

VENUE TIMELINE GUIDE

12-24

Months Before
Wedding

- Pick your ideal season or dates
- Check venue availability
- Determine guest list
- Schedule site visits
- Book your venue

9

Months Before
Wedding

- Contact rental companies, if needed

6

Months Before
Wedding

- Plan the layout and schedule of the wedding day
- Book any transportation

3

Months Before
Wedding

- Walkthrough with vendor team (planner, photographer, DJ, caterer, etc.)

1

Months Before
Wedding

- Finalize layout for ceremony and reception sites
- Deliver venue details to entertainment

2-3

Weeks Before
Wedding

- Finalize guest count, give to relevant vendors

1

Week Before
Wedding

- Make final payment to venue
- Give venue coordinator any vendor requests, delivery schedules, setup times for vendors, and contact info
- Give vendors the contact for the venue coordinator

1

Day Before Wedding

- Rehearsal at the ceremony site
- Make any last minute adjustments concerning entrances and exits, guest parking, etc.

Wedding
Day

- Relax and enjoy your day!



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