

GRASSROOTS MARKETING TEXAS EVENT SERVICES

Event Timeline

12 months before

- Set a budget
- Choose a date and venue
- Draft a guest list
- Hire GrassRoots Marketing Texas Event Services
- Begin researching vendors

10 - 11 months
before

- Book your venue
- Secure key vendors (caterer, photographer, florist, entertainment)
- Choose event style, theme, and color palette
- Begin shopping for attire (wedding dress, outfits, uniforms)

8 - 9 months before

- Send save-the-dates or "hold the date" notifications
- GRMTX Meeting (decor, rentals, lighting, signage)
- Begin planning menu/tasting sessions
- Start designing invitations

6 - 7 months before

- Finalize guest list
- Arrange transportation and accommodations for guests
- Plan ceremony or program details
- Shop for wedding/event accessories

4 - 5 months before

- Confirm entertainment and audio/visual needs
- Order invitations and any custom signage or event décor
- Schedule hair and makeup trials
- Begin creating timeline for the day-of

2 - 3 months before

- Send invitations
- Finalize menu and bar selections
- Plan rehearsal or pre-event meeting
- Confirm rentals, décor, and swag items

1 month before

- Confirm final guest count
- Create seating charts or floor plans
- Review final details with all vendors
- Pack or prepare items needed for the day-of

2 - 3 weeks before

- Confirm transportation and accommodations
- Prepare emergency kit (extra décor, safety pins, etc.)
- Have final dress/suit fitting or rehearsal for the event

1 week before

- Reconfirm vendor arrival times and setup plans
- Share timeline with bridal party, family, or event team
- Prepare final payments for vendors

1 day before

- Conduct rehearsal (if applicable)
- Set up décor or finalize space (if allowed)
- Rest and prepare for the event

Day of event

- Vendor arrivals and setup
- Event execution according to timeline
- Day-of coordination to manage any issues or last-minute changes
- Enjoy the event!