



REHEARSAL DINNER PLANNING CHECKLIST

Plan with ease - Emerson Lounge is here every step along the way

6-9 Months Before

- Reserve Venue/Location
- Set Your Budget
- Create Rough Guest List
- Research Catering or Menu
- Explore Bar Service Packages
- Start Pinterest Board for Inspiration

3-6 Months Before

- Finalize Guest List
- Choose Catering/Menu
- Hire Entertainment if Desired
- Select Decor
- Start Timeline

1-3 Months Before

- Confirm Bar Selection
- Arrange Any Rentals
- Create Playlist
- Create Seating Plan (if needed)
- Send Invitations
- Confirm Attendance of Officiant, Coordinator, or Someone to Run your Rehearsal

1-4 Weeks Before

- Confirm RSVP
- Finalize Timeline
- Confirm with All Vendors
- Confirm Catering Details
- Create Order of Processional/ Recessional with Officiant or Coordinator

The Week of the Rehearsal Dinner

- Confirm Vendor Arrival Times
- Print Final Materials
- Pack Decor
- Send Reminder to Guests