# How to Plan a Wedding

## at the Tempe Center for the Arts

### Sixteen to Nine Months Before

- ☐ Start a wedding folder or binder
- ☐ Request a tour of the TCA
- ☐ Meet with approved caterer(s)
- ☐ Schedule a tasting
- ☐ Reserve your date and space at the TCA
- ☐ Start your guest list
- ☐ Book your officiant
- ☐ Begin researching florists, entertainment and photographers

### Eight Months Before

- ☐ Hire the photographer
- ☐ Have engagement photos taken
- ☐ Book entertainment
- ☐ Secure a block of hotel rooms for out of town guests
- ☐ Register
- ☐ Purchase your wedding dress
- ☐ Launch your wedding website

### Seven to Six Months Before

- ☐ Send save the date cards
- ☐ Book your florist
- ☐ Select and purchase invitations
- ☐ Book transportation for you and guests if needed
- ☐ Shop for bridesmaids' dresses
- ☐ Select location for honeymoon
- ☐ Meet with the officiant

### Five to Four Months Before

- ☐ Select and book rehearsal dinner location
- ☐ Schedule hair and makeup stylists
- ☐ Select your cake
- ☐ Choose your music for ceremony and reception
- ☐ Schedule a tasting with your caterer

### Three Months Before

- ☐ Select and order favors
- ☐ Begin reception timeline (usually done with your deejay)
- ☐ Finalize ceremony details (readings, décor and vows)
- ☐ Finalize the menu, flowers, room décor and rentals
- ☐ Purchase the rings
- ☐ Print menus and place cards
- ☐ Purchase guest book or frame and card basket
- ☐ Purchase aisle runner and ceremony décor

### Two Months Before

- ☐ Send out invitations
- ☐ Contact all vendors and submit vendor names and contact information to the TCA
- ☐ Meet with the photographer (at TCA if you desire)
- ☐ Review playlist for reception with deejay
- ☐ Review ceremony music

### One Month Before

- ☐ Schedule final walk through at TCA
- ☐ Get your marriage license
- ☐ Confirm rehearsal time if your ceremony is at TCA
- ☐ Submit certificate of insurance, W-9 and final payment to the TCA
- ☐ Assign seating for the reception
- ☐ Complete day of timeline and send it to the bridal party, caterer and TCA
- ☐ Confirm reception and ceremony set ups with TCA staff
- ☐ Complete ceremony processional and submit to TCA

### Week of the Wedding

- ☐ Confirm guest count with caterer
- ☐ Check in with photographer, florist, deejay, bakery and all other vendors
- ☐ Confirm timeline with TCA
- ☐ Rehearsal at TCA (meet your ceremony attendant)
- ☐ Deliver place cards, guest book, items for the ceremony and reception at the time of rehearsal

### Wedding Day

- ☐ Bride arrives at TCA at 2 p.m.
- ☐ Photos begin at 3 p.m. (Bride and attendants)
- ☐ Groom arrives at 3:30 p.m. for photos; gather in Lounge on first floor with groomsmen
- ☐ First Look 3:30 if scheduled
- ☐ Photos 3:30 to 4:15 p.m.
- ☐ Bride in dressing room prior to guest arrival 4:15 p.m.
- ☐ Guests arrive 4:30 p.m.
- ☐ Guests seated by ushers or open seating by 5 p.m.
- ☐ Wedding party is lined up for processional by TCA ceremony attendant
- ☐ Ceremony 5:15 – 6 p.m.
- ☐ Cocktail hour 6 - 6:45 p.m.
- ☐ Doors open for guest seating 6:45 p.m.
- ☐ Grand entrance 7 – 7:15 p.m.
- ☐ Deejay begins reception timeline for dances, toasts, cake cutting etc.
- ☐ Catering begins dinner service
- ☐ Last call for alcohol 10:45 p.m.
- ☐ Last Dance 10:50 p.m.
- ☐ Grand exit 11 p.m.
- ☐ 11 p.m. Florist, deejay, caterer and all other vendors on site to remove their products
- ☐ Building closes 11:30 p.m.

Tempe Center for the Arts TCA®

www.tempe.gov/tcaweddings