

## STRATHMERE'S CHECKLIST "A"- WEDDING DAY COUNTDOWN

### IMMEDIATELY AFTER CONFIRMATION OF YOUR WEDDING,

Choose a Minister/Officiant for your ceremony.

Contact potential overnight guests and have them call Strathmere (between 8:30 to 4:30, 7 days a week) to reserve an overnight guest room as availability may be limited. Note: A "Save the Date and Book a Room" can be a good way to communicate this to guests.

A post-dated cheque for the 2nd deposit has been submitted, to be processed on the due date. Or send an e-transfer on or before the due date.

Start looking for a wedding dress (ask bridal shops for approximate time for ordering).

### 6 MONTHS BEFORE (or as soon as possible if booking less than 6 months prior),

Checklist "B" is completed and returned.

Look for tuxedos.

Choose photographer, florist, DJ/musicians, and wedding cake (see Strathmere's referral list).

Finalize guest list.

If applicable, arrange for esthetics and makeup appointments at The Retreat at Strathmere.

### 3-4 MONTHS BEFORE,

Send the wedding invitations so replies are received 30 days prior to the wedding day.

### 6 WEEKS BEFORE, Strathmere's Wedding Coordinator will contact you to schedule a meeting to discuss final details.

Checklist "C" must be completed and sent to Strathmere prior to meeting with your coordinator.

If applicable, specialty wines have been requested.

If applicable, specialty linen has been requested (including head table, cake table and DJ table). If white linen chosen, order floor length linen or skirting for head and DJ table as Strathmere's skirting is ivory.

Decorators' Policy is carefully reviewed and a copy given to decorators.

### 1 MONTH BEFORE,

Ensure menu has been finalized with Strathmere (on Final Detailed Wedding Contract)

Follow-up on RSVPs not received in order to provide an accurate guest count by the 14-day cut-off.

Master of Ceremonies has been given the Master of Ceremonies Guidelines (see Wedding Tools Website).

Obtain marriage license.

### 14 DAYS BEFORE, the following has been provided to Strathmere:

Final guest count and all details confirmed.

The final estimate paid (less deposit/s).

Seating Plan completed (matching the confirmed total guest count).

If applicable, specialty linen count finalized.

### 1 WEEK BEFORE, suppliers have been provided with proper directions to Strathmere and informed of the following:

Strathmere will receive deliveries from 9:00 to noon the day before or on the wedding day.

The wedding cake can be delivered after 12 noon on the wedding day only.

The photographer knows the time available for pictures (to avoid delays of the meal).

### DAY OF WEDDING

Allow plenty of time to get dressed and take pictures

Eat properly and drink lots of water.

Delegate tasks to family and friends

Relax and enjoy your wedding!