

DESTINATION WEDDING *planning checklist*

6 – 12 MONTHS BEFORE

- Contact wedding coordinator to choose a wedding date
- Indicate if you would like a symbolic or legal ceremony
- Explore your wedding vision: ceremony/reception location, time of the day and estimated number of guests
- Select your wedding package
- Send deposit to coordinator to reserve your selected date
- Sign-up for your honeymoon registry

6 – 9 MONTHS BEFORE

- Begin clarifying your wedding vision: theme, colors and little extra
- Work with the resort or travel agent to make guest reservations and secure a room block
- Be sure you have your passport and all documents needed; if you are planning a legal wedding, the coordinator will be sure you know what the legal forms are needed
- Secure DJ, band, photographers and videographer (be sure to speak to your coordinator when booking outside vendors)

4 – 6 MONTHS BEFORE

- Determine additional wedding events (e.g., welcome cocktail party, rehearsal dinner and day-after brunch)
- Start planning outside resort activities like golf, tours, etc.

2 – 3 MONTHS BEFORE

- Finalize guest list and room requirements
- Confirm ceremony and reception locations
- Select décor option, choose flowers and pick the cake
- Book ceremony musicians with coordinator
- Share with the coordinator any special readings or songs requested for the ceremony
- Finalize reception chart, seat cards and send to coordinator
- Start working on menus
- Send legal ceremony paperwork to coordinator

1 MONTH BEFORE

- Confirm all décor, flowers, cake and “little extras”
- Confirm menus for all events (cocktail hour, reception, rehearsal dinner, etc.)
- Book hair and make-up appointments at the spa
- Have programs, menus, place cards, etc. printed
- Confirm timeline of event with wedding coordinator (i.e., seated for meal, first dance, father daughter dance, cake cutting, etc.)
- Work with hotel to coordinate transportation or transfers, as needed

3 WEEKS BEFORE

- Send guest list of those not staying at the resort to the coordinator
- Be sure the coordinator has your travel schedule and your final guest list, seating charts and events

UP TO 1 WEEK BEFORE

- Arrive at the resort
- Meet with wedding coordinator to go over all event details
- Have a trial hair and make-up run through at the salon
- Set-up a spa day
- Arrange for welcome bag room drop
- Arrange a private dinner on the beach – just the two of you!
- Leave your wedding attire with your coordinator to have steamed and prepared for the big day

DAY BEFORE

- Host a welcome cocktail party, rehearsal dinner or welcome dinner
- Arrange for special room drops (e.g., champagne, flowers, petit fours) to be sent to parents or wedding party

WEDDING DAY

- Enjoy your hair appointment (remember bring your veil and flowers)
- Your coordinator will check in with you throughout the day as she/he organizes everything
- RELAX, SMILE and make the most of this memorable day

Note: Please be aware that the timelines provided in the checklist are guidelines only. Confirm your schedule with your wedding coordinator.