



## Venue Deadlines

Wedding Date:

### First 30 days after booking:

- Initial Coordination Meeting

### 6 Months Prior:

- 2<sup>nd</sup> Coordination Meeting
- All Vendors Booked
- Information: Name, Email and Phone # for all vendors

### 60 Days Prior:

- Gerry Ranch Coordinator is assigned
- Special Event Insurance Certificate & All Vendor Insurance (printed and turned in to coordinator @ final meeting)
- Schedule Rehearsal Date & Time:
- Final Venue Balance Due

### 30 Days Prior:

- Final Coordination Meeting
- Confirm Décor/Set-up Items, Layout, Timeline and Rental Selections- **NO ADDITIONAL CHANGES**

### 14 Days Prior:

- Coordinator to distribute FINAL Timeline and Layout
- Final Guest Count Due
- Seating Chart (or number of guests per table) Due  
**NO ADDITIONAL CHANGES ON OR AFTER:**