

PLANNING GUIDE

It is our pleasure to be your wedding event caterer and venue. Here is a checklist of planning notes that we've compiled through our experience.

VENDORS

- Provide us with a list of vendors you have already selected – be sure to include contact names and information
- If you need assistance in finding vendors, let us help you. We have worked with many local, regional, and national vendors and can be a great resource for this information.
- The list of vendors that should be considered for your wedding:
 - Wedding Planner – they can be a tremendous help in coordinating the entire event from the very beginning
 - Florist – for bridal party bouquets, groom's party boutonnières, flowers for the families, ceremony site decoration, reception site decoration and table centerpieces
 - Music – ceremony musicians, a band or DJ for the reception, and possibly other musicians for cocktail hour, etc.
 - Caterer – for rehearsal dinner and reception, don't forget bridal showers, bachelorette parties, and gift-opening events
 - Bakery – if the caterer or reception site do not provide a wedding cake, you will need to find a bakery for the cake
 - Invitations / Stationary – for the invitations, programs, and thank-you notes
 - Photographer – take a look at the photographer's past work to be sure it is in-line with your ideas for your own wedding
 - Videographer – again, take a look at past work – these services are to tell your story
 - Lighting – customized lighting can transform your event to a whole new level

REHEARSAL

- Choose a date and time for your rehearsal and rehearsal event. Typically this is the day before the ceremony.
- Choose a rehearsal event – commonly a dinner, the event is an opportunity to entertain family, out of town guests, and the wedding party before the wedding day. This is a great opportunity to give your thanks to all those that participated in the planning and wedding event.
- Create a list of guests for both the rehearsal and the event. The rehearsal should include all members of the wedding party, the officiant and the wedding planner. The dinner may include additional family members and friends at the discretion of the bride and groom.

PRE-CEREMONY

- Where will the bride be getting ready? Where will the groom be getting ready?
- When will pictures be taken?
- Will the bride and groom see each other before the wedding?

CEREMONY

- Consider the atmosphere you would like to evoke during your ceremony – is this indoors or outdoors? At a public facility or private residence?
- What type of music would you like? Would you like specific songs performed at key moments?
- Provide a full list of the entire wedding party in order of entrance. Make sure to include any family members and their escorts.
- Think outside the box – including unique touches can personalize your ceremony, such as offering refreshments, creative furniture placement to enhance guest socialization, a fireworks display, or more! Keep the ceremony as part of your overall wedding theme.

RECEPTION

- How many guests will you have? What type of seating will you offer?
- What type of menu would you like? Options include tray-passed items, culinary stations, a seated / plated meal, or a combination of these. Will you have a traditional cake or offer a dessert bar?
- Would you like a hosted bar? Will you offer a signature drink? Make sure to include non-alcoholic options.
- How will you distribute table assignment information?
- Create a full schedule of events, including a timeline for introductions, the first-dance, any blessings and toasts, and the cake cutting. Be sure to get this schedule to the caterer and/or venue director.
- Have you decided who will be responsible to pack up your gifts after the reception is over? It is often a good idea to do this shortly after the dance has started to avoid the rush of getting it done at the end of the night.

POST-WEDDING

- Would you like to host a post-wedding brunch the next day? This is often done as a gift-opening event.
- If you have left any belongings or gifts at the reception site, do you have arrangements to pick them up?