



# Marco Beach

OCEAN RESORT®

## WEDDING PLANNING TIMELINE

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### 6 months or more ahead

- Set reception budget
- Hire independent wedding planner, if desired
- Compile guest list & addresses; send out save-the date cards with Hotel information
- Choose attendants
- Order dress & accessories (shoes too!)
- Book officiate or Church for ceremony
- Meet with wedding cake designer
- Meet with florist
- Meet with photographer and/or videographer
- Decide on the music you would like to have at your reception & book DJ or band
- Plan & book honeymoon

### 4 to 6 months ahead

- Arrange transportation for wedding day, if needed
- Order invitations, thank-you notes, book a calligrapher if necessary
- Purchase or reserve Groom's attire
- Select attendants' attire
- Select wedding favors & order
- Select gifts for wedding party
- Reserve your hotel room for your stay with us
- Arrange rehearsal dinner with catering manager

### 2 to 4 months ahead

- Discuss menu details with catering manager
- Discuss room décor with catering manager (rental linens, chairs, lighting, etc.)
- Select vows/ discuss service with officiate
- Schedule rehearsal time
- Mail invitations
- Make appointments for hair, makeup, manicure & pedicure

### 1 to 2 months ahead

- Buy guest book, pen, ring pillow, & any other accessories you may need
- Have programs printed, if using
- Finalize menu & general flow of events with catering manager
- Finalize rehearsal dinner menu with catering manager
- Make any necessary spa appointments

## 2 weeks ahead

- Have final dress fitting & break in wedding shoes. Learn how to bustle dress, if applicable
- Begin seating plan & finalize guest/entree count with catering manager
- Have placecards printed. Always bring a few blank placecards, just in case.
- Write toasts for reception
- Begin timeline with catering manager
- Arrange welcome baskets for out of town guests
- Ship any wedding favors/placecards to catering manager

## 1 week ahead

- Finalize seating plan & map of room with catering manager
- Confirm arrival times of florist, music, officiate
- Assign specific responsibilities to members of your wedding party or family, such as passing out flowers, collecting any wedding props that you wish to take home after the reception, collecting your cake topper (if you wish to keep it), etc.
- Confirm timeline & final guest count with catering manager
- Confirm rehearsal dinner guest count with catering manager

## When you arrive at Marco Beach Ocean Resort

- Have welcome baskets labeled with guests' name to facilitate deliveries
- Deliver any wedding props to catering manager
- Confirm wedding day transportation, if using
- Confirm hair & makeup appointments
- Notify catering manager of any changes

## 1 day ahead

- Have manicure & pedicure
- Rehearse ceremony
- Prepare gratuity and payment envelopes for vendors make arrangements for someone to distribute them
- Have fun & get a good night's rest!

*Use this space for notes...*