WEDDING PLANNING TIMELINE

You have said YES, congratulations! Let us help you stay on track!

10-12 MONTHS Before

- Set a budget.
- Consider wedding day style & theme.
- Draft a guest list.
- Come tour Fort Worden!
- Choose your wedding party.
- Book your venue & accommodations.
- Request time off from work.
- Hire a wedding planner.

8-9 MONTHS Before

- Confirm Ceremony details with your partner - family traditions, etc.
- Fort Worden will assign you an Event Coordinator.
- Start the conversation about Catering
- Schedule a Tasting for 2!
- Settle on décor and centerpieces.
- Arrange and book any necessary day of transportation.
- Begin to discuss Bachelorette details, location & guest list!

6-7 MONTHS Before

- Finalize your menu and Reception timeline.
- Decide on your Bar menu.
- Complete fittings and purchase your wedding accessories.
- Discuss your venue set up with Event Coordinator.

4-5 MONTHS Before

- Set up your registry and/or wedding website.
- Block out accommodations for your out of town guests.
- Book your Vendors.
- Send out Save the Date.
- Say YES to wedding dress or tuxedo.
- Consider Reception options - cocktail affairs, brunches, buffets, etc.

- MONTHS Before

- BLOCK ACCOMMODATIONS FOR YOUR OUT OF TOWN GUESTS
- BOOK YOUR VENDORS
- SEND OUT SAVE THE DATE
- SAY YES TO WEDDING DRESS OR TUXEDO
- CONSIDER RECEPTION OPTIONS - COCKTAIL AFFAIRS, BRUNCHES, BUFFETS, ETC.

- MONTHS Before

- CONFIRM CEREMONY DETAILS WITH YOUR PARTNER - FAMILY TRADITIONS, ETC.
- FORT WORDEN WILL ASSIGN YOU AN EVENT COORDINATOR
- START THE CONVERSATION ABOUT CATERING
- SCHEDULE A TASTING FOR 2!
- SETTLE ON DECOR AND CENTERPIECES
- ARRANGE AND BOOK ANY NECESSARY DAY OF TRANSPORTATION
- BEGIN TO DISCUSS BACHELORETTE DETAILS, LOCATION & GUEST LIST!

- MONTHS Before

- FINALIZE YOUR MENU AND RECEPTION TIMELINE
- DECIDE ON YOUR BAR MENU
- COMPLETE FITTINGS AND PURCHASE YOUR WEDDING ACCESSORIES
- DISCUSS YOUR VENUE SET UP WITH EVENT COORDINATOR
Send out wedding invitations.
Pick your napkin color and fold. Don’t forget the table linen while you’re at it!
Attend your bridal shower.
Send your autographed Catering Agreement and deposit.
Book your hairstylist and makeup artist.
Submit your completed Rooming List to your Event Coordinator.

Apply for a marriage license.
Provide your Event Coordinator the final meal counts (including vendors) and any dietary or allergies that are important.
Confirm day of schedule with all of your vendors.
Create a seating chart.
Take care of any remaining balance.
Finalize venue set up.

Discuss and finalize all details with your Event Coordinator.
Finalize song list for your DJ & must have wedding shots for your photographer.
Assign a day of point person if you did not hire a wedding planner.
Get your last prewedding haircut and color, if necessary.
Confirm day of arrival details-key pick up time(s), venue walk through appointment.

Check-in at the front desk. Check-in time is 4pm for accommodation and 8:30am for venue(s).
Hydrate, eat well, and rest up.

You made it !!!
Check-in with your Event Coordinator in the morning.
Receive all the love around you and celebrate