



Social Event Planning Checklist

To plan the perfect celebration, use this comprehensive checklist, with a timeline based on 12-months.

Twelve to Nine Months Before

Start an event folder or binder. Select type of event, location, theme #of guests, time of day.

Work out your budget.

Determine color scheme and decorations.

Start the guest list.

Hire an event planner/consultant.

Reserve your date and venue.

Research photographers, bands, florists, and caterers.

Eight Months Before

Hire the photographer, band, florist etc.

Book the entertainment.

Meet & select caterer.

Reserve a block of hotel rooms for out-of-town guests



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Seven to Six Months Before

Select and purchase invitations. Hire a calligrapher, if desired.

Do a walk-through of the venue.

Meet with the officiant.

Send save-the-date cards.

Reserve structural and electrical necessities.

Select a florist.

Arrange transportation.

Start composing a day-of timeline.

Five to Four Months Before

Book the rehearsal and rehearsal-dinner venues.

Check on the invitations.

Choose your music.

Three Months Before

Finalize the menu and flowers.

Order favors and items for welcome baskets, if desired.

Make a list of the people giving toasts

Reserve rental items – linens, chairs etc.

Print menu cards, programs and seating cards.

Send your event schedule to the vendors.

Two Months Before

Touch base again with all the vendors.

Meet with the photographer.

Review the playlist with the band or deejay.

Send out the invitations. Mail invitations six to eight weeks before the ceremony, setting the RSVP cutoff at three weeks after the postmark date.

One Month Before

Enter RSVPs into your guest-list database. Contact invitees who have not responded.

Stock the bar.

Send out as many final payments as you can.

Confirm time and date with all vendors.

E-mail and print directions for drivers of transport vehicles.

Assign seating. Draw out table shapes on a layout of the room to help plan place settings.

