

# Timeline / Checklist

- Confirm your date
- Select your package
- Select your add-ons
- Choose your guest list
- Event coordinator provides estimate
- Sign contract
- Choose your invitation design **D**
- Send out invites  
(including entree selections and dietary restrictions)
- Submit meal selections
- Submit late night snack selections **D**
- Review decor options and make selections
- Provide head count of wedding party for flowers **G** **D**
- Submit colour scheme and theme to event coordinator
- Select wedding favours **D**
- Provide list of any outside rentals, decor etc to event coordinator
- Provide contact information of DJ and Photographer
- Submit cheese wheel cake selections **D**
- Decide on floor plan
- Submit seating chart with entree selection and dietary restrictions to event coordinator
- Submit the drink selections
- Submit event timeline
- Final head count provided 2 weeks before event and final invoice amount confirmed

## Notes

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