

JAMIE O' + CO

WWW.JAMIEO.CO | JAMIE@JAMIEO.CO

Wedding & Event

DATE CHANGE TASKLIST

1. CONTACT GUESTS

call guests

If you can, personally call all of your guests to let them know that your event has been postponed. Let them know that it will be rescheduled and more information will be coming soon...

2. IDENTIFY A NEW MONTH

date options

Identify what month may be an alternate option. Once you narrow that down, you'll be able to ask your vendors what availability they may have in that upcoming month.

3. CONTACT VENDORS TO POSTPONE

call vendors

Now is the time to call your vendors and let them know you need to postpone your event to a new date.

*Important: Don't use the word cancel so you don't lose your deposit money.

4. REQUEST AVAILABLE DATE OPTIONS FROM KEY VENDORS

open dates?

Ask your key vendors like your: venue, caterer and entertainment what dates they may have available in the new month you are considering. These are who need to be available on new date.

5. WORK THE PUZZLE

work the puzzle

Asking your main vendors for available dates in your new month and comparing their schedules will hopefully lead you to a date they all can make work. Once you have that date, ask them to put a hold on it for you while you contact your additional vendors like your florist, rentals, transportation, hotels. These vendors often have more flexibility to shift dates and make an accommodation to your new date.

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6. CONTACT OTHER VENDORS

call vendors

Now that you have a tentative date from your main vendors reach out to your additional vendors to see if they can also make that new date work. If so, ask them to put a hold on it for you.

7. PUT DATE ON HOLD

date on hold!

Since we don't know how long this social distancing will last, ask if you can put the date on hold with a first right of refusal. This means you don't have to sign a contract just yet.

8. GET IT IN WRITING

send an email

If you put your new date on hold, have the vendor send you an email confirming it's on hold with first right of refusal so you have it in writing.

9. NO CHANGE FEES PLEASE

no change fees

Most vendors will be understanding and probably won't charge you change fees since you are postponing and not cancelling. If a vendor has to do significant additional work to switch a venue or design, then expect they may have to charge fees for the extra work.

10. NEW CONTRACTS

new date is a go!

Once you are sure your new date is the one, ask your vendors for new contracts that show the new date, location, time so you are all on the same page with the changes and details. This is super important to protect yourself, your vendors and your event.

*Everyone is in the same stressful boat right now so just know your vendors are on your side and will do whatever they can to help you still have your milestone moment

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Date Change:

THINGS TO REMEMBER

1. IT'S AN ACT OF LOVE

act of love

As disappointing and frustrating as it is to have to change your event, don't forget you are doing it as an act of love to keep all of your family, friends and guests safe and healthy!

2. IT WILL STILL HAPPEN

it will happen

It may not happen on the date you originally picked but it WILL still happen so you can feel disappointed but shift your focus knowing it will still happen!

3. 2020 - YAY OR NAY?

2020 - Yay or Nay?

The industry is guessing like you are about when will be safe to reschedule. The consensus may be September, October, December but we will have to see what the next few months bring. If you can keep your event in 2020 then it won't throw your plans too far off track.

4. BE OPEN TO NON-TRADITIONAL OPTIONS THEY COULD BE GREAT!

#weddingwednesday

Be open to what would normally be a non-traditional option. Since weekends at the end of the year may already be booked, set your own trend and don't be afraid of a Wednesday or Thursday option instead. #WeddingWednesday may just be the new hot trend!

5. EVERYTHING WILL BE OK OR...

hire a planner

Remember you are not in this alone. If you find that it is too overwhelming, don't hesitate to reach out to an event planner for help. Coordinating multiple vendors is their specialty and they will be happy to help you get your event back on track and your new date in order. Fixing things is their ultimate superpower!