine color scheme and decorations.
- Research photographers, bands, florists, and caterers.
- Start the guest list.

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



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Seven to Six Months Before

- Select and purchase invitations. Hire a calligrapher, if desired.
- Do a walk-through of the venue.
- Meet with the officiant.
- Send save-the-date cards.
- Reserve structural and electrical necessities.
- Select a florist.
- Arrange transportation.
- Start composing a day-of timeline.

Five to Four Months Before

- Book the rehearsal and rehearsal-dinner venues.
- Check on the invitations.
- Choose your music.

Three Months Before

- Finalize the menu and flowers.
- Order favors and items for welcome baskets, if desired.
- Make a list of the people giving toasts
- Reserve rental items – linens, chairs etc.
- Print menu cards, programs and seating cards.
- Send your event schedule to the vendors.

Two Months Before

- Touch base again with all the vendors.
- Meet with the photographer.
- Review the playlist with the band or deejay.
- Send out the invitations. Mail invitations six to eight weeks before the ceremony, setting the RSVP cutoff at three weeks after the postmark date.

One Month Before

- Enter RSVPs into your guest-list database. Contact invitees who have not responded.
- Stock the bar.
- Send out as many final payments as you can.
- Confirm time and date with all vendors.
- E-mail and print directions for drivers of transport vehicles.
- Assign seating. Draw out table shapes on a layout of the room to help plan place settings.

