

## Welcome wedding couples!

Our team at the Bridgewood Resort is committed to providing you with tools to make the planning process easier. To assist you with the decision process and timing we've provided this timeline. Along the process there will be in-person meetings with our wedding coordinator. Should you have any questions along the way please contact us.

## Wedding Venue Planning Timeline

- Day one ~ Contract signed, non-refundable deposit paid, guest room block opens (within two weeks), wedding timeline finalized: Ceremony time determined (if hosted at Bridgewood), Social (bar and hors d' oeuvres), dinner reception times set.
- ◆ 5 to 6 months prior ~ Taste test (plate entrees only)~ food and beverage selections made ~ light details session ~ book space for rehearsal dinner and gift opening/appreciation breakfast if needed.
- ♦ 6 weeks prior ~ Wedding detailing session with coordinator ~ at this appointment all wedding details will be collected including vendor information, set up and décor, final menu additions. (Session takes up to 90 minutes and done during the day, during the week.)
- ◆ 1 month prior ~ Guest room block closes, receive rooming list from Rooms Manager. Coordinate guest amenity bags if providing.
- ◆ 1 week prior ~ Final wedding details call or email ~ final wedding count provided to wedding manager
- ◆ 3 days prior ~ Final payment made to sales office via cashier's check or credit card. (Debit cards must have daily cap lifted prior to pay.)
- ◆ 1 day prior ~ Rehearsal (if at Bridgewood) and delivery of wedding items to wedding manager
- ♦ THE BIG DAY!!!!