

planning timeline

GENERAL PLANNING TIMELINE

6 MONTHS PRIOR TO YOUR WEDDING

Remainder of site fee due to The Manor House (please see your contract for due date)

JANUARY OF YOUR WEDDING YEAR

Keep an eye out for an invitation to one of our Menu Tasting Events

JANUARY - APRIL OF YOUR WEDDING YEAR

Attend a Menu Tasting Event

8 WEEKS PRIOR TO YOUR WEDDING

The Manor House assigns your Event Coordinator

Confirm rehearsal date & time @ The Manor House | Schedule final walk-through meeting

4 TO 5 WEEKS PRIOR

Final walk-through meeting with your assigned Event Coordinator

14 DAYS PRIOR

Final guest count due for food & beverage

7 DAYS PRIOR

The Manor House issues your final invoice

3 DAYS PRIOR

Final food & beverage balance due to The Manor House

1 DAY PRIOR

Rehearsal | Bring all non-perishable decor items to The Manor House

APPOINTMENT NOTES:

FINAL WALK THROUGH MEETING

About 30 days prior to your event, you will meet with your Manor House event coordinator to review and finalize all of the details of your wedding day including food and beverage selections, dining room floor plan, timeline, vendors and decor placement. If you are out of state or simply unable to make it to The Manor House around this time, we'll be happy to setup a virtual meeting.

REHEARSAL

We allot one hour of time for your ceremony rehearsal and most rehearsals take place at or around 11 am the day before your event. Please bring any non-perishable items to your rehearsal for storage at the venue. There is no refrigerated storage space available so we ask that you do not bring desserts or flowers until the day of your event.