

DIY Wedding Venue Research & Setup Timeline

3-6 Months Before the Wedding

- ✓ **Secure the Venue** – Confirm rental agreements, permits, and insurance.
- ✓ **Plan Logistics** – Arrange restrooms, parking, power supply, and accessibility needs.
- ✓ **Book Vendors** – Catering, rentals (tables, chairs, linens), entertainment, and bartenders.
- ✓ **Create a Layout** – Map out ceremony and reception areas, guest seating, dance floor, and stations (bar, food, etc.).
- ✓ **Backup Plan** – Reserve tents or heaters/fans for unexpected weather.

1-2 Months Before the Wedding

- ✓ **Confirm Rentals & Deliveries** – Chairs, tables, linens, lighting, dance floor, etc.
- ✓ **Test Equipment** – Sound system, lighting, and power sources.
- ✓ **Walk Through the Venue** – Finalize layout and plan for décor setup.
- ✓ **Create a Setup & Cleanup Crew List** – Assign family/friends or hire professionals.
- ✓ **Confirm Vendor Arrival Times** – Ensure all vendors know their arrival and setup times.
- ✓ **Assign a Point Person** – A friend, planner, or coordinator to handle last-minute issues.

1 Week Before the Wedding

- ✓ **Final Venue Inspection** – Check for any last-minute adjustments.
- ✓ **Organize Décor & Supplies** – Label boxes and group items by area (ceremony, reception, etc.).

- ✔ **Confirm Weather Forecast** – Adjust backup plans if necessary.
- ✔ **Coordinate Trash & Cleanup Plan** – Arrange bins and disposal.

1-2 Days Before the Wedding

- ✔ **Set Up Large Items** – Tents, tables, chairs, lighting, and dance floor.
- ✔ **Decorate the Space** – Install signage, centerpieces, candles, and florals.
- ✔ **Test Sound & Lighting** – Ensure microphones, music, and speakers work properly.
- ✔ **Prepare the Catering Area** – Set up serving stations and refrigeration.
- ✔ **Stock the Bar** – Ensure drinks, ice, and bartending supplies are ready.

Wedding Day (Morning)

- ✔ **Final Touches** – Arrange florals, guest favors, and last-minute décor.
- ✔ **Set Up Ceremony Space** – Aisle runner, seating, and altar decorations.
- ✔ **Check Power Sources** – Test generators and extension cords.
- ✔ **Coordinate Vendors** – Ensure catering, entertainment, and photography are ready.

Post-Wedding Cleanup (Next Day or Night Of)

- ✔ **Break Down Rentals** – Tables, chairs, and dance floor.
- ✔ **Collect Decorations & Personal Items** – Pack up centerpieces, gifts, and leftover food.
- ✔ **Trash & Recycling Disposal** – Ensure the venue is left clean.
- ✔ **Return Rentals** – Coordinate drop-off or pickup with vendors.