



COUNTDOWN CHECKLIST

Fast Track your planning. One way or another these items are required before your event. Completing this list sooner will improve the quality of your event and make a dramatic difference in how the planning and execution of your event take place.

- Read the terms of the contract
- Designate a Single Point of Contact
- Seriously consider Event Cancellation and Postponement Insurance
- Login to CustomerHub (learn your way around)
- Make sure the Invitations Match the contract
- Finalize your Food Selections
- Send us your Menu Cards (if applicable)- Do they match the contract?
- Make your 90 Day Payment
- Sign your Final Floor Plan (and bring it to your final details meeting).
- Sign your final Timeline (and bring it to your final details meeting).
- Final Signature and Approval for Non-Food and Beverage Selections
- Enter your vendors in the CustomerHub portal (Do they have insurance?)
- ***Attend your Final Details Meeting***
- Meet the minimum spend requirement
- Make your 30 Day Payment
- Provide Final Guest Count adjustments (It can only increase).
- Make your extra payment (if applicable)
- Turn in your Ceremony Order (if applicable)