

WEDDING SCHEDULE FOR THE



6 MONTHS PRIOR TO YOUR WEDDING ✓

Select Chair Covers and Sash Colors.	
Select Cake Design.	

3 MONTHS PRIOR TO YOUR WEDDING ✓

Complete Food Selection.	
Complete Beverage Selection.	

1 MONTH PRIOR TO YOUR WEDDING ✓

Provide Hotel With Wedding Reception Itinerary.	
Provide Hotel With Wedding Processional and Recessional (If Applicable – Ceremony Being Staged At Hotel)	
Provide Hotel With List Of Vendors And Their Phone Numbers.	

1 WEEK PRIOR TO YOUR WEDDING ✓

Provide Hotel With All Wedding Items Such As Place Cards, Portrait, Special Champagne Glasses, Cake Cutters, Guest Books, Cocktail Napkins, Party Favors, Etc.	
Provide Hotel With Completed Floor Plan	
Provide Hotel With Credit Card Authorization Form – For Final Payment.	

3 BUSINESS DAYS PRIOR TO YOUR WEDDING ✓

Give Hotel Final Number Of Guests By Noon Along With Final Payment.	
If Paying By Check, Provide Hotel With Certified Bank Check For Final Payment Along With Credit Card Authorization For Any Overages That May Occur.	



When two people love each other, they don't look at each other, they look in the same direction.

Ginger Rogers

Doubletree Suites by Hilton Charlotte-SouthPark

6300 Morrison Boulevard

Charlotte, North Carolina 28211

704.364.2400 fax – 704.362.0203 catering direct – 704.927.0056

www.charlottesouthparksuites.doubletree.com