



How to prepare and what to expect the day of your wedding

Preparation and organization prior to your big day is important. This guide will help you avoid unnecessary stress the day of your wedding. We want you to enjoy your most special day.

Wedding Item Delivery

Delivered day before wedding. Set up a delivery time with coordinator when provide final guaranteed counts.

Items should have stickers and tags removed, batteries installed and checked, glass items cleaned.

Organize items into boxes: centerpieces, welcome table items, head table etc in their own boxes. Place cards organized alphabetically and if tent style, pre-folded.

Guest Rooms

Due to our white glove clean policies early check-ins are not guaranteed.

If you have guest amenity bags, coordinate delivery with Rooms Manager prior to wedding day.

If you are getting ready for the wedding in a guest room, please make special requests for in-room items prior to arrival.

Item Set Up

Noon at the earliest day of wedding. Wedding manager will confirm times week prior.

Wedding manager is onsite to assist with set up and is the contact for vendors or set up assistants.

Our team sets up any of our wedding items you utilize.

Reception Information

Banquet Supervisor is dedicated to assist you for the reception.

Toasts should wait until after dinner service has started.

Gifts are to be removed by family member via concierge cart supplied by supervisor between 9:30 and 10pm.

Any cake supplies will be left on gift table

Tear Down

Your wedding items are to be cleared at end of event.

Banquet supervisor will assist you.

Make sure to check under gift and dessert tables for your boxes.

Day After

Don't forget:
Wedding dessert pick up
Flowers
Wedding apparel
Decor