



Sheraton®

# Wedding Checklist

**THE WEDDING CHECKLIST HAS BEEN DESIGNED TO HELP YOU PLAN AND ORGANIZE THE MANY IMPORTANT DETAILS THAT MAY APPLY FOR YOUR CELEBRATION AT THE SHERATON RED DEER HOTEL. START WITH THE WEDDING CHECKLIST BELOW AND SET YOUR OWN INDIVIDUAL DEADLINES. IF YOU HAVE LESS THAN SIX MONTHS TO PLAN YOUR WEDDING DON'T PANIC, JUST FOCUS ON THE IMPORTANT ELEMENTS. PLANNING IN ADVANCE ON THE DETAILS WILL ALLOW YOU TO FULLY EXPERIENCE THE JOY OF YOUR CELEBRATION.**

## 6 or More Months Ahead

Think about the type of wedding you envision for yourselves - formal or informal, grand or intimate. Be sure to select a suitable season and time of year.

Set your overall budget with allocated expenses. Remember to include the applicable taxes and service charges.

Compile a guest list for a rough estimate on numbers. This is important for selecting the appropriate amount of space.

Select your preferred date(s).

Reserve your ballroom space for your preferred date.

Discuss and confirm the guestroom rate available for any out-of-town guests.

Confirm Officiant.

Select music/entertainment for your ceremony, reception, dinner, and dance.

Confirm photographer and videographer, if necessary.

Review hotel supplier guidelines with your Sheraton Red Deer Hotel Wedding Specialist.

## 3 to 5 Months Ahead

Confirm specific event times with the Hotel for your ceremony, reception, dinner, and dance prior to completing your wedding invitation.

Review wording in invitations if offering a choice of entrée and request dietary or allergy restrictions - this should include number of children attending as well.

Hotel to provide guestroom inserts with information on the special guestroom rate and how to make individual reservations.

Make an appointment with your Wedding Specialist to commence the detailed planning and set-up of your celebration. Please allow up to two hours for this appointment.

## 1 to 2 Months Ahead

Finalize all your event details, including:

- Room set-up with Hotel floor plan
- Table set-up with linens, skirting, candles, and centerpiece options
- Place cards and menu card for plated dinners
- Final menu confirmation and estimated guest count (including children's meal)
- Beverage Requirements:
  - Reception: punch, passed beverages, and bar
  - Dinner: red and white selections, special beverage for toasts
  - Dance: bar

Additional Considerations:

- Hors d'oeuvres
- Champagne
- Ice Sculptures
- Cappuccino bar
- Late night buffet station
- Preliminary agenda and timeline. Review logistics and event flow with Wedding Specialist.
- Communicate all suppliers, on-site contact, MC (be sure to review hotel supplier guidelines)
- Wedding Specialist to complete detailed banquet event order outlining all your requirements with a floor plan
- Review final estimated balance and final payment details.

## The Final Week

Provide completed credit card authorization form for pre-payment of the estimated balance.

Provide guaranteed number of people and any special meal requirements.

Returned signed banquet event order to confirm requirements (please note any changes)

Arrange to deliver/review seating plan (provided by client) and special requirements including booster seats, high chairs, specific number of guests per table, favors, programs, decorations, place cards, guest book and pen, display items, chocolates and miscellaneous supplier deliveries.

## Your Wedding Day

Relax and celebrate the moment!

Love is better when shared