



## Futian Shangri-La

SHENZHEN, CHINA

### Your Wedding Countdown by Shangri-La

#### 3-6 months before

- Confirm wedding venue
- Collect invitation cards from hotel
- Plan invited guest list
- Select wedding gown and make-up artist

#### 2 months before

- Arrange a date for food tasting (lunch or dinner), one week's notice is required for reservation (not applicable on Friday, Saturday, eve and during Public Holidays)

#### 1 month before

- Invitation cards
- Check for special dietary requirements of your guests (e.g. Vegetarians)
- Decide on your Programme Coordinator and Master of Ceremony
- Meet with your Wedding Specialist to confirm details on
  - Attendance
  - Menus
  - Beverage Arrangement
  - Programme and Music Selection
  - Table Plan
  - Ballroom Setup and Decoration
  - Billing Arrangement
- If credit card is preferred for the settlement of bills, arrange for credit limit approval with your bank or credit bank company
- Prepare seating allocation with reference to table plan

#### 2 weeks before

- Eat and rest well
- Call your invited guests for confirmation of attendance

#### 1 week before

- Finalize attendance, table plan, programme and last-minute requests with your Wedding Specialist
- Finalize seating arrangement

#### Eve of wedding

- Rest well