

## *What Happens Next?*

- ♥ **Your wedding is officially on our calendar**, and we are thrilled to be a part of your big day!
- ♥ **We want to share you!** We would like to share your great tour photo welcoming you to the II Gather Family! When you get your engagement photos, we will again share you! When you share professional photos, make sure to include your photographer's information so that we can credit them for the beautiful images!
- ♥ **Your second payment is due 90 days after your contract date.** We'll send you a reminder, so you don't have to remember the date. You will be able to click and pay.
- ♥ **Six Months Before Your Event** ... we will start our regular monthly hellos and touch base about what is coming.
- ♥ **Five Months Before Your Event** ... it will be time to start gathering your vendor information. You can always forward information as you finalize your vendors. We will need: Company Name, Contact, Phone Number, Website and any other details we should know. It is also a good time to schedule a "refresher tour". Bring your parents, your planner or any others who are involved in the wedding and would benefit from an advance look.
- ♥ **Four Months Before Your Event** ... we will contact you if we are needing vendor details. We will also contact you to share your engagement photos on our social media if we didn't already share. We will contact your caterer and alcohol service provider to invite them to do a walkthrough if they haven't been to the venue, and to give them the requirements for their liability policy naming 2 Gather AH LLC as additional insured.
- ♥ **Three Months Before Your Event** ... we will contact you to set up an initial layout meeting. We will review all of the information on your vendors, walk around and start to put together the final details.
- ♥ **Two Months Before Your Event** ... we will send a reminder that it is time to obtain your Day Of Event Liability Policy. The policy must be in place the week of your wedding.
- ♥ **Two Months Before Your Event** ... your final balance is due. We will send you a reminder so that you don't have to remember the date. You will be able to click and pay. If you have added optional items, they will be added to your final balance due. If optional items are added after this date, we will create a new invoice for you (adding linens or ceiling décor, for example).
- ♥ **45 Days Before Your Event** ... we should be able to confirm your rehearsal date and time, based upon events scheduled and availability.
- ♥ **30 Days Before Your Event** ... we will contact you to confirm a final layout meeting to go over all of your details. This may be an onsite meeting or a Zoom.
- ♥ **7 Days Before Your Event** ... your liability policy will need to be in place and forwarded to us for your file.
- ♥ **7 Days Before Your Event** ... we will forward your BEO (Banquet Event Order) for your review and signature. The BEO will have all details known to-date, and your signature will confirm that details are accurate. Also forwarded will be a Check In / Check Out List for your review.
- ♥ **Day of Your Event** ... Congratulations to the new Mr. and Mrs.!!!! You've said I DO and are celebrating this magical day at II Gather!