

Wedding Planning Checklist

We are so happy that you have chosen to hold your wedding and/or reception here with us at The Leadership Center! Here is a checklist of important deadlines to help you during the planning process!

- Take a tour of our facility
- Pick a date for your event
- Sit down with our executive director and chef to discuss menu
- Discuss with our executive director what equipment you may need (i.e. sound system, mic, etc.)
- Make first down payment that goes toward your final bill
- Once a contract has been received, sign and return with your second payment
- 30 days from your event notify us with your set up ideas, who your vendors are, and an updated guest total
- 15 days from your event we will need final numbers of guests and final room set up
- The week of your event notify us of what times your vendors will be arriving so that we are prepared
- The week of the event please keep us notified of any changes and check times for dropping off of décor or cakes
- The day of or the day before your event we will set the room up as per your request and you are responsible of the decorations that you would like
- Following your event pick up whatever decorations you don't want thrown away
- Pay final bill at the end of your event

Thank you for choosing The Leadership Center!!