



Your big day is booked at Belle Vie!

What's next...

Use our Ultimate Wedding Planning Checklist to stay on track with the planning details. If your wedding is less than 12 months out, don't fret! Just jump in and check things off in whatever timeframe you have. Don't be afraid to jump head either ;)

Some items on this list are only ideas of what you might want to do but if there's an item on the list you aren't interested in just scratch it off! For example, not every couple sends out "save the dates" or wants to purchase favors and not many couple provide printed wedding menus, but the ideas are here for you to consider.

We suggest you print this checklist and add it to your wedding binder so you can stay on track.

Happy Planning!

10-12 Months		
	To-Do's	Notes
X	SELECT DATE	
X	CHOOSE YOUR DREAM VENUE	Belle Vie Vineyard!
	CREATE A BUDGET Use our "IT'S OFFICIAL" list on the last page to get the conversation started. This will help you identify the must haves from the want to haves	
	BUILD YOUR GUEST LIST – Your headcount WILL play into overall costs. Many vendors will need this number to give you accurate pricing	
	TALK ABOUT YOUR BUDGET AND CREATE A "NEED & WANTS" LIST Be sure to check off the needs first (food, beverage, DJ, photographer, dessert, attire, etc.) before you move on to the wants. This will help you stay on budget!	
	DECIDE ON WEDDING STYLE Your color pallet and style will be a big part of choosing your vendors and pricing	
	CHOOSE YOUR WEDDING PARTY & LET THEM KNOW! bridesmaids, groomsmen etc.	
	RESEARCH WEDDING DRESS AND VEIL STYLES Make appointments to try some on!	
	TAKE ENGAGEMENT PHOTOS — It's a great way to make memories, try out a photographer & practice posing for the big day.	
	PERSONALIZE AND ORDER SAVE THE DATES (if you choose to use them)	
<p align="center">BEGIN RESEARCHING YOUR PRIMARY VENDORS:</p> <p align="center">Gather info & pricing, then schedule consultations/tastings with your top picks to narrow it down. If a service vendor is already booked through Belle Vie Vineyard... check it off the list on the next page.</p> <ul style="list-style-type: none"> ● Primary Vendors Include: ● DOC (day of coordinator) ● DJ/Musicians ● Catering ● Photographer/Videographer ● Florist ● Dessert ● Officiant 		

8-10 Months

MAIL SAVE THE DATES (if you choose to use them)	
CHOOSE BRIDAL PARTY ATTIRE AND ACCESSORIES	
PURCHASE WEDDING DRESS AND VEIL	
RESEARCH HOTELS/ACCOMMODATIONS FOR OUT-OF-TOWN GUESTS	
BEGIN BOOKING YOUR PRIMARY VENDORS AND SECURING THEM WITH CONTRACTS AND DEPOSITS: If a service vendor is already booked through Belle Vie, you can check it off the list!	
DOC (DAY OF COORDINATOR)	
DJ/MUSICIANS	
CATERING	
PHOTOGRAPHER	
VIDEOGRAPHER	
FLORIST	
DESSERT VENDOR	
OFFICIANT	

6-8 Months

RESEARCH WEDDING DAY HAIR AND MAKEUP STYLES	
MEET WITH OFFICIANT TO DISCUSS PLANS FOR CEREMONY	
PURCHASE WEDDING BANDS	
FINALIZE GUEST LIST	
PERSONALIZE AND ORDER WEDDING INVITATIONS. Be sure to check the sunset schedule before you settle on a start time! Don't forget to include date, ceremony start time, venue address & "RSVP by" date.	
RESEARCH & BOOK YOUR OPTIONAL VENDORS - some options include:	
SPECIALTY RENTALS – CHAIRS, LINENS, FARM TABLES, DÉCOR, ETC.	
HAIR & MAKEUP ARTIST	
LIVE MUSICIANS	
ALTERATIONS SHOP	
LIVE ARTIST	
CUSTOM LIGHTING FYI - Belle Vie offers this!	
PHOTO BOOTH FYI - Belle Vie offers this!	
DECORATING SERVICES	
WEDDING DAY TRANSPORTATION	
ACCOMMODATIONS FYI - Belle Vie offers this!	
LATE NIGHT SNACKS FYI - Belle Vie offers this!	
TRANSPORTATION	
OTHER -	
OTHER -	
OTHER -	
OTHER -	
OTHER -	

4-6 Months

	SCHEDULE TASTING/CONSULT WITH CATERER TO FINALIZE MENU If catering is with Belle Vie, you'll be invited to a Tasting 3-6 months before your event	
	CONSULT WITH FLORIST TO CHOOSE FLOWERS & DESIGNS FOR: wedding party & family, ceremony decor, centerpieces, cake, etc.	
	SCHEDULE DRESS FITTINGS Bring your wedding day shoes & undergarments	
	BOOK ROOM/ACCOMMODATIONS FOR WEDDING NIGHT If you're not paying for guests rooms, be sure to share the info in your invitations	
	ORDER WEDDING CAKE/DESSERTS	
	PURCHASE/RESERVE MEN'S ATTIRE	
	MAIL WEDDING INVITATIONS!	

