

PLANNING TIPS: THE BASICS

Pro planning tips to consider for your event...

VENUE

Check if your **main contact** at the venue has changed now that you're booked, as sales personnel may differ from event managers.

Ask if your venue requires any **insurance**, licenses, or permits from you or your vendors, along with deadlines to submit them.

Check if the venue has any setup or **décor restrictions** such as no taping or attaching things to walls / floors.

Confirm if the venue has any **sound restrictions** or curfews for amplified music.

TIMING

Confirm what time you're allowed on site for **personal prep**, pre-event photography, or setting up DIY design elements.

Ask what time you are allowed to have your **vendors on site** and then confirm with your vendors that this will be an adequate amount of prep time.

See how much time is given for **clean-up** as well as any curfews.

Ask what time the venue allows your **guests on site** and where they should gather upon arrival.

Check if there are any **timing constraints** for elements such as cocktail hour, turning over a multi-use space, or utilizing any public or shared areas such as bars, patios, etc.

DESIGN

Consider your venue's architecture, landscape, wall & floor colors, house lights, window placement, & other **prominent features** when deciding on wedding colors, accent lighting, and other décor.

Remember that **season & weather** can influence where guests choose to spend their time and focus your design in those areas.

Ask the venue if they have suggested or restricted **floor plans**.

Think about placing **focal elements** like your sweetheart table or cake in photogenic areas that provide good visibility.

Place **interactive elements** like photo booths or games in the same area as your cocktail hour to promote their use.

TRANSIT

Ask your venue if they have a **map of the location** or helpful directions published online for guests.

Confirm if your venue offers on-site **parking**, or if there is another convenient option for your guests.

Check if your venue recommends any nearby **hotels** or lodging.

Ask for recommendations for **photo locations** and check if any require extra travel time to access.

Confirm if your venue offers **transportation services** such as golf carts, shuttles, or staff to assist with directing your guests.

CONTACT US FOR MORE HELPFUL IDEAS

EEDJS.COM

INFO@EEDJS.COM

909.946.8811

PLANNING TIPS: THE VENDORS

Pro planning tips to consider for your event...

CATERING

Ask the caterer about the length of time needed for your type of meal service (ex. buffet, plated, stations, food truck, etc).

When determining how many meals you'll need, don't forget to account for yourselves and your vendors, along with your guests.

HOTEL & LODGING

Book your hotel early to guarantee availability for room blocks and to compete with increased seasonal demand.

Check with your hotel to see if they offer any valuable amenities such as shuttles, special suites, or early check-in.

PHOTOGRAPHY

Create a shot list for your photographer with group photos that you want to capture. (ex. family, friends, social groups, etc.)

If sunset photos are important to you, adjust your timeframe accordingly. Align sunset with a cocktail hour or meal service to capture these photos without interrupting the flow of your event.

VIDEOGRAPHY

Connect your video and photo teams early in the process, so they can collaborate on their approach to capturing your day.

Remind your videographer to contact our team so we can discuss equipment details, live sound, and lighting design.

FLORAL & DECÓR

Be sure to consult with your florist about which elements are rentals and which are yours to keep.

Consider whether centerpieces should be given to guests via an announcement or interactive game. A great alternative is donating them to a local hospital or assisted living facility after your event.

OFFICIANT

Find ways to personalize your ceremony and then reach out to your officiant early to talk about implementing your ideas.

Share some highlights & key moments of your relationship with your officiant, so they can help tell your love story.

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PLANNING TIPS: THE DETAILS

Pro planning tips to consider for your event...

TOASTS

Make a list of individuals that you might imagine giving a speech and prioritize which of them you would like to speak at the main event, as opposed to a rehearsal dinner, a wedding shower, etc.

Organize speeches based on personality, comfort level, and public speaking experience. A shy person may feel more at ease speaking to a smaller audience at a rehearsal dinner than at a wedding.

INVITATIONS

Include a printed map, visual guide, or directions to your venue in your invitations to simplify the guest arrival process.

Include a guest arrival time and the program start time to provide clarity for your guests and avoid unnecessary delays. For example, "10:30am guest arrival, ceremony begins promptly at 11:00am".

FAVORS

Make your favors available at the front end of the event, so that guests who may need to depart early don't miss out.

Ask your venue if they have any restrictions or advice for distributing consumable favors such as alcohol or food products.

GUEST SIGNING

Display your guest book or signing element in high-traffic areas during the event, to give guests the chance to sign at any time.

If your signing element requires any special instructions, provide directions for your guests via simple signage or an attendant.

SEATING

When creating a seating chart or escort cards, display the guests alphabetically by last name rather than by table groups to ease the process of guests locating their table assignment.

Open seating may seem like the simpler option, but it can cost you valuable time as your guests negotiate the space.

MEAL SERVICE

If you are having a plated meal service with entrée options, use an escort / place card with the guests' meal selection displayed in a distinct manner, easily visible to the server.

Enjoy your meal as soon as it is served so that you can actually experience the quality of your food, refuel your energy, and have time to visit with guests or grab any last-minute photos.

SIGNAGE

Include stylish and functional signage to communicate with your guests in an eye-catching way that can accentuate your venue, design, or theme.

Personalized signage is useful if your venue is difficult to navigate or has multiple events going on concurrently.

INTERACTIVE EXPERIENCES

While you're busy hosting, engage your guests with fun interactive experiences such as games, trivia, or photo opportunities.

Creative ideas like custom word puzzles, table-side games, advice cards, date night suggestions, or newlywed games are also an easy way to keep your guests entertained.

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PLANNING TIPS: THE FINISH LINE

Pro planning tips as your event approaches...

VENDORS

Finalize any pending decisions or details that each vendor may be waiting on.

Share the final version of your event timeline with your vendors to make sure they have the most up to date details and timing.

V.I.P. INFO

Help keep the key players on the same page by sending a quick summary of important info they should have handy including:

- Addresses or directions
- Transportation plans
- Arrival times
- Dress codes
- Any other helpful reminders

EVENT LEAD-UP

Reach out to relevant family, friends, and vendors with details for all of your pre-wedding gatherings and appointments such as:

- Bachelor / Bachelorette parties
- Rehearsals / Rehearsal dinners
- Hotel check-ins
- Hair & Make-up appointments
- Photoshoot locations

INNER CIRCLE

Make sure your inner circle has a plan to assist you with any important day-of tasks such as:

- Transporting Rings or Vows
- Setup of any DIY favors or décor
- Organizing carpooling
- Loading gifts, cards, & personal effects
- End of night clean up

ROMANCE

Consider writing a letter to each other or finding a heartfelt gift that you could share on the wedding day.

Plan a simple and stress-free date night at your favorite restaurant or take-out spot, or catch a movie to take your mind off of wedding planning, and celebrate the romance that got you here.

SELF-CARE

Schedule some time to pamper yourself prior to the event, whether it be a relaxing spa day or simply finding time to partake in your favorite activity.

Prepare some quick & easy snack options for the event day.

Make sure you are well rested leading up to the big day.

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