



Planning Time Table

An event well planned is an event fully enjoyed. Good communication lays the groundwork for a successful event. Our Special Events Coordinator is available to help you during your planning phase and a Mansion Event Staff will be onsite during your entire event.

6 - 12 Months

- o *Attend a Boettcher Mansion Wedding Show*
- o Make a guest list
- o Hire caterer
- o Call officiant
- o Name wedding attendants
- o Choose colors and hire florist
- o Select wedding dresses/formal wear
- o Hire photographer/videographer
- o Reserve guest lodging for out-of-town guests
- o ***Boettcher Mansion room balance due six months in advance; 10% penalty for late payments***

4 Months

- o Register with a wedding registry
- o Select musicians (ceremony, bands, DJ)
- o Order invitations/stationery/announcements/programs
- o Make rehearsal dinner arrangements
- o Order wedding cake

2 Months

- o *Schedule final planning meeting with Boettcher Mansion's Special Event Coordinator*
- o Finalize all details with vendors (caterers, florist, photographer, officiant, etc.)
- o Address and mail invitations
- o Plan rehearsal dinner
- o Make appointment with hairdresser/make up artist (if necessary)

1 Month

- o ***Boettcher Mansion security/damage deposit, kitchen usage fee and alcohol usage fee due; 10% penalty for late payments***
- o *Final planning meeting with Boettcher Mansion's Special Event Coordinator*
- o Obtain legal documentation (i.e. marriage license, civil union license)
- o Arrange wedding day transportation (see our Social Event Information Brochure)
- o Purchase all ceremony accessories (candles, cake knife, etc.)
- o Reconfirm accommodations for out-of-town guests

1 Week

- o Confirm guest list reservations
- o Review seating plan for ceremony & reception
- o Confirm arrangements with all vendors
- o Confirm guest count with caterer
- o ***Confirm/update final plans (including guest count) with Boettcher Mansion's Special Event Coordinator***

On Your Wedding Day

- o Relax and enjoy your event!