

# PLANNING TIMELINE

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## WITHIN 7 DAYS

- ⇒ Sign and return contact via DocuSign
- ⇒ Make initial payment (50% of rental fee plus refundable \$750 security deposit)
  - ⇒ Payments are preferred via Bill Pay (safe, secure and no fees)
- ⇒ If you'd prefer to pay by check, please email Cara at [stfrancishall@gmail.com](mailto:stfrancishall@gmail.com) to make arrangements

## 3-12 MONTHS PRIOR TO EVENT

- ⇒ Obtain personal liability insurance
- ⇒ If you will be obtaining liquor license, follow instructions provided

## 2-3 MONTHS PRIOR TO EVENT

- ⇒ Schedule walk through with caterer and planner  
(we will send you a reminder and instructions for how to schedule)

## 30 DAYS PRIOR TO EVENT

- ⇒ Return final payment, proof of insurance, liquor license and event details form.

## TWO WEEKS PRIOR TO EVENT

- ⇒ Update Final Confirmation form with table/chair needs, sign and return