PROGRESS CHECKLIST

GEG Team Experience

Progress Checklist

WEEK 26| Project Block 26 Week

This week we're covering your facilities Project Block. This may be a quick Project for you if your venue already has facilities, or it may take a few steps. Here is the Progress Checklist for all this week's Project Block. Have all these items checked and DONE prior to starting the next Project Block Week so you stay on track.

- ☐ Review the Week 25 Progress Blog Post again
- ☐ **Watch the Teachable Lecture for Project Block 26**
- ☐ RENTALS
  - Research toilet rentals
  - Determine where they will be on your wedding venue
  - Determine proper lighting
  - Arrange delivery and pickup
- ☐ SANITATION STATIONS
  - Create a station sign
  - Purchase stock & supplies
  - Consider any decor or tenting
- ☐ HOSPITALITY
  - Decide what to offer for hospitality {optional}
  - Purchase stock & supplies
  - Consider any floral arrangements for permanent restroom countertops
- ☐ INVITATIONS
  - Order Invitations at 4 Months prior to your Wedding date
  - Begin assembling, addressing, and RSVP Tracking # Invitations
    - Note any guests that require a wheelchair accessible restroom
  - Mail out beginning at 8 Weeks with A+ list first
    - 8 Weeks = A+ List
    - 7 Weeks = A to B+ List
    - 6 Weeks = B List
      - A+ RSVPs may arrive by now
      - For any A+ "declines" send an invite to a C List guest
      - C List must all be invited before the 4 Weeks to RSVP deadline
  - Review the Invitation 101 Slideshow
  - Re-Read- How to Mail Merge Your Wedding Guest List & Why You Should
  - Re-Read- 4 Tips on Wedding Invitations | Prep & Ordering

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