

THE WOODLANDS: WHAT TO EXPECT

	Date	Task
<input type="checkbox"/>	1-7 Days	Sign contract through DocuSign (Bride & Groom sign)
<input type="checkbox"/>	1-7 Days	Pay the 50% Deposit to secure your date (E-Check link in invoice)
<input type="checkbox"/>	2 - 3 Weeks	Explore VIP Web link with Planning Tools
		HAPPY PLANNING!
<input type="checkbox"/>	90 Days Out	Fill out Wedding Details Form
<input type="checkbox"/>	90 Days Out	Schedule Linen Consult with The Woodlands
<input type="checkbox"/>	60 Days Out	Fill out Damage Deposit Credit Card Form via DocuSign
<input type="checkbox"/>	60 Days Out	Final Facility Payment Due
<input type="checkbox"/>	30 Days Out	Review 'Check in details' & sign off on
<input type="checkbox"/>	4 Weeks out	Make Final adjustments to linen colors or quantities as needed
<input type="checkbox"/>	3 Weeks Out	The Woodlands orders linens
<input type="checkbox"/>	3 Weeks Out	The Woodlands emails Final Room Layout per request
<input type="checkbox"/>	Day of	Arrive at Woodlands by 10am for Check-in
		SOAK UP THE EXPERIENCE & SAY "I DO" . . .Then CELEBRATE!