

Bella Collina San Clemente

BEFORE 'I DO' WEDDING CHECKLIST

Congratulations on your engagement and for selecting Bella Collina as your venue! We are so honored you have selected us to be a part of your big day and we are excited to help you through this exciting time in your lives! Below you will find a wedding checklist to help guide you through your wedding process at Bella Collina.

9+ MONTHS BEFORE

- Select your wedding start time (*Tip: Refer to our 'Ceremony Start Time Worksheet' for guidance*)
- Begin drafting a guest list to help get a rough idea on numbers for your wedding
- Decide on a wedding party
- Start a Pinterest board to help refine your wedding style
- Choose a wedding color scheme and/or theme
- Start researching suppliers for your wedding (Photographers, Stationary, Florists, Cake, etc.)
- Start your premarital counseling plans (if applicable)
- Start looking for a wedding dress
- Other: _____
- Other: _____

8+ MONTHS BEFORE

- 2nd Deposit due to Bella Collina
- Start booking your vendors
 - Photographer
 - Videographer
 - Music (Band and/or DJ)
 - Florist
 - Cake/Dessert
 - Celebrant/Priest/Officiant
 - Photobooth
 - Stationary
 - Hair & Makeup
 - Rentals
 - Transportation
 - Other
- Purchase your wedding dress
- Start planning Groom and Bridal Party attire
- Take your engagement photos
- Start planning Save the Dates
- Start a wedding website (TheKnot.com, WeddingWire.com, or Zola.com)
- Start a registry and keep a note of them (*Tip: Check out Zola.com – 1 stop Registry online!*)
- Start planning your wedding invitations
- Start compiling addresses for your invitations
- If you have guests traveling from out of town, start researching hotels to reserve a block of rooms
- Other: _____
- Other: _____

7+ MONTHS BEFORE

- Send out Save the Dates
- Finalize Bridal Party Dresses (Maid/Matron of Honor, Bridesmaids, Flower Girls)
- Finalize Groom and Groomsmen's Tux/Suits (Best Man, Groomsmen, Ring Bearers)
- Start planning styling & décor for ceremony and reception
- Book flights and accommodations for honeymoon (*Tip: Keep all reservations under pre-married names. Name changes take a couple months to process so you will need extra documentation to travel if you choose to book under your married names*)
- Other: _____
- Other: _____

6+ MONTHS BEFORE

- Schedule you Menu Tasting / Planning Meeting at Bella Collina
- Schedule your Wedding Rehearsal at Bella Collina
- Create a guestlist for the Rehearsal Dinner
- Book the location and time for your Rehearsal Dinner
- Create a guestlist for the Wedding Brunch
- Book the location and time for your Wedding Brunch
- Finalize the guest list for pre and post wedding celebrations
 - Bridal Shower
 - Bachelorette
 - Bachelor
 - Rehearsal Dinner
 - Wedding Brunch
- Research wedding bands/rings
- Talk with your officiant about necessary legal documents
- Map out your day-of program
- Other: _____
- Other: _____

5+ MONTHS BEFORE

- Finalize and order invitations (*Tip: List your RSVP date a month prior to your wedding to allow you time to finalize your seating chart, order place cards, and call those that haven't RSVP'd*)
- Double check you have all the addresses you need
- Finalize your cake/desserts (Flavor, Look, Decorations, Qty)
- Have your first dress fitting and plan/book any alterations needed
- Plan your accessories (Veil, Jewelry, Shoes, Something Old, New, Borrowed, and Blue, etc)
- Other: _____
- Other: _____

4+ MONTHS BEFORE

- Purchase your wedding bands
- Decide on your guest book
- Finalize Styling and Décor for your Ceremony and Reception
- Order all personal décor items needed (guest book, card holder, table numbers, signage, photos, cake knife and servers, toasting glasses, flower girl baskets, ring bearer box, etc.)
- Book your beauty appointments (Hair, Make Up, Nails, Tanning, etc.)
- Plan wedding favors for your guests
- Other: _____
- Other: _____

3+ MONTHS BEFORE

- 3rd Deposit Due to Bella Collina
- Mail out invitations
- Update your wedding registries and wedding website
- Purchase your bridal accessories (Shoes, Jewelry, Undergarments, Hair accessories, etc)
- Submit all measurements from the men for tuxes/suits and pass along to vendor
- Order all other stationary (Menus, Programs, Table Numbers, etc) **or wait to order with place cards*
- Finalize florals (Bouquet, Bridal Party, Decorations)
- Finalize wedding favors
- Start Planning gifts for your wedding party and family
- Other: _____
- Other: _____

2+ MONTHS BEFORE

- Have your Bridal Shower
- Finalize living arrangements for after the wedding
- Finalize music and song selections
- Finalize shot list with photographer and videographer (bridal party, family, specific photos/video)
- Purchase gifts for your wedding party and family (special people in your wedding)
- Other: _____
- Other: _____

1+ MONTH BEFORE

- Write your vows
- Have your bachelor and bachelorette parties
- Delegate important day of/ week of tasks
- Chase any remaining RSVP's from guests
- Order last of stationary needed (place cards, seating assignments, Thank you cards)
- Get your marriage license
- Have your final dress fitting
- Finalize the seating arrangement
- Finalize any last-minute rehearsal plans
- Other: _____
- Other: _____

14+ DAYS BEFORE

- Final Guaranteed Guest Count and Entrée Counts due to Bella Collina
- Final Floorplan with Table Number/Names and Chair Counts due to Bella Collina
- Final Timeline Confirmed and due to Bella Collina
- Completed Vendor Information Sheet due to Bella Collina
- Copy of Vendor Liability Insurance for ALL Vendors due to Bella Collina
- Other: _____
- Other: _____

10+ DAYS BEFORE

- Final Banquet Event Order Signed and Approved
- Final Payment Due
- Pickup wedding dress, tuxes, and any other necessary attire
- Confirm all vendor bookings
- Finalize all payments
- Pack for your honeymoon
- Organize a day-of emergency kit (Pins, Hairspray, Tweezers, Lotions, Touch-Up Makeup, etc)
- Other: _____
- Other: _____

WEDDING DAY!

- Relax & Enjoy!

POST WEDDING – FINAL THINGS TO DO

- Double Check all vendors have been paid and thanked
- Leave Love Notes - We'd really appreciate it if you'd share the love and the experiences you had here at Bella Collina! (WeddingWire.com, TheKnot.com, Yelp.com)
- Share your Wedding Photos - We love to brag about our couples so send us your photos if you'd like to be featured on our social media accounts and blog
- Write Thank You cards for gifts and attendance
- Arrange wedding dress preservation
- Freeze top layer of wedding cake for first anniversary (if applicable)
- Make name changes
 - Driver's License
 - Passport
 - Bank
 - Insurances
 - Employer
 - Email, Online Accounts, and Mailings
 - Social Media
 - Other
- Order Prints/Wedding Album
- Other: _____
- Other: _____

NOTES / REMINDERS

Large empty rectangular area for notes and reminders.