

## Wedding Critical Path Draft

Category	Date	Action/Task	Responsibility	Comments
<b>BUDGET</b>				
	December 27/ 13	Conduct research of similar wedding events done in the past to estimate budget	Ankita, Sarah	
	January 5/ 14	Create excel spreadsheet for cash flow statement and budget	Ankita, Sarah	Spreadsheet should be updated on an ongoing basis
	January 13/ 14	Make a list of revenue and expenses for the wedding	Ankita, Sarah	Break down the costs into fixed costs and variable costs
	January 17/ 14	Conduct a break-even analysis before meeting with couple	Ankita, Sarah	
	February 15/ 14	Find accurate quotes from all contractors and suppliers	Ankita, Sarah	Contractors and suppliers from the venue, entertainment, catering, transportation, light/sound departments
	February 25/ 14	Draft a contract with each supplier and contractor	Ankita, Sarah	
	February 27/ 14	Create sample budget before meeting with couple	Ankita, Sarah	
	March 1/ 14	Review budget with couple	Ankita, Sarah	
	March 7/ 14	Confirm budget with couple	Ankita	
	March 7/ 14	Confirm event management fees with couple	Ankita	
	March 7/ 14	Divide up fees in different categories for event	Ankita	
	March 7/ 14	Allocate funds towards venue department	Ankita	
	March 7/ 14	Allocate funds towards transportation department	Ankita	
	March 7/ 14	Allocate funds towards catering department	Ankita	
	March 7/ 14	Allocate funds towards AV/special effects department	Ankita	
	March 7/ 14	Allocate funds towards invitations department	Ankita	
	March 7/ 14	Allocate funds towards lights/sound department	Ankita	
	March 7/ 14	Allocate funds towards décor/props department	Ankita	
	March 7/ 14	Allocate funds towards insurance, permits, licenses department	Ankita	
	March 7/ 14	Confirm payment date for each item	Ankita	
	March 7/ 14	Confirm payment amount for each item	Ankita	
<b>VENUE</b>				
	January 15/ 14	Conduct preliminary research for venue	Ankita, Sarah	
	March 8/ 14	Call owner of venue to ask if potential dates/times for wedding are available	Sarah	
	March 8/ 14	Book appointment with owner to visit venue/ conduct site inspection	Ankita	Owner's name and contact information
	March 11/ 14	Create site inspection checklist	Ankita, Sarah	

	March 11/ 14	Print site inspection Checklist	Sarah	
	March 15/ 14	Conduct site inspection inside and outside the venue	Ankita, Sarah	Bring pen, paper, checklist, notepad, camera, and tape measure to site inspection
	March 16/ 14	Conduct a SWOT analysis of the venue	Ankita, Sarah	
	March 18/ 14	Take client to see the venue	Sarah	
	March 19/ 14	Confirm venue with client	Sarah	
	March 21/ 14	Negotiate fees with venue owner	Sarah	
	March 21/ 14	Confirm/book venue with owner	Sarah	
	March 21/ 14	Draft a contract for the venue manager/owner	Ankita, Sarah	
<b>TRANSPORTATION</b>				
	December 5/ 14	Research different types of 'carriages' as the ideal transportation for couple for their wedding day	Ankita, Sarah	
	December 10/ 14	Call and confirm appointment to view carriages	Sarah	
	December 17/ 14	Select carriage for couple	Sarah	
	December 20/ 14	Confirm and order carriage for couple	Sarah	
	December 20/ 14	Draft a contract with the carriage transportation owners/managers	Ankita, Sarah	
	December 20/ 14	Print out confirmation receipt	Sarah	
	December 23/ 14	Make estimated transportation guest list	Ankita	
	December 27/ 14	Call guests to confirm transportation services	Ankita	
	December 27/ 14	Find out which guests will be staying at a hotel/inn	Ankita	
	December 27/ 14	Find out when they need to be picked up from the inn and dropped off	Ankita	
	January 3/ 15	Arrange shuttle bus for guests	Ankita	
	January 3/ 15	Arrange car service for guests	Ankita	
	January 3/ 15	Call shuttle bus service for timings and routes	Ankita	
	Week of Jan 13-20/ 13	Pick up guests from airport before wedding	Ankita, Sarah	Itinerary needed
	Week of Jan 13-20/ 13	Pick up guests from hotel before wedding	Ankita, Sarah	
	January 21/ 15	Drop guests off at hotel/airport after wedding	Ankita, Sarah	
<b>INVITATIONS</b>				
	July 15/ 14	Draft invitation guest list	Sarah	
	August 25/ 14	Decide 2-3 different invitation themes/concepts	Ankita, Sarah	
	September 4/ 14	Select invitation style	Ankita, Sarah	
	September 10/ 14	Select invitation shape	Ankita, Sarah	
	September 10/ 14	Select invitation paper type	Ankita, Sarah	
	September 14/ 14	Select invitation font	Ankita, Sarah	
	September 14/ 14	Select invitation font colour	Ankita, Sarah	

