Wedding Event Planning Worksheets

After reading through the wedding packet, please use this sheet to help us plan the details of your special event. These worksheets are designed as a planning tool for wedding groups and BMRR’s Events Coordinator, and are not a binding agreement. It is recommended that bride and groom sit down with the Events Coordinator one month prior to the event to finalize the details of the event. These worksheets do not need to be turned in until that time. At that time, the Events Coordinator will make copies of the sheets so that both parties will have copies. In the meantime, if you need help filling in some of the information, BMRR’s Events Coordinator would be happy to assist you!

**CONTACT INFORMATION**

| Contact #1 Name: | | |
|------------------|------------------|
| Contact Address: | | |
| Telephone (home/cell): (______) _________________ | Telephone (work): (______) __________________ |
| Email: | | |

| Contact #2 Name: | | |
|------------------|------------------|
| Contact Address: | | |
| Telephone (home/cell): (______) _________________ | Telephone (work): (______) __________________ |
| Email: | | |

**EVENT INFORMATION**

<table>
<thead>
<tr>
<th>Date of Function:</th>
<th>Type of Function:</th>
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</thead>
<tbody>
<tr>
<td>Estimated Number of Guests:</td>
<td></td>
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**WEDDING PARTY INFORMATION**

<table>
<thead>
<tr>
<th>Bride’s Full Name:</th>
<th>Groom’s Full Name:</th>
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</thead>
<tbody>
<tr>
<td>Parents of the Bride:</td>
<td>Parents of the Groom:</td>
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<tr>
<td>Parents of the Bride:</td>
<td>Parents of the Groom:</td>
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<tr>
<td>Grandparents of the Bride:</td>
<td>Grandparents of the Groom:</td>
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<tr>
<td>Grandparents of the Bride:</td>
<td>Grandparents of the Groom:</td>
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<tr>
<td>Matron/Maid of Honor:</td>
<td>Best Man:</td>
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<tr>
<td>Relationship to the Bride/Groom:</td>
<td>Relationship to the Groom/Bride:</td>
</tr>
<tr>
<td>Bridesmaids:</td>
<td>Groomsmen:</td>
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<table>
<thead>
<tr>
<th>Flower Children &amp; Ages:</th>
<th>Ring Bearers &amp; Ages:</th>
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<tbody>
<tr>
<td>Speakers/Readers:</td>
<td>Ushers:</td>
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Wedding Event Planning Worksheets 1
## SERVICE PROVIDER INFORMATION

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Name</th>
<th>Business Name</th>
<th>Phone</th>
<th>Date/Time of Arrival</th>
<th>Instrument or Sound System Description</th>
<th>Special Instructions for BMRR Staff Regarding Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officiant</td>
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<tr>
<td>Photographer</td>
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<tr>
<td>Musician (ceremony)</td>
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<tr>
<td>Musician (reception)</td>
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<tr>
<td>Videographer</td>
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<tr>
<td>Wedding Coordinator</td>
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<td>Florist</td>
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<tr>
<td>Baker</td>
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</tbody>
</table>

Officiant’s Name:_____________________________
Phone #:__________________________________
Date/Time of Arrival:___________________________
Will the officiant be present at rehearsal?  YES  NO
Special instructions for BMRR staff regarding coordination with the officiant:_____________________________

Photographer’s Business Name:____________________
Photographer’s Name:__________________________
Phone #:__________________________________
Date/Time of Arrival:___________________________
Special instructions for BMRR staff regarding coordination with the photographer:_________________________

Musician’s Name (ceremony):____________________
Phone #:__________________________________
Date/Time of Arrival:___________________________
Instrument or Sound System Description:_____________
Special instructions for BMRR staff regarding coordination with the ceremony musician:_________________________

Musician’s Name (reception):____________________
Phone #:__________________________________
Date/Time of Arrival:___________________________
Instrument or Sound System Description:_____________
Special instructions for BMRR staff regarding coordination with the reception musician:_________________________

Videographer’s Business Name:____________________
Videographer’s Name:__________________________
Phone #:__________________________________
Date/Time of Arrival:___________________________
Special instructions for BMRR staff regarding coordination with the videographer:_________________________

Wedding Coordinator’s Business Name:______________
Coordinator’s Name:___________________________
Phone #:__________________________________
Date/Time of Arrival:___________________________
Special instructions for BMRR staff regarding coordination with the coordinator:_________________________

Florist’s Business Name:_________________________
Florist’s Name:_______________________________
Phone #:__________________________________
Date/Time of Arrival:___________________________
Special instructions for BMRR staff regarding coordination with the florist:_________________________

Baker’s Business Name:_________________________
Baker’s Name:_______________________________
Phone #:__________________________________
Date/Time of Arrival:___________________________
Special instructions for BMRR staff regarding coordination with the baker:_________________________
## DECORATING TIMELINE & PLANS

