



WEDDING PLANNING GUIDE

THE REEF RESORTS | RIVIERA MAYA

THEREEFRESORTS.COM



Congratulations on Your Engagement!



YOUR WEDDING PLANNING EXPERIENCE

At The Reef Resorts, we have designed a simple and organized process so you can enjoy every stage of your wedding planning journey without stress or complications.

Our team will guide you throughout the entire process and coordinate all hotel services to ensure your event flows smoothly and perfectly.

Event Planning Tool

To make the planning process easier, you will receive a document where you can organize all the key details of your wedding:

- Itinerary
- Guest list
- Event logistics details
- Menu selection / allergies and special dietary requirements
- List of recommended vendors (decor, florist, etc.)
- Seating arrangements / floor plan and setup design

This document will serve as the foundation for coordinating your event in an organized and efficient manner.

SUPPORT THROUGHOUT YOUR PLANNING PROCESS

During the planning process, our team will provide you with:

1

GUIDANCE IN SELECTING TRUSTED VENDORS

Your wedding coordinator will introduce you to the vendors included in your package and will also share a variety of trusted external vendor options, always respecting your style, preferences, and decisions in every detail.

2

SUPPORT THROUGHOUT THE DECISION-MAKING PROCESS

Your coordinator will guide you throughout the entire planning journey through scheduled meetings, email follow-ups, and WhatsApp assistance to answer questions and ensure continuity at every stage.

3

ASSISTANCE IN CREATING YOUR EVENT TIMELINE

We will help you organize the key moments of your event, including the ceremony, cocktail hour, reception, and overall coordination, ensuring a smooth and well-organized experience.

4

ON-SITE EVENT COORDINATION AT THE HOTEL ON YOUR SPECIAL DAY

On your big day, our team will be present to coordinate timelines, setup, and hotel services, ensuring that you can simply relax and enjoy every moment.

For weddings requiring a higher level of customization or specialized production, couples may also choose to work with an external wedding planner.

STEPS OF YOUR EXPERIENCE

Your wedding will be exclusive (we host only one wedding per day).

1.- RESERVE YOUR DATE

1 RESERVE YOUR DATE

- Confirm availability
- Select your ceremony type or experience
- Secure your date with a deposit of **\$800 USD or \$15,000 MXN**
- Receive your guest reservation booking link

2.- DESIGN YOUR EXPERIENCE

2 DESIGN YOUR EXPERIENCE

- Define your wedding style, ceremony, and décor
- Select vendors (in-house or external)
- Review additional services
- Adjust the budget according to your needs

3.- PERFECT & CELEBRATE

3 PERFECT & CELEBRATE

- Guest confirmation
- Final review of services
- Final on-site adjustments
- Event coordination

SUGGESTED TIMELINE

WHEN

ACTION

- 6-4 months before** ----> • Define wedding style and services
• Select key vendors (in-house and external)

- 4-2 months before** ----> • Guest list review
• Preliminary menu selection
• General event adjustments

- 3-2 months before** ----> • Menu tasting (if applicable)
• Review logistical details

If your package includes tasting nights, we recommend scheduling your hotel visit at least 3 months in advance to finalize key event details.

- 2 months before**> • Confirmation of additional services
• Final adjustments with vendors

- 1 month before**> • Final guest list
• Final payments

- Arrival at destination**> • Final coordination meeting
• On-site adjustments

VENDORS

We work with trusted vendors who are familiar with our operations:



We have an extensive network of vendors to cover the different services for your event. Your wedding coordinator will present carefully selected options so you can choose according to your style, preferences, and budget.

You may also work with external vendors (subject to conditions).

IMPORTANT RECOMMENDATIONS

- Start with an estimated number of guests; it is always easier to increase the final guest count than to reduce it.
- Encourage your guests to book in advance to ensure availability and secure better rates.
- Consider including a Welcome Party to break the ice and begin creating unforgettable memories from day one.
- We recommend visiting the hotel before your wedding to explore the venues, experience the atmosphere, and complete your menu tasting.
- Confirm key vendors and services in advance to ensure availability for your wedding date.
- Your wedding is a unique experience; consider hosting a post-wedding celebration to continue enjoying special moments with the people you love most.

OUR COMMITMENT

To support you throughout the entire planning process, providing personalized attention, follow-up, and assistance in every detail so you can enjoy this experience in a relaxed, special, and memorable way.

YOUR COMMITMENT

To fully enjoy every moment of this experience and your special day.

BUSINESS HOURS

Our team will be available to provide assistance and follow-up throughout the planning process during the following schedule:

Monday to Friday | 9:00 a.m. - 5:00 p.m.

- WhatsApp serves as a support channel for faster and more personalized communication.
- Messages received outside business hours will be answered during the next business day.
- We appreciate your understanding and trust as we plan this very special day together.

