



DESTINATION WEDDING CHECKLIST

WEDDING DATE _____

TRAVEL DATES _____

18-12 MONTHS

- ___ Secure wedding date with resort
- ___ Create guest lists and put together informal communication for guests. This will give some idea on how many rooms will be needed.
- ___ Decide travel time frame (recommend 4 - 8 nights window for booking options).
- ___ Submit request for group contract with vacation supplier.
- ___ Review rates, submit room choices and dates for approval.
- ___ Sign contract (agent) and submit deposit. (for contracted groups only)
- ___ Create social media (FB) event and invite all guests and agent.
- ___ Submit guest list to agent.
- ___ Set up online wedding website (TheKnot.com, etc...)

9 MONTHS

- ___ Review guest list bookings with agent.
- ___ Add or remove guests from lists.

6 MONTHS

- ___ Agent to provide excursion options to guests.
- ___ Agent to communicate payment date reminders.
- ___ Agent to provide guest list bookings update.
- ___ Group meeting with agent for Q & A if guest response warrants it.

4 MONTHS

- ___ Assist agent with final payment reminders as needed.
- ___ Submit special requests for room placements and upgrades.

3 MONTHS

- ___ Make final payment for all travel.
- ___ Communicate to guests informal wedding itinerary.

2 MONTHS

- ___ Meet with agent to review all details for group.
- ___ Confirm and schedule special dinners, cocktail parties, events, etc.. with hotel groups coordinator and wedding coordinator.

1 MONTH

- ___ Communicate to guests formal wedding itinerary.
- ___ Meeting with agent for final review of travel plans.
- ___ Confirm final guest count and special requests.

2 WEEKS

- ___ Host a virtual meeting with guests for Q&A and things to know – only if couple feels it necessary.

1 WEEK

- ___ Send live video link to guests not attending wedding in person (if planned).