

12 MONTHS

- Decide on wedding budget
- Research & source vendors that align with your budget and style
 - Photographer / Videographer
 - Caterer / Bartending
 - Baker
 - Rentals / tent
 - Lighting
 - Draping
 - Ceremony Musicians
 - Reception Entertainment (band / DJ)
 - Hair + Make-up
 - Transportation
- Research paper good styles and vendors (invitations, place cards, seating charts, programs, etc)
- Research calligraphers to provide invitation calligraphy and other signage
- Draft guest list
- Schedule engagement photos
- Consider / purchase cancellation insurance

10-12 MONTHS

- Select wedding party (bridesmaid attendants, groomsmen, flower girls, ring bearer, etc.)
- Start inspiration board for wedding inspiration
- Research wedding cake designs
- Hire a wedding planner
- Book caterer
- Book photographer/videographer
- Book florist
- Book band/DJ/ceremony musician
- Select officiant
- Finalize guest list
- Start rental order
- Research accommodations for out-of-town guests
- Create a wedding website, if desired
- Order passport, visa or birth certificate, if required for honeymoon



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WEDDING PLANNING TIMELINE CHECKLIST

FOR QUESTIONS

ravenswoodmansion@brentwoodtn.gov(615) 946-0389

8-10 MONTHS

- Send save the dates
- Select wedding dress
- Arrange accommodations for out-of-town guests
- Book hair stylist and make-up artist
- Book stationer for invitations and paper goods
- Book invitation calligrapher and other signage vendor
- Create gift registries
- Continuing planning ceremony and reception decor

6-8 MONTHS

- Schedule fittings & alteration appointments
- Schedule tasting and select bakery/cake design
- Create a list of DIY projects if desired
- Select bridesmaids attire
- Select wedding bands
- Plan and book honeymoon (*including wedding night accommodations*)
- Set date, time, and location for rehearsal and rehearsal dinner

4-6 MONTHS

- Pay venue final balance + cleaning fee
- Finalize and order wedding invitation
- Continue discussion on other paper goods
- Select groom and groomsmen attire
- Select flower girl and ring bearer attire
- Purchase wedding shoes and accessories
- Order gifts for bridal party
- Decide on favors and/or welcome bags
- Decide on transportation needs for guests and getaway car
- Select and reserve miscellaneous services: valet, entertainment, photo booth, etc.
- Decide who you would like to give a toast (2-3 for wedding day)

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2-4 MONTHS

- Attend hair and make-up trial + finalize wedding day look
- Mail wedding invitations
- Review ceremony with officiant
- Finalize food and beverage with caterer
- Finalize décor and floral details
- Create song list for ceremony and reception
- Purchase wedding party gifts & parent gifts
- Purchase day-of accessories
- Finalize hair, make up, and nail appointments
- Shop for ceremonial items (toasting glasses, cake knife, ring pillow, guest book and pens, certificate pen, unity candle, etc.)
- Obtain Certificate of Insurance for wedding day
- Confirm priority of shot list with photographer: *General photos desired, family photo list, special guests you want photos with, locations for a bridal portraits (with rain options)*
- Mail invitations for the rehearsal dinner
- Confirm preferences of with the videographer
- Confirm all song selections and lists with band/DJ/musicians, including processional/recessional, grand entrance, first dance, father/daughter and mother/son dance, cake cutting, bouquet and/or garter toss, last dance
- Remind attendants when and where to pick up attire
- Schedule a final site visit to Ravenswood with your planner to discuss layout and timeline

ONE MONTH

- Apply for marriage license
- Maintain response cards/ follow up with guests who have not RSVP'd
- Finalize guest count based on RSVPs
- Create and order additional paper items and signs (welcome, programs, menu cards, bar menu, etc.)
- Start design for seating chart - will be printed 1-2 weeks prior to wedding

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ONE MONTH CONTINUED

- Create ceremony and reception layout based on finalized RSVP count (*RWD diagrams for inside and outside are available in the client portal*)
- Finalize day of timeline details including all vendor load in and load out schedules
- Send copy of timeline and layout to venue for approval
- Update cake, and bar orders based on final RSVP count
- Order thank you cards
- Write vows
- Confirm and finalize song list with ceremony musicians/DJ/Band
- Determine ceremony seating for special guests
- Finalize wedding cake details (head count/confirm design)
- Arrange final fittings (wedding party + couple)
- Ensure all documents such as ABC licenses and COI are sent to venue
- Pay vendor balances due 30 days prior

TWO WEEKS

- Create / order a seating chart
- Final dress fitting
- Give a final headcount to caterer along with any guest allergies
- Make necessary event rental order adjustments based on final guest count
- Visit salon for haircut and color
- Pick up rings and confirm sizing is correct
- Pick up wedding attire and ensure everything fits
- Gather everything you will need for rehearsal dinner and your wedding day
- Schedule a manicure and pedicure
- Pay vendor balances due two weeks prior

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ONE WEEK CONTINUED

- Send out the wedding day schedule to family, bridal party, etc.
- Confirm everything with vendors, receipt of timeline, time of arrival, etc.
- Confirm all honeymoon reservations and exchange money or get traveler's checks
- Get cash for day of vendor gratuities
(Ravenswood Mansion employees will not accept gratuities)
- Pack for honeymoon
- Review Ravenswood Mansion Wedding Day Essentials Checklist and pack items needed
- Pack suitcase, gown, accessories, and everything else needed for wedding day
- Get manicure and pedicure
- Give Planner remaining balances and gratuities to be paid on the wedding day (in separate envelopes for each vendor)

HELPFUL RAVENSWOOD MANSION PLANNING TIPS

- While the above list is intended to be a guide for planning your wedding at Ravenswood Mansion, we know that every wedding has different needs and requirements - **we recommend also confirming a planning timeline with your planner.**
- Looking for specific dimensions of Ravenswood Mansion's furniture or mantles - don't forget to check out our **dimensions page** in your client portal.
- Need help finding a specific vendor for your event, we have a **vendor guide list** on the client portal too to help you out!
- Want to **come back and do some in person planning**? You're welcome back as many times as needed - just reach out to Abby and she would be happy to help you schedule an apt:
abby.cox@brentwoodtn.gov

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