



WEDDING

Checklist

6 MONTHS BEFORE

- Meet with the wedding Coordinator at the Penventon Park Hotel
- Start gathering a guest list and create a spreadsheet for RSVPs
- Send out invites
- Book your photographer/videographer

2-3 MONTHS BEFORE

- Order wedding rings
- Rent mens formal wear
- Dress fittings
- Arrange gifts for bridesmaids, groomsmen and each other
- Book hair stylist and your trial hair
- Book makeup artist and trial makeup

2 MONTHS BEFORE

- Give the Penventon Park Hotel your final guest headcount and confirm arrangements
- Supply the wedding Coordinator with any special requests
- Create a table plan
- Print place cards

1 WEEK BEFORE

- Make any last minute changes to the table plan
- Confirm the details with the wedding Coordinator
- Drop off place cards, menus, favours and table plan to Penventon Park Hotel
- Pay all final balances

1 DAY BEFORE

- Get a good night's sleep!

