



CHECKLIST

Under this tab, you will see a checklist titled “BRIDE & GROOM CHECKLIST.” This is your list of things that need to be done before the wedding.

We have already synced up your checklist items with suggested due dates. You are welcome to edit those due dates to accommodate your schedule.

You are also welcome to edit the checklist item descriptions. If something doesn't pertain to you, then go ahead and delete it. If you want to add to or change the description then just click on the description and make those edits.

If you want email reminders of these checklist items, click on the item description where more detailed information will open up. You will then need to click on “Add Assignment” and choose the person that you'd like to be assigned to that task (you can choose multiple people if needed). Once that person is assigned, they will receive email reminders on the date that it is due.

Your checklist will sync up to the Aisle Planner calendar. If you want the Aisle Planner calendar to sync up to your personal calendar, in the “CALENDAR” tab, just click on the export button located in the upper right hand corner of the screen and copy the URL.

TIMELINE

Under this tab, you will be able to view the timeline as it pertains to the day of your wedding. We will discuss and input all of this information at your consultation. Please do not edit this page. If you would like something on your timeline to change, please contact Aleesha or Jessica to make those changes for you.

This timeline is very helpful for not only yourself, but also for your vendors and wedding party. If you'd like to share this timeline with them, click on the export button located in the upper right hand corner of the screen and download the PDF.

LAYOUT & SEATING

Under this tab, you will be able to view the layout of your event. It is very close to being to scale, so this will give you an idea of how much space you'll have and where things will be placed. We will input the details of your layout at your consultation. Please do not edit this page. If you would like something on your layout to change, please contact Aleesha or Jessica to make those changes for you.

CONTACTS

If you already know what vendors you will be using, it is very helpful to us if you can input that information onto this page. The most important information that we will need is their Company Name, a Contact Name, and their Email Address. This feature is also very helpful to keep yourself organized with all the vendors that you book.

NOTES

Under this tab you will see 3 separate “Notes.” One is titled “Booking Notes” and is the information that Shirelle sent you before you booked.

The second one is titled “Oak Hills Packing List.” During your consultation we will be taking notes of items that you mentioned you will be bringing to our facility. These are things such as decorations, photos, personal display items, etc. As you start planning your wedding, update this list with anything that you will be bringing to Oak Hills. We use this list at the end of the night for both our staff and for your assigned clean up helpers, to know what items are Oak Hills and what items are yours.

The third note is titled “Undecided Items.” This is a list of anything that wasn’t decided at your consultation. We cover a lot of information at your consultation and sometimes couples leave things open ended or undecided. This is a helpful list for you to look back and remember what things you still need to decide on for your wedding.

ALL OTHER TABS

There are also tabs titled Design Studio, Guests, Budget, and Website. Oak Hills does not use those when planning your wedding, but you are more than welcome to use them yourselves!

The Design Studio allows you to create boards and find design inspiration (think Pinterest, but just wedding themed).

The Guests tab allows you to keep track of your guest list, RSVP’s, create table assignments, and other helpful tools.

Budget is exactly what it sounds like :)

And the Website tab allows you to create your own Wedding Website that you can share with your guests. It has features such as sharing your love story, a photo gallery, a registries page, a travel info page, and a page to keep your guests updated with anything that you’d like them to know. We highly encourage you to delve into all of these features and see if they’d be a good fit for you!

Please do not hesitate to reach out to us if you have any questions concerning Aisle Planner. We are here to help!