	September 20/ 14	Select information details for invitation	Ankita, Sarah	
	September 20/ 14	Obtain mailing addresses from guests	Sarah	
	September 25/ 14	Confirm invitation with client	Sarah	
	September 26/ 14	Buy invitations	Sarah	
	September 26/ 14	Buy stamps for invitations	Sarah	
	September 27/ 14	Print the invitations	Sarah	
	September 30/ 14	Stick the stamps on invitations	Sarah	
	October 1/ 14	Mail out the invitations to people on guest list	Sarah	
<b>ENTERTAINMENT</b>				
	May 1/ 14	Research possible entertainment options	Ankita, Sarah	
	May 5/ 14	Meet with couple to discuss ideas on entertainment options	Ankita, Sarah	
	May 7/ 14	Schedule meetings/ viewings with entertainment performers	Ankita	
	Week of May 12th-16th 2014	Attend meetings with potential entertainment performers	Ankita	
	May 19/ 14	Meet with couple to present potential entertainment options	Ankita	
	May 19/ 14	Schedule follow up meeting with entertainment potentials	Ankita	
	Week of May 26th-30th	Attend meetings with potential entertainment with the couple	Ankita	
	May 30/ 14	Finalize decision on entertainment for the wedding	Ankita	
	May 30/ 14	Book entertainment	Ankita	
	May 30/ 14	Pay down payment for entertainment	Ankita	
	January 19/ 15	Set up of necessary equipment/tools for entertainment groups	Ankita	
	January 19/ 15	Test run/ sound check for entertainment	Ankita	
<b>EQUIPMENT/ AUDIO/ VISUAL</b>				
	June 2/ 14	Meet with venue manager to see what equipment is available at the venue (what is provided in the rental, what comes at a cost)	Sarah	
	June 2/ 14	Determine how much power is required for all equipment	Sarah	
	June 2/ 14	Determine how many outlets are available at the venue	Sarah	
	May 30/ 14	Find out what equipment the entertainment will need	Sarah	
	June 5/ 14	Research potential equipment rental options	Sarah	
	June 5/ 14	Eliminate any unreasonable equipment rental companies	Sarah	
	June 9/ 14	Present couple with potential equipment rental companies	Sarah	
	June 9/ 14	Select equipment rental company	Sarah	
	June 9/ 14	Book equipment rental company	Sarah	

