



WEDDING PLANNING TOOL

6-12 MONTHS OUT

___ Select and reserve your ceremony and reception, rehearsal dinner and brunch venues.

___ Book wedding night accommodations'

We have rate agreements with Cousins Inn, Fairfield Inn & Suites, The Dalles Inn and Celilo Inn

PROVIDE BOOKING INFORMATION TO YOUR GUESTS

**Make sure to advise your guests of the cut-off date to receive the reduced minimum night stay at any of the hotels

___ Select your wedding Officiate.

___ Select the photographer, videographer, musicians/DJ, Florist. **Please see our preferred vendor list.**

You are not required to use these vendors, but this list is all the vendors who have been at The Sunshine Mill for previous events.

___ Begin an excel spreadsheet of estimated costs

6-12 MONTHS OUT

___ Send save-the-date announcements or call out of town guests to let them know the final date, time, and location of the wedding

- ___ Start thinking about reception layout and if you are going to have a head table, open seating, designated seating and discuss your options with your coordinator and venue
- ___ Review house equipment that comes with your package, i.e. round dinner tables with white or burlap linens, 120 chairs, outdoor arbor, etc.
- ___ Start planning your rehearsal dinner. Give the host(s) your guest list.
- ___ Schedule your ceremony rehearsal.

2-5 MONTHS OUT

- ___ Discuss your wedding menu questions, and dietary options with your caterer
- ___ Give a list of "Must Take" photographs to your wedding photographer

If you are organizing assigned seating, please provide the following:

- Alphabetized guest list with table number next to their name**
- Table numbers identified on the floor plan**
- Place cards bundled by table number**

If you are organizing assigned seating, please provide the following:

- Alphabetized guest list with table number next to their name or place cards with the guest name and table number**
- Table numbers identified on the floor plan**

- ___ Contact your Officiate to discuss the wedding ceremony; you may wish to customize your wedding vows – optional.
- ___ Book your hairstylist and/or makeup artist

1-2 MONTHS OUT

- ___ Finalize floor plans and seating assignments within one (1) month out.
- ___ Review the schedule of Events again, and confirm any revision requests with your coordinator

2 WEEKS TO 1 MONTH FROM YOUR WEDDING

- ___ Pick up your marriage license
- ___ Book appointment to meet with The Sunshine Mill to review finalized details and discuss any personal item handling, including favors, guest book, and display items.

Grandparents

MOTG _____ escorted by _____

MOTB _____ escorted by _____

Officiate _____ walks from side with _____ or by self

Begin Processional

Bridal Party:

MOH:

Bridesmaids:

Flower girl(s):

BM:

Groomsmen:

Ring Bearer: