



Westin Bridal Planner

This planner provides you with a timeline to use as a guide in helping you organize the details of your Destination Wedding

Twelve to Seven Months Prior

- ⌘ Confirm your Wedding Ceremony and Reception Location, Dates, Time and Group Room Block with your Westin St. John Wedding Consultant
- ⌘ Send out your Save The Date announcements
- ⌘ Decide on the style and formality of each event, then work this into a written vision of how you see each event you will host while in St. John

Welcome Party
 Wedding Ceremony
 Wedding Reception
 Departure Day Brunch

- ⌘ Communicate to your Wedding Consultant the type of Ceremony you would like performed to assist her in confirming your Officiant

Non-Denominational Ceremony
 Religious Ceremony
 Commitment Ceremony

- ⌘ Confirm with your Wedding Consultant the types of Wedding Services you would like incorporated into your Wedding to assist her in confirming these services*

Photography
 The number of digital images you anticipate shooting

Video Photography
 The number of hours you anticipate shooting

Music
 The type of music you would like performed during your Ceremony**
 The type of music you would like performed during your Reception **
 The start and end time each performer selected

Décor
 The decorative accessories you would like to incorporate into the Décor of your Ceremony/Reception site i.e. Chair Covers, Event Tents, and Accent Lighting.



Six Months Prior

- ⌘ Begin identifying the menus you will use for each event along with a Written Vision of the event

Written Vision

Include the agenda (start time and end time of the event);
Your preference of table type, linen color and number of seats per table;
The Décor you wish to have added to event (if you wish to have professional floral centerpieces on each table, please include a description and your budget)

- ⌘ Complete the Floral Order form provided by your Wedding Consultant
- ⌘ Complete the Wedding Cake Order form provided by your Wedding Consultant
- ⌘ Review all legal requirements for obtaining your Marriage License. Begin gathering all necessary paperwork required by The Territorial Court
- ⌘ Reserve Wedding day appointments for you and your attendants for manicures, massages, spa treatments, make-up and hair styling

Three to Four Months Prior

- ⌘ Confirm all counts with your Wedding Consultant
- ⌘ Send your Wedding Consultant the menus you've selected for each event along with a Written Vision of the event

Written Vision

Include the agenda (start time and end time of the event);
Your preference of table type, linen color and number of seats per table;
The Décor you wish to have added to event (if you wish to have professional centerpieces on each table, please include a description and your budget)

- ⌘ Schedule a conference call with your Wedding Consultant to review the details of the menus you've selected for each event along with your Written Event Vision
- ⌘ Make a list of who you want to speak at each event and in what order, contact each person
- ⌘ Discuss any religious, ethnic or cultural traditions you are going to incorporate into your Ceremony with your fiancé
- ⌘ Order favors and gifts. Purchase cake knives, toasting glasses, and other accessories if desired
- ⌘ Address invitations and send them out no later than the 2-month mark

Two Months Prior

- ⌘ Complete your Marriage License application and mail it to the Superior Court of the Virgin Islands
- ⌘ Request a copy of your Rooming List from your Wedding Consultant to verify that all of your guests have made their Starguest reservations
- ⌘ Contact those guests who have not made room reservations reminding them of the rooms cut off date
- ⌘ Review Banquet Event Orders (BEO's) and Final Invoice sent to you by your Wedding Consultant. Make any necessary changes and return a signed copy along with your final payment to your Wedding Consultant.
- ⌘ Complete the Group Resume questionnaire and return it to your Wedding Consultant
- ⌘ Coordinate the date & time for a Walk Thru with your Wedding Consultant (the details of each event will be reviewed and walked in person: same as your rehearsal)

One-Month Prior

- ⌘ Call the Superior Court of the Virgin Islands and verify they are in receipt of your Marriage License Application
- ⌘ Ship décor, welcome bags, and programs to your Wedding Consultant via The US Postal Service, Express Mail

The mailing address is:
The Westin St. John
Attention: The Name of your Wedding Consultant
P.O. Box 8310
St. John, VI 00831

- ⌘ Confirm all appointments
- ⌘ Finalize all song lists and reception logistics (timing of 1st dance, toasts....)
- ⌘ Finalize seating arrangements

Upon Your Arrival To St. John

- ⌘ Pick up your Marriage License from The Superior Court of The VI (St. Thomas)
- ⌘ Meet your Wedding Consultant for your scheduled Walk Thru
- ⌘ Meet your Officiant for your scheduled Meet & Greet

Your Wedding Day (This Is It!)

- ⌘ See hairdresser and make-up artist early
- ⌘ Transfer your engagement ring to the right hand. Be dressed and ready about two hours before the Ceremony for picture taking
- ⌘ RELAX - if you followed your planned schedule, the rest of the day should be easy.



* Due to the vast experience the resort has in securing the services of local vendors, we have established a Preferred Vendor list for the most popular Wedding Services provided. We ask that you allow your Wedding Consultant to secure the professional services of the vendor that would best meet the description of your vision. The Westin St. John will not assume responsibility for any services provided by vendors who have not been booked directly by the Resort.

** Please refer to the Music and Entertainment Descriptions, which can be provided by your Wedding Consultant.