

WEDDING CHECK LIST

* PLEASE READ EACH OF THE FOLLOWING AND SIGN BELOW *

ALL STEPS AND PROCEDURES ARE BY APPOINTMENT ONLY!

BRIDES NAME _____ GROOMS NAME _____

TODAY'S DATE _____ DATE OF FUNCTION _____

SECOND DEPOSIT (PLAN TO SPEND UP TO 30 MINUTES AT VILLA CAPRI). **VERY IMPORTANT** THIS IS THE 2ND HALF OF THE ORIGINAL DEPOSIT. THIS IS AS IMPORTANT IF NOT MORE IMPORTANT THAN THE FIRST DEPOSIT. ONCE THE ENTIRE 2ND DEPOSIT IS SECURED BY VILLA CAPRI WE CAN NOW PROCEED WITH COMMITTING TO ALL ITEMS NECESSARY FOR YOUR WEDDING. IF THE SECOND HALF OF THE ORIGINAL DEPOSIT IS NOT RECEIVED ON THE DATE GIVEN, THE VILLA CAPRI RESERVES THE RIGHT TO CHANGE ROOM, TIME AND DATE AS SO NEEDED. IF A GRACE PERIOD (UP TO ONE WEEK ONLY), IS NEEDED YOU MUST CALL VILLA CAPRI SO WE CAN MAKE NECESSARY ARRANGEMENTS. NO OTHER EXCEPTION WILL BE ALLOWED. PLEASE UNDERSTAND THAT THIS IS A FIXED POLICY SINCE THE VILLA CAPRI HAS A LARGE COMMITMENT TO YOUR WEDDING.

WEDDING INVITATIONS (PLAN TO SPEND APPROXIMATELY ONE HOUR AT VILLA CAPRI) WHETHER YOU GET WEDDING INVITATIONS THROUGH VILLA CAPRI OR SOMEWHERE ELSE, YOU MUST CONTACT THE VILLA CAPRI APPROXIMATELY THREE (3) MONTHS BEFORE YOUR WEDDING. VILLA CAPRI NEEDS ONE COMPLETE COPY OF YOUR INVITATION FOR ITS FILES. WE ALSO SUGGEST THAT YOU MAKE YOUR NEXT APPOINTMENT AT THIS TIME.

OTHER _____

PRE FINALIZATION (PLAN TO SPEND APPROXIMATELY 30 MINUTES AT VILLA CAPRI) **VERY IMPORTANT** CALL VILLA CAPRI NO LATER THAN FOUR (4) WEEKS BEFORE THE DATE OF YOUR WEDDING OR ON _____. AT THIS APPOINTMENT YOU WILL (WHEN APPLICABLE) CHOOSE LINEN COLOR, FLOWER COLOR, AND CAKE. YOU WILL ALSO RECEIVE FLOOR PLAN, SEATING ARRANGEMENTS, M.C. SHEET, HEAD TABLE DIAGRAM, AND BRIDAL INVENTORY SHEET. THESE ARE FOR YOU TO TAKE HOME AND BRING THEM BACK NO LATER THAN TWO WEEKS BEFORE YOUR WEDDING ON _____. ALSO, AT THIS TIME WE SUGGEST YOU MAKE YOUR NEXT APPOINTMENT, WHICH WILL BE ON _____.

FINALIZATION (PLAN TO SPEND APPROXIMATELY 45 MINUTES AT VILLA CAPRI) **ALSO VERY IMPORTANT!** CALL VILLA CAPRI NO LATER THAN TWO (2) WEEKS BEFORE THE DATE OF YOUR WEDDING OR ON _____. AT THIS APPOINTMENT YOU WILL BRING **ALL ITEMS COMPLETED** THAT YOU'VE RECEIVED FROM THE PREVIOUS APPOINTMENTS: FLOOR PLANS, ETC. WE WILL CHECK THEM OVER AND IF ALL IS IN ORDER WE WILL ARRIVE AT A FINAL COUNT. WE WILL ALSO PREPARE A FINAL BILL SO THAT YOU MAY HAVE TIME GETTING A BANK CHECK, CASH, OR CREDIT CARD FOR FINAL PAYMENT (DUE TUESDAY BEFORE THE WEDDING). ALSO IF THERE ARE ANY SPECIAL REQUESTS I.E. MEALS, WHEELCHAIR, INFANTS, WE NEED TO KNOW AT THIS APPOINTMENT. YOU WILL THEN MAKE YOUR LAST APPOINTMENT FOR THE TUESDAY BEFORE YOUR WEDDING.

LAST APPOINTMENT (PLAN TO SPEND APPROXIMATELY 20 MINUTES AT VILLA CAPRI) AT THIS APPOINTMENT YOU WILL NEED FINAL PAYMENT (BANK CHECK, CASH, OR CREDIT CARD) ALL WEDDING ACCESSORIES (WHERE APPLICABLE) I.E., CAKE TOP, GUEST BOOK, PEN, FAVORS, GOBLET, CAKE SERVER, ENVELOPE HOLDER AND MISC. ALSO ANY ADDITIONS OR CANCELLATION WILL BE TAKEN AT THIS TIME (PER GUARANTEE). WE WILL ALSO NEED THE BRIDAL INVENTORY SHEET FULLY COMPLETED. THE NEXT STEP IS TO COME AND ENJOY YOUR WEDDING KNOWING THAT EVERYTHING AT THE VILLA CAPRI IS ARRANGED AND WILL BE PUT INTO MOTION ACCORDINGLY. IN THE UNLIKELY EVENT THAT SOMETHING IS NOT GOING THE WAY YOU REQUESTED SUCH AS SERVICE IS TOO FAST OR TOO SLOW OR ANY THING ELSE, PLEASE LET US KNOW IMMEDIATELY THAT DAY. WE CAN ONLY CORRECT IT IF IT IS BROUGHT TO OUR ATTENTION. WE ASK THIS TO MAKE SURE YOUR WEDDING RUNS PERFECT.

**WE AT VILLA CAPRI WISH YOU AND YOUR FAMILY THE VERY BEST.
CONGRATULATIONS!**

PLEASE SIGN AFTER YOU HAVE READ THE ABOVE AND IT IS UNDERSTOOD.

BRIDE _____ GROOM _____ DATE _____