



the STANFORD INN
BY THE SEA

WEDDING PLANNER

To assist you, in planning your special occasion, we have created this check-list as a guide. You are welcome to call our event planner with any questions to find out what we can do for you and local vendors. We do suggest getting a wedding planner for larger weddings.

FIRST THINGS FIRST:

- Create a guest list
- Create a budget
- Save the date/Invitations
- Be sure to plan time to spend with your guests. This may be the last opportunity to hang out with family and friends all at once

REHEARSAL:

- Are the facilities available the night before for a practice rehearsal?
- Are you going to offer your guests a rehearsal dinner? Where? Budget?
- Alcohol?

CEREMONY:

- Wedding License
- Location
- Time of Day
- Officiant: Jeff is an ordained minister or you may select another officiant
- Are you going to write your own vows?
- Flowers, bouquets, corsages, or boutonnieres.
- Music
- Photography/videography
- Wedding Rings
- Wedding Party: maid of honor, best man, bridesmaid, groomsmen, flower girls/boys, ringbearer
- Witness: to have the honor to witness your marriage and sign the marriage license

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WEDDING PLANNER CONT.

RECEPTION:

- Location: indoors, outdoors
- Type of Service: appetizers only, luncheon, dinner?
- Time of Day: Afternoon or Evening – Lunch, hors' d'oeuvres, dinner
- Cake
- Alcohol, wine, Champagne
- Full bar hosted, not hosted
- Music
- Toasts: Who do you want to initiate? Who will speak?
- Flowers: centerpieces
- Photography/videography

REHEARSAL:

- Accommodations for the bride and groom
- Accommodations for the remaining wedding party
- Who will pay for the accommodations?
- Transportation, if necessary, to and from wedding/reception (particularly if alcohol is involved)
- Gifts for your wedding party: Do you want to have flowers, wine, or a gift basket placed in their room?

If you are having a larger wedding we recommend that you obtain a wedding planner.

We can help you find one locally.

Finally, we have found that many of our bride and grooms usually have only about 60% of their invited guests attend.

Call **707.937.5615** and ask to speak to our **EVENT PLANNER**.

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