

# 3 WEST CLUB

## Wedding Checklist

### 12-18 Months Before the Wedding

- Book your date and venue at 3 West Club – confirm ceremony, cocktail hour, and reception spaces.
- Hire a wedding planner if desired, or meet with the 3 West Club event coordinator to discuss your vision.
- Create a budget – factor in venue costs, catering, floral arrangements, entertainment, and more.
- Draft a guest list – get a rough idea of headcount to finalize the right room size.
- Secure key vendors: photographer/videographer, band/DJ, and officiant.

### 9-12 Months Before the Wedding

- Choose a theme or color scheme to complement 3 West Club.
- Select your wedding party & let them know their roles.
- Book hotel blocks – the 3 West Club has 28 guest rooms available, so reserve early!
- Schedule tastings and finalize menu ideas
- Secure key vendors: photographer, band/DJ, officiant..

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### 6-9 Months Before the Wedding

- Send save-the-dates – especially if many guests are traveling to NYC.
- Finalize your menu with 3 West Club – confirm appetizers, entrees, desserts, & specialty cocktails
- Design and order invitations – consider elegant, classic designs that match the venue's historic charm.
- Book hair and makeup artists – schedule a trial to test your look.
- Plan your ceremony – work with your officiant on the order of events.

### 4-6 Months Before the Wedding

- Choose décor elements – floral arrangements, centerpieces, and lighting.
- Organize transportation for you and your guests, especially if coming from out of town.
- Create a wedding website to share details about the venue, accommodations, and schedule.
- Mail invitations and set an RSVP deadline.

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### 2-4 Months Before the Wedding

- Meet with your vendors – confirm timing and logistics with your photographer, florist, DJ/band, etc.
- Plan your timeline – work with the 3 West Club coordinator to outline the day's flow: ceremony start time, cocktail hour, dinner, dancing, etc.
- Select favors or welcome bags for guests, especially if they're staying in the club's hotel rooms.

### 1 Month Before the Wedding

- Get your marriage license in NYC – don't wait until the last minute!
- Confirm final guest count with the venue and caterer.
- Create seating charts and place cards.
- Prepare a wedding day kit – think band-aids, safety pins, mints, etc.

### 1 Week Before the Wedding

- Confirm vendor arrival times and share a final timeline.
- Drop off décor items or favors at the venue if allowed.
- Rehearse the ceremony!

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### Wedding Day

- Enjoy a relaxed morning – have breakfast and pamper yourself.
- Get ready at the club – use the bridal suite for a stress-free prep.
- Meet with your photographer for pre-ceremony pictures.
- Stay hydrated and eat something – it's a long day!
- Say "I do" and celebrate!