



# 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: