

Reception Checklist

Once you have reserved The Grand Oak Villa for your Reception Venue
Enjoy a Little Celebratory Toast!

10-8 Months

Make a Guest List, please consider your minimum / maximum guest capacity in contracted Ballroom
Book Entertainment / DJ / Band
Say Yes to The Dress!
Send Out Save the Dates
Book Photographer / Videographer
Reserve hotel room blocks if needed
Theme or Style of Wedding
Reserve Officiant if onsite ceremony
Reserve Limousine
Plan Honeymoon

6-4 Months

Select Invitations

When finalizing Invitations Please state the Reception Start time not "immediately Following" for ex: 7pm to Midnight
Entrée Selections Must be made prior to finalizing invitations
Invitations should be mailed out 6-8 weeks before reception date and reply cards should be dated for aprox 3 weeks prior.

Wedding Cake

Our Bakery can be contacted to arrange a cake tasting.
Package cakes from The Grand Oak Villa are standard sizes from our selections.
Over sized cakes, cake toppers and fresh flowers are extras and can be paid directly to the bakery

Flowers

Contact a Florist to finalize arrangement's for reception

Bridesmaid dresses / tuxedos / attire
Register for Gifts
Pick Favors or gift bags
Hairdresser
Ceremony music



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4-2 Months

Write Vows
Select additional Readings
Select wedding bands
Complete guest list
Apply for marriage license
Confirm all Professionals
Send out invites

2 Months to Date!

Break In Wedding shoes
Obtain Marriage License
Arrange Rehearsal
Organize guest responses
Make finalization appointment

4 weeks to date

Final finalization appointment with venue to review all details and file
Linens
Arrange Table seating
Confirm rehearsal
Wedding party duties
Final guest count and meal breakdown
Confirm all Balances due. Final payments in Certified bank check or cash
Prepare any gratuities you wish to disperse

Week of

Alphabetized guest list typed with table assignment or place cards labeled with meal selections
Floor plan
Review sequence of events: Bridal room, intros, first dance, blessing, toast, parent dances, cake cutting, bouquet toss, etc.
Take Place cards, gifts, favors, envelope basket, guest list, vanity baskets, cake cutter, cake top, toast glasses to Venue
Please label all items brought with Name, date of event and special instructions
Ask your coordinator any questions you have as well.
Get ready to enjoy your special day with us and your invited friends and family!

Congratulations!



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