



Wedding Timeline

To assist you in the planning of your reception please reference the following timeline to ensure an enjoyable planning experience prior to your special day.

12-14 Months

Call Venue to set up an appointment, this meeting will typically last about one hour and will include:
A tour of our possible Ceremony and Reception sites to meet your needs. Also any guest room needs.

Discussion of your wedding ideas and how we can help assist you in your vision

Confirmation of space and date you select

A deposit and contract signed will be needed to secure your location

16 Weeks

Arrange an appointment with your Catering Manager to discuss planning of event and menu tasting. Allow approximately one hour for this appointment.

12-14 Weeks

Meet with Catering Manager to for detailing and menu tasting. The following will be discussed.

- Ceremony details when held on site
- Ceremony and Reception room layout and timeline
- Décor-either ordered through the facility or provided by an outside vendor.
- Outside Vendor information and set up times
- Menu Selection
- Bar and Beverage Selection
- Placement of special items to be delivered to your Catering Manager such as toasting glasses, cake server, guest book and favors.

4 weeks

Return the signed Banquet Event Order to your Catering Manager.

14 days

Contact your catering manager with final guest, this will become your guaranteed attendance.

7 days prior to the wedding

Make the final payment with a Cashier's Check, Credit Card or Cash

Deliver any items for staff to place (items should be placed in a box labeled with your name, the wedding date and a complete and detailed instruction sheet.

Wedding Day

Your Catering Manager will be there to ensure and coordinate set up so you can enjoy your special day!