# LACOLECCIÓN WEDDINGS



# WEDDING PLANNING PROCESS









ACAPULCO • CANCUN • CHETUMAL • COZUMEL • LOS CABOS PUERTO VALLARTA • PUNTA CANA • SAN MIGUEL DE ALLENDE

# WEDDING PLANNING PROCESS

## **Wedding Couple**

- Decide a Wedding date.
- Select a destination.
- Create a tentative guests list.

# Fill out the booking form or contact weddings@posadas.com

- A wedding specialist will contact the couple to confirm date and venue availability.
- Provide an example of a wedding quote based on the tentative number of guests.
- Provide a room rate proposal.
- Explain all the items in the quote, pricing, vendors, facilities, services, policies, etc.

# Once the couple agrees, we provide the full info for the contract

- Wedding specialist will send a contract with deposit instructions.
- Couple signs the contract and sends the deposit.
- Wedding specialist confirms and starts planning.

# 45 days prior to the wedding

- The wedding couple must have confirmed all the vendors, venues, menus and final payment of the entire event.
- The rooms must be already booked for the entire group.
- A guests list has to be provided to the wedding expert.

## 15 days prior to the wedding

- Last minute changes.
- Confirmation of the time line, arrival meeting and flights info.

## **Arrival day**

- Meeting to confirm all the details in the timeline, pre-wedding events, services and deliveries.
- Program the special amenities for the honeymoon.
- Rehearsal of Ceremony.

## Wedding day

• Relax... your wedding specialist will be in charge of all the details.

## Departure

- In case you brought any decoration, the wedding specialist will give it back to you.
- She will also give you the ceremony certificate and anniversary certificate.