

# Start Planning!

112 Public Sq. Gallatin, TN 37066 615.788.6017



We congratulate you on your upcoming event and look forward to hosting your special day at our venue. Our hard working staff are professional and experienced in creating perfectly executed weddings and events. The Emerald Union is set apart from other venues because of our hands-on approach in staying highly involved with each and every person. We are available to meet you now! Please contact us and we can set up an appointment.

## HAPPY PLANNING!

- Book your In-House Coordinator & start planning
- Meet our Preferred Caterers & Schedule Tasting
- Say YES to the Dress & Suit
- Notify Wedding Party & Start Shopping for Attire
- Book your DJ & Create a Playlist
  - (3) Processional / Recessional Music (Bridal Party, Bride & exit song)
  - Entrance Song
  - First Dances (Mr. & Mrs., Mom & Mr., Dad & Mrs.)
  - Cake Cutting
  - Flower Toss
  - Garter Toss
  - Wedding Reception Playlist
- Book your Officiant
- Hire Priority Vendors
  - Florist
  - DJ / Band / Entertainment
  - Photographer / Videographer
  - Photo Booth
  - Hair / Makeup
  - Transportation
  - Cake / Dessert
- Book Engagement Shoot
- Create Photography Shot List
  - Pin photo poses & share with photographer
  - Checklist of individual shots that you need to want take
  - Tip: Make sure individuals are made aware of time & place
- Set Up Registry
- Order Favors

<input type="checkbox"/> View our Decor Room & Schedule a "Tablescape" set up with your Coordinator
<input type="checkbox"/> Start a Vision Board <ul style="list-style-type: none"> <li>o Color scheme / decor</li> </ul>
<input type="checkbox"/> Order save-the-dates (4-6 months in advance)
<input type="checkbox"/> Arrange Room Blocks <ul style="list-style-type: none"> <li>o Seven Acre Ranch</li> <li>o _____</li> <li>o _____</li> </ul>
<input type="checkbox"/> Order Invitations (6-8 weeks in advance)
<input type="checkbox"/> Start a pack list <ul style="list-style-type: none"> <li>o Start ordering goodies &amp; make note of what you have - store it in a box so it's not forgotten</li> <li>o Example: Guest Book Table (guest book, pen, backup pen &amp; photograph)</li> <li>o Example: Cake (cake topper, personalized napkins, sign board, cake server set)</li> <li>o Example: Toast (champagne flutes, prepared announcement for guests)</li> </ul>
<input type="checkbox"/> Schedule a Trial for Hair & Makeup
<input type="checkbox"/> Create a Tablescape
<input type="checkbox"/> Create a Room Layout
<input type="checkbox"/> Create a "Day Of" Timeline
<input type="checkbox"/> Send Invitations (8 weeks in advance)
<input type="checkbox"/> Send Final Guest Count to Venue Coordinator & Caterer
<input type="checkbox"/> Confirm Rental Items with Coordinator
<input type="checkbox"/> Schedule Rehearsal / Dinner
<input type="checkbox"/> Schedule Finishing Touches Meeting with Venue
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____

*Next: Timeline!*



## TIMELINE

Hair, Makeup & Dress	Time:	Where:	Who:
Venue Arrival	Setup:	Start:	End:
Pre-Ceremony Photos	Time:	Who:	Where:
The Ceremony	Open:	Start:	End:
Post-Ceremony Photos	Time:	Who:	Where:
Cocktail Reception	Start:	End:	Where:
Dinner Reception	Start:	End:	Where:
The Toast	Start:	Who:	
Wedding Party Introduction	Start:	Who:	
First Dance	Song 1:	Song 2:	Song 3:
Garter Toss / Bouquet	Start:	Song:	
Cake Cutting	Start:	Song:	
Reception Concludes	End:	Breakdown:	