	June 9/ 14	Secure rental with down payment	Sarah	
	January 19/ 15	Delivery of rental equipment	Vendor	
	January 19/ 15	Set up of rental equipment	Vendor	
<b>FOOD AND BEVERAGE</b>				
	July 3/ 14	Meet with couple to get their opinion on food style, food type, food courses, food serving style	Ankita, Sarah	
	July 3/ 14	Arrange meeting with the on-site caterer	Sarah	
	July 7/ 14	Meet with the caterer to present the couple's vision	Sarah	
	July 7/ 14	Prepare/create several potential menus to be served at the wedding	Sarah	
	July 10/ 14	Present couple with potential menus	Sarah	
	July 10/ 14	Arrange meeting with the couple to visit the caterer for a taste testing	Ankita	
	July 14/ 14	Attend meeting with caterer to sample menus	Ankita	
	July 14/ 14	Make necessary adjustments/ arrangements for the menu	Ankita	
	July 14/ 14	Make a final decision on the menu items	Ankita, Sarah	
	July 14/ 14	Pay down payment to the caterer to secure booking and menu items	Ankita	
	July 21/ 14	Apply for special events permit	Sarah	
	July 21/ 14	Pay for special events permit	Sarah	
	July 21/ 14	Arrange meeting with venue manager to discuss other food and beverage permits	Sarah	
	July 23/ 14	Research potential bar & beverage companies	Ankita, Sarah	
	July 25/ 14	Present potential beverage companies to couple	Sarah	
	July 25/ 14	Finalize decision on beverage company	Sarah	
	July 25/ 14	Book beverage company	Sarah	
	July 25/ 14	Pay down payment for beverage company	Sarah	
	July 25/ 14	Arrange a meeting with the beverage staff to discuss expectations and schedule of events	Sarah	
	July 28/ 14	Research ideas for signature drink to be served at the reception	Ankita, Sarah	
	July 29/ 14	Create & test potential drinks	Ankita	
	July 29/ 14	Eliminate unnecessary drinks	Ankita	
	July 31/ 14	Present drink samples to the couple	Ankita	
	July 31/ 14	Make adjustments to the drink	Ankita	
	July 31/ 14	Finalize signature drink for the reception	Ankita	
	July 31/ 14	Place order for necessary elements to signature drink	Ankita	
	July 31/ 14	Pay for beverage elements	Ankita	
	August 4/ 14	Research possible beverage options for the reception	Ankita, Sarah	

	August 8/ 14	Present couple with best options for beverages	Ankita, Sarah	
	August 8/ 14	Sample beverage options for the reception with the couple	Ankita, Sarah	
	August 8/ 14	Make necessary adjustments to the beverages	Ankita	
	August 8/ 14	Finalize beverage choices	Sarah	
	August 8/ 14	Place order for beverages for reception	Sarah	
	August 8/ 14	Pay for beverages for reception	Sarah	
	November 20/ 14	Attend meeting with beverage staff to discuss the event	Sarah	
<b>THEME/ DÉCOR</b>				
	August 10/ 14	Meet with couple to discuss their vision for theme/décor	Ankita, Sarah	
	August 10/ 14	Brainstorm possible theme options	Ankita, Sarah	
	August 17/ 14	Design theme boards to present to couple as options for their wedding	Ankita, Sarah	
	August 20/ 14	Present theme options to the couple	Sarah	
	August 20/ 14	Final decision made on theme	Sarah	
	August 25/ 14	Create potential theme colour options for the wedding	Sarah	
	August 30/ 14	Present the colour options to the couple	Sarah	
	September 1/ 14	Finalize wedding colours	Sarah	
	September 3/ 14	Research table centre piece options	Sarah	
	September 9/ 14	Create samples of different centrepiece options	Sarah	
	September 11/ 14	Present centrepiece options to couple	Sarah	
	September 14/ 14	Make adjustments to centrepieces	Sarah	
	September 19/ 14	Finalize centrepiece decision	Sarah	
	September 22/ 14	Place order for centrepieces	Ankita	
	September 23/ 14	Place down payment for centrepieces	Ankita	
	January 19/ 14	Delivery of centrepieces to the venue	Ankita	
	September 24/ 15	Arrange meeting with couple at the venue to discuss thematic elements	Ankita	
	September 26/ 14	Meet with couple at the venue to discuss minor thematic elements at the venue	Ankita, Sarah	table shape, table size, chair options, etc.
	October 1/ 14	Present linen and décor options to be used at the venue	Ankita	candles, lighting, flowers, etc.
	October 2/ 14	Select linens and décor elements	Ankita	
	October 4/ 14	Book/ order linens for the reception	Ankita	
	January 19/ 15	Delivery of linens and décor elements to the venue	Ankita	
	October 2/ 14	Present couples with mock table set up	Ankita, Sarah	
	December 22/ 14	Make adjustments to table set up	Ankita, Sarah	
	December 26/ 14	Finalize table set up	Sarah	
	December 26/ 14	Arrange meeting with venue staff to present table set up	Sarah	

