

WEDDING GUIDE

BEFORE 6 MONTHS

☐ STAY IN TOUCH AS MUCH AS YOU NEED VIA EMAIL OR PHONE WITH ANY QUESTIONS- WE WON'T NEED TO MEET WITH YOU TO GO OVER THE PLANNING DETAILS UNTIL FURTHER DOWN THE ROAD, BUT WE'RE ALWAYS HAPPY TO ANSWER YOUR QUESTIONS!

☐ MAKE YOUR 6 MONTH PAYMENT (PAYABLE BY CASH OR A CHECK MADE OUT TO "ARROWHEAD GOLF CLUB"- CREDIT CARDS NOT ACCEPTED).

☐ BEFORE YOU SEND OUT THE INVITATIONS, CHECK WITH US TO CONFIRM TIMING. WE RECOMMEND REFERRING TO US AS "THE TIMBERLODGE AT ARROWHEAD GOLF CLUB" AND MAKING YOUR RSVP DATE AT LEAST 2 WEEKS PRIOR TO THE DATE THE FINAL COUNT IS DUE TO US (14 WORKING DAYS PRIOR).

3 MONTHS – 3 WEEKS PRIOR

☐ CONTACT US TO SCHEDULE THE PLANNING MEETING TO DISCUSS FULL EVENT DETAILS (TIMING, LINENS, CENTERPIECES, DÉCOR, FOOD, BEVERAGE, FLOOR PLANS, & ETC). PLEASE BRING WITH YOU A LIST OF ANY QUESTIONS, CONCERNS, & SPECIAL REQUESTS. (BRIDE AND GROOM FOR MEETING)

☐ PROVIDE US YOUR VENDOR LIST (INCLUDE: COMPANY + CONTACT PERSON + PHONE NUMBER).

☐ IF HAVING CEREMONY ON-SITE, CONTACT US FOR YOUR APPOINTED CEREMONY REHEARSAL TIME.

14 WORKING DAYS PRIOR

☐ EMAIL US ANY UPDATES TO YOUR FINAL HORS D'OEUVRES, CRUDITÉS, DINNER MENU, BAR MENU, DESSERTS, AND LATE-NIGHT SNACKS.

☐ EMAIL US YOUR FINAL COUNT OF GUARANTEED NUMBER OF GUESTS NO LATER THAN 14 WORKING DAYS PRIOR TO EVENT DATE (WE WILL THEN EMAIL YOU THE FINAL BILL & FINAL FLOOR PLANS TO FILL OUT). INCLUDE: FINAL MEAL COUNTS, NUMBER OF GUESTS UNDER 21 YEARS (FOR SOFT DRINKS), AND NUMBER OF VENDORS INCLUDED IN MEAL COUNT (VENDORS GET SOFT DRINKS). REGARDING THE FINAL BILL, YOU MAY ADD BUT NOT SUBTRACT TO THE TOTAL BILLED. IF NO FINAL COUNT IS RECEIVED, YOU WILL BE BILLED FOR THE ORIGINAL ESTIMATED NUMBER OF GUESTS.

☐ CAREFULLY READ OVER BEO (BANQUET EVENT ORDER) TO ENSURE IT MEETS YOUR APPROVAL. ALL RELEVANT DETAILS MUST BE OUTLINED IN BEO TO TAKE EFFECT.

10 WORKING DAYS PRIOR

- FINAL PAYMENT DUE NO LATER THAN 10 WORKING DAYS PRIOR TO EVENT DATE (PAYABLE BY CASH OR A CHECK MADE OUT TO "ARROWHEAD GOLF CLUB"- CREDIT CARDS NOT ACCEPTED).
- PROVIDE US THE FINAL FLOOR PLANS NO LATER THAN 10 WORKING DAYS PRIOR TO EVENT DATE.
- IF HAVING A PLATED DINNER, PROVIDE US WITH THE MEALS BY TABLE CHART NO LATER THAN 10 WORKING DAYS PRIOR TO EVENT DATE.
- CONTACT US TO SCHEDULE A DAY AND TIME FOR DROP-OFF OF ALL ITEMS TO BE USED FOR THE CEREMONY/RECEPTION (MAY BE THE SAME TIME AS YOUR REHEARSAL).

AT DROP-OFF

DROP-OFF NECESSARY NON-PERISHABLE ITEMS ON ARRANGED DAY. PLEASE LABEL ALL BOXES WITH BRIDE AND GROOM'S LAST NAMES + WEDDING DATE. BRING WITH YOU:

- ESCORT CARDS IN ALPHABETICAL ORDER (NOT BY TABLE NUMBER). THE NAMES ON THE CARDS SHOULD BE WRITTEN IN COUPLES- EX. "MR. & MRS. SMITH", OR "RACHEL BROWN & GUEST". IF HAVING A PLATED DINNER, ESCORT CARDS SHOULD STATE GUEST MEAL CHOICE ON BACK. NO COLOR CODES PLEASE- FOR EXAMPLE, WRITE "CHICKEN".
- TABLE NUMBERS- IF NAMES OR PICTURES MUST STILL HAVE ASSIGNED TABLE NUMBERS ON THEM.
- GUEST BOOK & PENS WEDDING CAKE KNIFE CARD BOX CENTERPIECES
- FAVORS TOASTING FLUTES ANY OTHER ITEMS OR DECORATIONS FOR EVENT

REMINDERS

FRESH FLOWERS, BAKED GOODS (COOKIES MUST BE PRE-TRAYED), PHOTO BOOTHS, DJ EQUIPMENT, AND ETC. MUST BE DELIVERED AND SETUP THE DAY OF THE EVENT. CHECK WITH US TO CONFIRM DELIVERY AND SETUP TIMES.

REMEMBER- OUR TEAM WILL PLACE COMMONPLACE RECEPTION ITEMS- ANY DECORATIONS FOR THE CEREMONY OR THAT REQUIRE EXTRAORDINARY SETUP WILL BE YOUR RESPONSIBILITY. ALL ITEMS OUR TEAM IS PLACING MUST BE PRE-ASSEMBLED.

ITEMS NOT ALLOWED: FAUX FLOWER PETALS, CONFETTI, HAY BALES, CHINESE SKY LANTERNS, PILLAR CANDLES, OR TAPER CANDLES. ALL CANDLES MUST BE ENCLOSED IN A GLASS CONTAINER.

A FRIENDLY REMINDER- ALL ITEMS BROUGHT TO THE VENUE MUST LEAVE WITH YOU AT THE CONCLUSION OF THE EVENT.

LIVE HAPPILY EVER AFTER!