

## Your wedding

# Checklist



**2 WEEKS**  
for the first formalities

- Pre-booking of the wedding hall
- Making the advance payment
- Signing the wedding reception agreement
- Booking the rooms and parking spaces for the wedding guests

Date:

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Phew! The first set of formalities is behind us now!



**8-10 WEEKS**  
before the wedding

- Tasting session of the wedding menu
- Meeting with the Wedding Planner and arranging all the details

Date:

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**8 WEEKS**  
before the wedding

- Paying 80% of the amount due for the rooms and parking spaces

Date:

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**4 WEEKS**  
before the wedding

- Sending the list of Guests to be accommodated at the Hotel

Date:

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**2 WEEKS**  
before the wedding

- Final confirmation of all the organisational details

Date:

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**7 WORKING DAYS**  
before the wedding

- Number of Guests finally confirmed
- Final parking space confirmation
- Sending the guest seating chart in electronic form

Date:

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**1 DAY**  
before the wedding

- Providing additional beverages and alcohol, bottle hangers, presents, printed seating chart

Date:

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**ART HOTEL®**  
★★★★