

# PLANNING CHECKLIST

*at The Barton House of Redlands*

<input checked="" type="checkbox"/>	Booked The Barton House!	<input type="checkbox"/>	purchase wedding attire
<input type="checkbox"/>	find & book photographer	<input type="checkbox"/>	decide who is in your wedding party
<input type="checkbox"/>	schedule engagement photos	<input type="checkbox"/>	choose attire for wedding party
<input type="checkbox"/>	determine color scheme/theme	<input type="checkbox"/>	set up a wedding website
<input type="checkbox"/>	put together a guest list	<input type="checkbox"/>	order save the dates
<input type="checkbox"/>	find & book rentals	<input type="checkbox"/>	order invitations
<input type="checkbox"/>	find & book caterer	<input type="checkbox"/>	set up a registry
<input type="checkbox"/>	decide on final menu	<input type="checkbox"/>	decide on accommodations/transport
<input type="checkbox"/>	find & book videographer	<input type="checkbox"/>	purchase gifts for loved ones
<input type="checkbox"/>	find & book coordinator	<input type="checkbox"/>	purchase gifts for each other
<input type="checkbox"/>	find & book florist	<input type="checkbox"/>	purchase rings for each other
<input type="checkbox"/>	find & book officiant	<input type="checkbox"/>	look into honeymoon ideas
<input type="checkbox"/>	find & book bartender	<input type="checkbox"/>	made rehearsal dinner resi.
<input type="checkbox"/>	find & book hair stylist	<input type="checkbox"/>	organized wedding decor/detail box
<input type="checkbox"/>	find & book makeup artist	<input type="checkbox"/>	applied for marriage license
<input type="checkbox"/>	find & book dessert/other decor	<input type="checkbox"/>	finalized day-of timeline

## *venue checklist*

<input checked="" type="checkbox"/>	Booked The Barton House!	Access your contract anytime on Honeybook
<input type="checkbox"/>	Scheduled a planning visit	Schedule via Barton House website
<input type="checkbox"/>	Scheduled a second planning visit	Schedule via Barton House website
<input type="checkbox"/>	Final payment to venue	Due 120 days prior to wedding
<input type="checkbox"/>	Wedding insurance	Due 30 days prior to wedding (link in contract)
<input type="checkbox"/>	Caterer insurance	Due 30 days prior to wedding
<input type="checkbox"/>	Bartender insurance & cert.	Due 30 days prior to wedding
<input type="checkbox"/>	Completed vendor questionnaire	Due 30 days prior to wedding (venue will send)
<input type="checkbox"/>	Completed venue layout	Due 30 days prior to wedding (use the venue map)
<input type="checkbox"/>	Confirmed rehearsal day & time	Confirmed 30 days prior to wedding
<input type="checkbox"/>	Final timeline to venue & vendors	Confirmed 30 days prior to wedding
<input type="checkbox"/>	Guest count to venue & vendors	Confirmed at rehearsal
<input checked="" type="checkbox"/>	Had the best day ever!	



*\*not all elements may apply for your unique event*