



A SPECIAL MESSAGE FOR COUPLES FROM
THE NATION'S LEADING WEDDING
CERTIFICATION PROGRAM
&
THE WORLD'S LARGEST GROUP OF
WEDDING PLANNERS

Coronavirus Wedding Postponement Checklist

- HAVE AN OPEN DISCUSSION WITH YOUR CERTIFIED WEDDING PLANNER
 - ★ Your Certified Wedding Planner has their finger on the pulse of the wedding industry, and they talk to your wedding professionals on a regular basis. Your Certified Wedding Planner will tell you what they feel would be the best amount of time between your current wedding date and your future one. If you decide to move forward with your current wedding date, your Certified Wedding Planner will let you know if they feel comfortable working your event due to their personal health concerns.
- READ YOUR CONTRACTS WITH THE VENUE AND OTHER WEDDING PROS
 - ★ If you hired your Certified Wedding Planner for more than month-of coordination, they will read all of your contracts with the hired wedding pros as well as your venue. Your Certified Wedding Planner will then tell you their findings and give you advice on how to move forward.
- BE FLEXIBLE
 - ★ Knowing that you will have to postpone your wedding day is difficult to say the least. Now that we are in this situation which is out of anyone's control, it is important to remember that your venue and wedding pros likely already have weddings booked on Saturdays for the foreseeable future. This means that you will need to be flexible and open when determining your future wedding date. Fridays and Sundays may be your best bet. You may even want to consider another weekday. In the beginning, you can try for Saturdays, but think about Fridays & Sundays as a backup plan. Mondays through Thursdays can be considered your last resort options.
- COMMUNICATE WITH YOUR VENUE
 - ★ You and your Certified Wedding Planner will need to ask your venue which dates they have available in the future (6 to 12 months from now). Compare this with the dates your hired wedding pros give you.
- COMMUNICATE WITH YOUR WEDDING PROS
 - ★ You and your Certified Wedding Planner will need to reach out to all of the hired wedding pros to see which dates they have available in the future (6 to 12 months from now). Compare this with the dates your venue gives you.
- SELECT A NEW DATE
 - ★ Select a new date that works for everyone as soon as possible. This will ensure that you will incur the least amount of changes to your dream team. Make this decision sooner rather than later.
- RECEIVE CONTRACT ADDENDUMS FROM YOUR VENUE AND WEDDING PROS
 - ★ Now that you have selected a new date with all or most of your wedding pros, it is time to get it in writing. Have them all send you an addendum to their contracts for your signature, and make sure that you get a copy of these addendums with their signatures as well.
- SELECT NEW WEDDING PROS (IF APPLICABLE)
 - ★ Hopefully, by being flexible, you are able to salvage most or all of your original wedding pros. However, if a few of them were unable to accommodate your new wedding day, you and your Certified Wedding Planner can work together in finding the right replacements for your needs.
- INFORM YOUR GUESTS OF THE NEW DATE
 - ★ If you have sent out your invitations already, now is the time to let your guests know about your new plans with the new date. You can put this information on your wedding website and simply send out a link to your guests asking them to read the updates there. You can also resend wedding invitations or create a private Facebook Messenger thread to only the invited guests letting them know what changes you have made. If you have not yet sent out your original invitations, then you can simply continue with the planning process as usual. If you are unsure of how to move forward based on your situation, consult your Certified Wedding Planner.
- CONTINUE YOUR PLANNING
 - ★ Now that the hard part is over, you can continue with your plans and trust in the advice of your Certified Wedding Planner. They want only the best for you and your event. Good luck and stay safe!