

## ***Congratulations on your Wedding!***

*We are thrilled to be working with you in planning your wedding over the coming months. In today's age of technology there are many useful resources to help guide you throughout the planning process. With so many websites, BLOGS and magazines we know it can be overwhelming. Below we have given you an estimated timeline of what to expect in working with us. We hope that you will find this helpful.*

- Signing the contract
- Select your DJ or band and photographer for your wedding reception. If you would like a vendor list please let your catering manager know.
- Meet with the vendors included in our Wedding package. The florists (for your centerpieces) and bakery (for your wedding cake), as listed below.
  - This can be done anywhere from **two to eight months prior** to your wedding
  - Bakery:
    - Montilio's 508-894-8855, Brockton
  - Florists:
    - Flowers by Darlene 978-745-6967, Salem
    - Peter Barter by Florist 978-744-3144, Salem
- **Six Months Prior:** 50% of the Estimated Balance is Due
- **Three to Four Months Prior** to your wedding you will receive an invitation to our wedding tasting at the Hawthorne Hotel
- **Three Months Prior:** 75% of the Estimated Balance is Due
- **Two Months Prior:** Meet with your catering manager to finalize details for your wedding, including the menu and bar service. At this time you will also do a final walk through of the Museum with Natalia and receive your floor plans.
- **Five Days Prior:** Your final count and final payment is due.
- **Week of your Wedding:** Our last appointment before the "big day". You will bring in all of your "stuff", meet your wedding coordinator and review the timeline and all of the final details for your wedding.

*Let the Planning Begin! Remember this is supposed to be fun, so have fun with it because it is your day!*

