



Summit Pointe
CONFERENCE & EVENTS CENTER

Wedding Planning Guide

Getting Started

- Introduce both families and officially announce engagement
- Start a budget
- Start a guest list
- Select a tentative date and alternate date
- Consider whether you want to have a wedding coordinator
- Create a gift registry
- Research wedding etiquette

Parties

- Consider having an engagement announcement party
- Sign up for one or more gift registries
- Give shower hostess(es) guest list
- Begin thank you notes for showers and early gifts
- Consider booking a cocktail party

Guests

- Determine out-of-town guest list
- Select hotel(s) for your out-of-town guests
- Determine parking and transportation needs
- Send reservation deadline reminders to guests who haven't booked
- Consider whether to provide amenity bags

Rehearsal Dinner

- Select rehearsal dinner time and location
- Meet with caterer/chef/planner and choose rehearsal dinner menu and beverages
- Order and send out rehearsal dinner invitations
- Determine parking and transportation

Ceremony

- Choose your attendants
- Start research on wedding gowns
- Investigate ceremony sites
- Visit and book ceremony site for wedding day
- Send out save-the-date email or cards
- Consider buying wedding insurance
- Send an engagement photo to the local newspaper
- Visit bridal salon and try on gowns
- Find a florist
- Find a wedding photographer and/or videographer
- Order gown and veil
- Select bridesmaids dresses
- Select wedding favors
- Buy gown accessories (shoes, purse, lingerie)



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Ceremony (cont.)

- Choose an officiant
- Purchase wedding rings
- Select groom's tux and groomsmen attire
- Place order for invitations
- Purchase wedding favors and accessories
- Send out invitations
- Select makeup artist and hair stylist
- Finalize ceremony details (music, readings, solos, etc.)
- Have gown fitting(s)
- Apply for marriage license
- Look into name change, if applicable
- Consider something old, something new, something borrowed, something blue

Reception

- Investigate reception sites
- Visit and book reception site
- Determine parking and transportation
- Determine a reception agenda (order of program and length of time for each activity)
- Meet with caterer/chef/planner and come up with menu ideas
- Get ideas for music, select a band or DJ (make sure AV equipment needs are met)
- Consider signing up for a dance class
- Decide on wedding and groom's cakes
- Schedule tasting and finalize menu
- If applicable, rent linen, centerpieces, decorations, etc.
- Determine seating arrangements and prepare place cards

Honeymoon

- Determine a honeymoon budget
- Start investigating destinations
- Choose and book wedding night bridal suite, if applicable
- Choose and book honeymoon destination (hotel, travel, transportation, etc.)
- Determine if you need a passport, visa, immunizations
- Make a travel checklist and purchase any needed items
- Make plans for pets, plants, newspaper pickup, house sitting
- Reconfirm plans (flights, rental cars, etc.)

After the Wedding

- Get your gown cleaned and properly stored
- Preserve your bouquet
- Complete name change kit
- Meet with photographer and/or videographer