

Timeline

Planning your reception at The Hotel

12 Months Ahead

- Select and reserve reception site
- Pay initial deposit with signed contract
- Establish a block of guest rooms for your anticipated out of town guests
- Select your room accommodations for your wedding night:
 - Complimentary King Deluxe, or
 - Upgrade to Presidential Suite if available

10 – 12 Months Ahead

- Send save the date cards to your guests, including information on how they may reserve their guest room

8 – 10 Months Ahead

- Keep your event coordinator at The Hotel apprised of:
 - Florist, decorator and musician or DJ you've selected

6 Months Ahead

- Pay six month deposit (50% of food and beverage minimum)

3 Months Ahead (or earlier)

- Meet with one of The Hotel's pastry professionals to determine wedding cake design and flavors
- Pay three month deposit (75% of food and beverage minimum)
- Select hors d'oeuvres and dinner menus
- Select beverages

8 Weeks Ahead

- Meet with your event coordinator to plan the details of the reception:
 - Confirm menu and beverages
 - Determine head table type
 - Design room layout

4 – 6 Weeks Ahead

- Begin seating plan and escort cards for reception as your RSVP's begin coming in
 - Notify The Hotel of how entrées will be indicated on escort cards
- Track your guests' entrée selections in a spreadsheet
- Review and approve room layout provided by your event coordinator
- Confirm wedding cake details

2 – 4 Weeks Ahead

- Follow up with guests who did not respond to your invitation to complete your seating chart and escort cards
- Let your event coordinator know specific setup and tear down times of:
 - Florist, decorator and musician or DJ

2 Weeks Ahead

- Provide your current guest count to your event coordinator
- Number or label your tables if your guests will be assigned to a table and provide the numbered diagram to your event coordinator along with your spreadsheet of entrée counts
- Finalize hors d'oeuvres and dinner menus
- Finalize beverages

Five Days Prior

- Provide your final guest count to event coordinator

Three Days Prior

- Provide payment of the estimate in full
- Conduct a walk-through of your reception with your event coordinator
- Bring in all items to be placed by The Hotel's event staff, for example:
 - Guest favors
 - Toasting flutes
 - Escort cards (alphabetized)
 - Cake knife and server
 - Table numbers
 - Cake topper

After the Wedding

- Collect items left from the reception
- Collect remaining wedding cake
- Pay any final charges that weren't included in the estimate