

# Sample Wedding Checklist

While the checklist below is not an all-inclusive to-do list for your perfect day, it can help guide your wedding plans from the minute you get engaged to the second your honeymoon flight leaves the tarmac. Contact your Caribe Hilton Sales Manager to help you with any additional questions or concerns as well as connect you with various resources on the island.

## 12 Months in Advance

- Select main and alternate date for your wedding
- Prepare guest list
- Determine budget for the reception
- Determine ceremony location, hire officiant and Wedding Coordinator
- Meet with Caribe Hilton Wedding Specialist
- Sign a contract with Caribe Hilton
- Book overnight rooms for out of town guests
- Start shopping for wedding gown and accessories
- Choose wedding party
- Search for ceremony and reception entertainment

## 9 Months in Advance

- Start shopping for bridesmaids' dresses
- Search for photographer and videographer
- Search for transportation company
- Search for florist

## 6 Months in Advance

- Select and order invitations
- Start looking for rehearsal dinner location
- Meet Caribe Hilton Wedding Specialist to discuss menu for tasting
- Finalize photographer, videographer, transportation, ceremony and reception entertainment
- Honeymoon selection
- Send save the dates
- Choose and purchase wedding rings

## Two Weeks in Advance

- Finalize seating chart and placecards
- Confirm all time and location arrangements with vendors
- Final meeting with Caribe Hilton Wedding Specialist with final numbers and check
- Completion of reception invoice for final payment

## One Week in Advance and the Week of the Wedding

- Write checks for all vendors, calculate tips and place in marked envelopes
- Pick up wedding gown and veil
- Shop and pack for honeymoon

## 4 Months in Advance

- Conduct menu tasting and make final menu selections
- Select wedding cake
- Complete wedding banquet event order and floor plan
- Finalize guest list

## 2 Months in Advance

- Mail invitations
- Finalize floral selections with florist
- Meet Caribe Hilton Wedding Specialist to finalize wedding agenda
- Schedule fittings for wedding gown, bridesmaids' dresses, select male attendant attire, tuxedos
- Finalize rehearsal dinner location and menu
- Create ceremony programs
- Do trial hair and makeup run with veil
- Confirm hair and makeup appointment for wedding day

## 1 Month in Advance

- Final wedding gown fitting
- Write wedding vows and select ceremony music
- Mail rehearsal dinner invitations
- Check with hotel for overnight room pickup before cutoff date arrives

## The Day Before the Wedding

- Get manicure and pedicure
- Create wedding day agenda and directions for rehearsal attendees
- Ceremony rehearsal - review wedding day agenda and directions
- Enjoy rehearsal dinner

## Wedding Day

- Hair and makeup appointments
- Wedding rings to assigned assistants
- Smile and enjoy your BIG DAY

## One Year from the Wedding Date

- Contact Caribe Hilton Wedding Specialist to celebrate your first anniversary at the hotel with a special rate