

Destination Wedding Group Checklist

MONTHLY REMINDERS

- Send updated rooming list to bride and groom (last day of every month)
- Send group airfare quote as soon as airfare is published
 - If no group airfare: Use Hopper app to monitor airfare prices and alert of changes monthly until all airfare reserved

6 MONTHS PRIOR

- Send reminder email to guest list to book rooms for wedding
- Check in with B/G about completion of documents for wedding
- Remind to send application for passports if applicable

4 MONTHS PRIOR

- Send "Traveling with your wedding dress" instructions to bride
- Create secret Facebook group for wedding group – post tips, reminders, travel information, etc.
- Send destination email to B/G and group with information about activities and tour options
- Make sure B/G have started wedding planning process with resort
- Send another reminder to guests to reserve their rooms by deadline

3 MONTHS PRIOR

- Send reminder for second deposit due (if applicable, 1 week prior to due date)
- Send reminder to release unused rooms (if due date is 90 days prior)

2 MONTHS PRIOR

- Send reminder to release unused rooms (1 week prior to due date)
- Send reminder for final payment due date (1 week prior to due date)
- Finalize transfers for group (if using separate vendor)
- Order B/G luggage tags or passport holders
- Send B/G design to approve for customized bags for group if qualify
- Order bags for group
- Upgrade B/G to private transfers if qualify

1 MONTH PRIOR

- Send B/G gift, TY note and customized beach bags
- Contact airline to request closet space for dress
- Confirm plans for ceremony and reception with B/G

2 WEEKS PRIOR

- Send final rooming list to resort contacts, wedding department, and B/G
- Send requests to resort and wedding department
- Call resort wedding contact to make sure all details are set for ceremony and reception
- Confirm that everyone has received travel documents

1 WEEK PRIOR

- Call B/G to answer questions and confirm travel details
- Confirm dress codes with B/G and guests, share tips, reminders, resort information, etc. – send email and post to FB group page

DAY OF DEPARTURE

- Check in to make sure everyone arrived without incident

WEDDING DAY

- Send congratulatory and best wishes email to B/G

1 DAY AFTER RETURNING

- Send welcome home email to B/G and guests

3 DAYS AFTER RETURNING

- Call B/G for feedback and overall experience