

Planning Checklist

9 Months-1 Year Out

- Book Your Venue - You've already done that!
- Establish a payment plan
- Choose a color scheme/theme - Share your Pinterest Board with our team for help/suggestions on decor!
- Select your wedding party
- Create your guest list
- Research vendors - Check out our suggested vendor list for vendors familiar with the venue!
- Reserve block of hotel rooms for out of town guests
- Begin dress/tuxedo shopping

7-8 Months Out

- Take engagement photos
- Create a wedding website - Let us know if you need a map of the zoo or anything else to help!
- Create a registry - Or you can accept donations to the zoo in your honor in lieu of gifts!
- Research invitations
- Book your vendors
- Send vendor contact information to EPZ - We will obtain the required COIs!
- Order wedding gown/tuxedo

6 Months Out

- Send save the dates
- Attend a tasting at EPZ - Hosted twice a year, in the Fall & Spring
- Attend tasting at Bredenbecks - Cakes are included in the Grand Buffet and Grand Plated Packages!
- Book rehearsal dinner venue - We recommend 8pm reservations, so you have plenty of time at your actual rehearsal!
- Book any transportation - Limos, school buses, vans, shuttles, etc. (Or check out Uber Events and get a code for guests to use!)
- Plan your honeymoon
- Order bridesmaid dresses
- Have groomsmen fitted for tuxes

Planning Checklist

4-5 Months Out

- Send MOH guest list for bridal shower
- Send MOH & Best Man guest lists for bachelor(ette) parties.
- Order cake from Bredenbeck's
- Attend dress fitting
- Start researching hair and makeup artists
- Narrow down decorations - Remember our decorations policy!
- Attend a meeting at EPZ - Touch base and collect any outstanding details (food choices, linen colors, etc.)

3 Months Out

- Send invitations - Remember: Your headcount is due 30 days out, so make your RSVP date at least 31 days prior!
- Start ordering and creating decorations - If you have DIY decorations, the more time, the better!
- Decide on florals with your florist
- Meet with your officiant - PA is one of the only states where you can skip the officiant and legally self-unite!
- Begin planning your ceremony - Vows, Readings, Religious Traditions, Cultural Traditions, etc.
- Research favor ideas

2 Months Out

- Finalize the important songs - Processional, First Dance, Father Daughter, Mother Son, Do NOT play, MUST play, etc.
- Meet with DJ or Emcee and create timeline - They are the ones really running the show!
- Meet with Photographer and create a "must have" shot list - Let EPZ know if you need to walk the zoo!
- Obtain your marriage license - In PA it takes about 3 days to get and they are only valid for 60 days from issuance!
- Plan your "final meeting" with EPZ - This needs to be between 30 and 60 days from your wedding.
- Review sample floor plans from EPZ - We'll send samples and get your feedback.

Planning Checklist

1 Month Out

- Attend meeting at EPZ - Sign off on all final documents and make final payment!
- Create seating chart
- Assemble gift bags for hotel guests
- Order or create favors
- Attend final dress fitting
- Order wedding party gifts
- Break in your shoes
- Review timeline - Make any adjustments needed with your DJ and Officiant!

1 Week Out

- Fill out EPZ Rehearsal Check-List - We will need all the details! Bridal Party, Processional Order, Music, Etc.
- Pick up your dress/tux
- Practice your vows
- Delegate any small tasks - Who will get your coffee in the morning?
- Attend rehearsal at EPZ - Try to have your whole bridal party and officiant attend!
- Attend rehearsal dinner
- Pack for your honeymoon
- Make final call in regards to weather plan - We need 1 week notice if we need to order any additional equipment.

This is a general planning checklist to give you a good place to start!
Every wedding is unique and has it's own special needs, so be sure to update this checklist however you may need to in order to be totally prepared for your big day!