



2008 Wedding Organizer Checklist

The following guide is to assist you with the success of your wedding

- Secure Your Date
 - Sign Contract & Appendix, Submit \$500 Deposit
 - This will require an approximate head count that can not be decreased by more than 25% (final head count given 5 days prior to your wedding)

- Determine Your Menu
 - Plated vs. Buffet
 - Hors D'Oeuvres & Late Night Snacks
 - Wedding Cake (we do this in house)
 - Dinner Wine
 - Bar Type: Cash, Host, Tickets, \$2 ...

- Ceremony (if on site)
 - Consider the number of chairs required
 - Consider Audio Visual equipment for the ceremony (recommended if your DJ/Band is not playing for the ceremony)

- Set-up
 - Number of guests per table (8-10)
 - Extra tables required (guest sign in table, DJ table, Gift table...)
 - Number stands & numbers
 - Linen choice (Ivory or White with matching napkins)
 - Audio Visual needs (screen, LCD projector, extra speakers...)

- Extra Considerations - outside Valley Ridge
 - Invitations
 - Center pieces
 - Flower's
 - Cake (if not booked through Valley Ridge)
 - DJ/Band
 - Photographer
 - Commissioner (if being married on site)
 - Transportation
 - Hair & Make-up
 - Extra Decorations (table overlays, chair covers, etc.)
 - Speeches - who will be your MC (on site contact)
 - Garter & Bouquet Toss
 - Guest Sign in Book, Table Numbers (VR will provide)





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- Accommodation
 - Discounts available at the Sheraton Four Points & Sandman Hotel located across from COP

- Determine Your Event Time Line
 - Ceremony start time
 - Cocktails(& photo's)
 - Dinner Service
 - Speeches
 - Dance

6 Months Prior

- Instalment Payment
 - 50% of your minimum food requirement

2 Months Prior

- Meet with Event Director
 - Go over wedding details

Five Days Prior

- Final Head Count & Payment
 - Provide final head count and payment to Event Director

