



Planning Time Table

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

10 - 15 Months

- Attend a Boettcher Mansion Bridal Show**
- Organize notebook for planning

6 - 12 Months

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

4 Months

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

2 Months

- Schedule final planning meeting with Boettcher Mansion's Event Manager**
- Finalize all details with vendors (caterers, florist, photographer, officiant, etc.)
- Address and mail invitations
- Plan rehearsal dinner
- Make appointment with hairdresser

1 Month

- Boettcher Mansion security/damage deposit due; 10% penalty for late payments**
- Final planning meeting with Boettcher Mansion's Event Manager**
- Obtain marriage license
- Arrange wedding day transportation (see our Social Event Information Brochure)
- Purchase all ceremony accessories (candles, cake knife, etc.)
- Reconfirm accommodations for out-of-town guests

1 Week

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

On Your Wedding Day

- Relax and enjoy your event!