3-4 Months

	ORDER FAVORS (if you choose to use them)	
	PURCHASE PERSONAL DECOR: toasting flutes, cake knife, table numbers, guestbook, card box, welcome sign, flower basket and ring-bearer pillow, etc.	
	START WORKING ON YOUR MUSIC SELECTIONS Make it a date night! Picking out those special songs for the key moments of your day	
	DEVELOP SYSTEM FOR ORGANIZING RSVPS	

2 -3 Months

	SCHEDULE MAKEUP & HAIR TRIAL WITH STYLIST Bring veil or hair accessories	
	ORDER OPTIONAL PRINTED MATERIALS: menu cards, thank you cards, etc.	
	APPLY FOR MARRIAGE LICENSE (order 2-3 extra)	
	COMPLETE COORDINATORS INTAKE FORM provide ALL booked vendor info	
	SCHEDULE YOUR 30-DAY WALK-THROUGH WITH BELLE VIE & YOUR DOC Feel free to invite any other vendors who require a site visit to this appointment.	

1-2 Months

	FINAL DRESS FITTING Bring your wedding day shoes & undergarments	
	CONFIRM ROOM/ACCOMMODATIONS FOR WEDDING NIGHT	
	PICK UP MARRIAGE LICENSE	
	FOLLOW UP WITH GUESTS WHO HAVEN'T YET RSVP'D	

WE'RE ON THE HOME STRETCH!

Attend your 30-day walkthrough to finalize all the details.

Use the 30-day walkthrough checklist to get prepared for this super important planning day!

Your 30 day walkthrough!

PROVIDE FINAL GUEST COUNT AT THE WALTHROUGH... all the planning is based on this!

Be sure to include the 2 of you in the count & all vendors you're providing a meal for.

	Guests 4 & up	
	Infants 3 & under	
	Vendors Special meal pricing	
	Total Count will be used for catering, beverages & table layouts	
	CREATE YOUR PERFECT VENUE LAYOUT! plan A and plan B... Just in case mother nature doesn't cooperate Belle Vie will provide you with a final layout to use for your seating chart creation	

30 day walkthrough cont.

	PERFECT YOUR TABLE LOOK Charger color, flatware layout, napkin color and fold, centerpiece, candles, etc.	
	CREATE YOUR WEDDING DAY TIMELINE With the venue and coordinator	
	PROVIDE CONTACT INFO FOR <u>ALL</u> BOOKED VENDORS Your DOC will confirm date, times, location and share the official timeline with them	
	FINALIZE BAR MENU AND DRINK SELECTIONS	
	SCHEDULE YOUR REHEARSAL WITH BELLE VIE	

After Your Walkthrough

	MAKE FINAL VENUE PAYMENT - BASED ON ADJUSTED HEADCOUNT Don't worry, we can still add on last minute guests (until 2 weeks before)	
	NOTIFY OUTSIDE VENDORS OF FINAL GUEST COUNT & TABLE COUNT (your DOC will share the official timeline and layout details with them)	
	BEGIN SEATING CHART BASED ON VENUE LAYOUT Don't print it yet! There's still a little time for changes & last minute RSVP's	
	PURCHASE FINAL DÉCOR ITEMS We'll help you make a list	
	MAKE RESERVATIONS/PLANS FOR REHEARSAL DINNER Ask us for our top recommendations if you don't have a place in mind!	

1-2 Weeks!

	FINALIZE ALL MUSIC WITH YOUR DJ	
	GET HAIRCUT AND/OR COLOR	
	DELEGATE DUTIES TO WEDDING PARTY AND FAMILY Take some of the final tasks off your plate	
	PREPARE FINAL PAYMENTS TO VENDORS + TIPS (for service personnel)	
	PREPARE WEDDING DAY EMERGENCY KIT Better to have it and not need it than need it and not have it ;)	
	SEND FINAL WEDDING WEEK TIMELINE TO FAMILY & WEDDING PARTY Your coordinator should send the timeline to all vendors (if you provided contact info)	
	PACK AND CLEARLY LABEL BOXES OF DÉCOR FOR VENUE You will drop off these items at your scheduled rehearsal	
	CREATE/PRINT YOUR FINAL SEATING CHART	
	WRITE VOWS & FINALIZE CEREMONY READINGS	
	PACK WEDDING DAY BAGS	

1 Day Before

	CHECK – CHECK & RE-CHECK YOUR LISTS! Be sure everything's packed	
	GET MANI/PEDI/MASSAGE & RELAX	
	LOAD CARS TO DELIVER DÉCOR TO VENUE	
	ATTEND WEDDING REHEARSAL (if rehearsal is the day before)	
	HAVE FUN AT THE REHEARSAL DINNER (if rehearsal is the day before)	
	GET PLENTY OF REST!	

Wedding day!!!

	HAVE THE BEST DAY EVER! Let us do the rest	
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