

DESTINATION WEDDING

checklist



Use this handy checklist to help you plan a wedding filled with wonderful, stress-free memories!

6-12 MONTHS BEFORE

- ☐ Meet with a travel agent to help plan your destination wedding/honeymoon.
- ☐ Determine an estimated budget. This will influence your choice of destination and venue, as well as the size of your guest list.
- ☐ Discuss potential wedding dates and decide on an ideal date or time of year. Consider the weather, holidays or peak seasons at each destination when making your decision.
- ☐ Choose a wedding date.
- ☐ Decide if you would like a symbolic or legal wedding ceremony.
- ☐ Explore your wedding vision : ceremony/reception location, time of day, estimated number of guests.
- ☐ Make a guest list and start collecting mailing addresses and emails.
- ☐ Choose your destination.
- ☐ Select your wedding package.
- ☐ Put deposit down to reserve your wedding date.
- ☐ Travel agent will contact the on-site wedding coordinator for forms, pictures and options.
- ☐ Begin clarifying your wedding vision : theme, colors, little extras.
- ☐ Work with travel agent to make guest reservations.
- ☐ Apply for your passport and other legal documents, if you do not yet have them. If you are planning a legal wedding make sure to ask for legal documentation.
- ☐ Secure photographers, videographer and DJ/band.
- ☐ Send out your save-the-dates.

4-6 MONTHS BEFORE

- ☐ Determine additional wedding events (welcome cocktail party, rehearsal dinner, day-after brunch).

- ☐ Start planning outside resort activities like golf, tours, etc., if desired.
- ☐ Send guests information on how to book their trip.
- ☐ Buy gifts for your attendants and family members and start composing your thank-you notes to them.

2-3 MONTHS BEFORE

- ☐ Finalize guest list and room requirements.
- ☐ Confirm ceremony and reception locations (in case you want to make any changes).
- ☐ Select decor option, choose flowers, pick the cake (when applicable).
- ☐ Share with the travel agent any special readings or songs requested for the ceremony.
- ☐ Finalize reception chart.
- ☐ Start working on menus (when applicable).
- ☐ For legal ceremonies, send completed paperwork to coordinator (MUST be received at least 2 months prior).

1 MONTH BEFORE

- ☐ Have programs, menus, place cards, etc. printed.
- ☐ Confirm timeline of event (i.e. seated for meal, first dance, father/daughter dance, etc.).
- ☐ Review your wedding contract and make final amendments.
- ☐ Send guest list of those not staying at the resort to the wedding coordinator (when applicable).
- ☐ Be sure the wedding coordinator has your travel schedule and your final guest list, seating chart and events.
- ☐ Confirm everyone has their travel documents and passports.
- ☐ Send out your formal invitations; include a program of scheduled events, plus dress code (when applicable).

1 WEEK BEFORE

- ☐ Arrive at the resort (based on type of ceremony you will have).
- ☐ On-site meeting with wedding coordinator to go over even details and make any last-minute changes or additions.
- ☐ Have a trial hair and make-up run through at the salon, if desired.
- ☐ Confirm all decor, floral, cake and "little extras" with travel agent/wedding coordinator.
- ☐ Confirm menus for all events (cocktail hour, reception, rehearsal dinner, etc.).
- ☐ Book hair and make-up appointments at the spa for bride and bridal party.
- ☐ Set up a spa day with bridesmaids, mother and other loved ones.

1 DAY BEFORE

- ☐ Have a welcome cocktail party, rehearsal dinner or welcome dinner, if desired.
- ☐ Arrange for special room accommodations (champagne, flowers, petit fours) to be sent to parents and/or wedding party.
- ☐ Bride & Groom : Get an early night sleep. Tomorrow is the Big Day!

WEDDING DAY

- ☐ Have a nice breakfast.
- ☐ Go to your hair appointment (remember to bring your veil and flowers).
- ☐ Your coordinator will check in with you throughout the day as she organizes everything. Today is YOUR day and she will be with you every step of the way.
- ☐ RELAX. SMILE and make the most of this memorable day.