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Decorative Timeline Details</th>
</tr>
</thead>
</table>
| Rehearsal Dinner    | Location: ___________________________  
|                     | Decorative Date: ___________________________  
|                     | Decorative Time: ___________________________  
|                     | Who will be decorating? ___________________________  
|                     | Site Decorating Plans: ___________________________  |  
|                     |                                                                                           |  
|                     |                                                                                           |  
| Ceremony            | Location: ___________________________  
|                     | Decorative Date: ___________________________ (must be same day as ceremony)  
|                     | Decorative Time: ___________________________  
|                     | Who will be decorating? ___________________________  
|                     | Decorative Plans: ___________________________  |  
|                     |                                                                                           |  
|                     |                                                                                           |  
| Reception           | Location: ___________________________  
|                     | Decorative Date: ___________________________  
|                     | Decorative Time: ___________________________  
|                     | Who will be decorating? ___________________________  
|                     | Decorative Plans: ___________________________  |  
|                     |                                                                                           |  
|                     |                                                                                           |  
| Tent                | Location (if applicable): ___________________________  
|                     | Decorative Date: ___________________________ (must be same day as event)  
|                     | Decorative Time: ___________________________  
|                     | Who will be decorating? ___________________________  
|                     | Decorative Plans: ___________________________  |  
|                     |                                                                                           |  
|                     |                                                                                           |  
| Departing Day       | Get-Together Location: ___________________________  
|                     | Decorative Date: ___________________________  
|                     | Decorative Time: ___________________________  
|                     | Who will be decorating? ___________________________  
|                     | Decorative Plans: ___________________________  |  
|                     |                                                                                           |  
|                     |                                                                                           |  

## REHEARSAL

Key things to remember when planning a wedding rehearsal…

1. Who needs to attend? (Usually it is the bride, groom, parents, grandparents, wedding party, ushers, speakers/readers, and sometimes the musicians.)
2. Will the officiant direct the rehearsal, or will BMRR’s Events Coordinator need to do it?
3. How will the parents and grandparents be escorted in, and where should they be seated?
4. If carriage service is going to be used, who will help the bride and other carriage riders out of the carriage?

5. How will the wedding party walk down the aisle (in what order)?

6. In what order will the wedding party stand?

7. How will the wedding party exit the ceremony?

These are all things that should be determined prior to the rehearsal to ensure a smooth flow and quick rehearsal. Please discuss these items with BMRR's Events Coordinator if you need help. BMRR will help coordinate the rehearsal and/or ceremony as much as is needed.

Rehearsal Date: ___________ Rehearsal Time: ___________ Rehearsal Location: _____________________________

Estimated amount of time rehearsal will take (allow at least 1½ hours):

Will the officiant be present at rehearsal?  YES  NO

REHEARSAL DINNER

Key things to remember when planning a rehearsal dinner…

1. Who will attend? (This can range from just the immediate family and wedding party to anyone who is staying at the resort that evening and has already arrived.)

2. What will the menu be? Do you want appetizers and/or dessert?

3. Will someone say ‘grace’ and/or ‘welcome’ before the meal?

4. Will you be making any special toasts or speeches during the rehearsal dinner, and/or would you like to request someone else to do so?

5. Will you want alcohol or any special drinks served?

6. Is there anything that you need to discuss with your family, wedding party, designated helpers, or guests before the day of the wedding?

Rehearsal Dinner Date: ___________ Rehearsal Dinner Start Time: ___________ Rehearsal Dinner End Time: ___________

Rehearsal Dinner Location: _____________________________ Number of Guests: ___________

Party Responsible for Payment: ______________________________________________________________

Does rehearsal dinner need to be invoiced separately from the wedding?  YES  NO

Will rehearsal dinner be followed by a bonfire?  YES  NO  Bonfire Start Time: ___________  Bonfire End Time: ___________

Bonfires may be lit anytime between 5 p.m. and 8 p.m., and may go no later than 11 p.m. Beaver Meadows staff will light bonfire; guest will be responsible for putting it out.

REHEARSAL DINNER BEVERAGE SERVICES

Remember, all alcoholic beverages consumed while in Beaver Meadows’ licensed facilities or while on the licensed lawns must be provided by Beaver Meadows Resort Ranch! Please specify below the type of beverage service desired for the rehearsal dinner, and the bonfire following rehearsal dinner, if applicable.

Beverage Service Start Time: ___________ (suggested to begin as soon as guests arrive)

Beverage Services… Please circle one: OPEN BAR  CASH BAR  OPEN/CASH BAR COMBINATION

Please circle one: Open Bar Will Not Be Limited  Open Bar Will Be Limited By Quantity  Open Bar Will Be Limited By Time

Open Bar Not Limited or Limited By Quantity… Beaver Meadows Resort Ranch will keep track of all beverages consumed in an open bar situation and will apply the total to the customer’s final bill. If unlimited open bar is chosen, please fill out the following information in order to
convey how much of each item is estimated to be consumed. If open bar limited by quantity is chosen, please fill out the following information to convey how much should be consumed before customer requires situation to change to cash bar.

Bottled Beer:__________________________   Amount Requested:________ Circle One:   bottles   /   cases
Bottled Beer:__________________________   Amount Requested:________ Circle One:   bottles   /   cases
Wine:________________________________   Amount Requested:________ bottles
Wine:________________________________   Amount Requested:________ bottles
Wine:________________________________   Amount Requested:________ bottles
Champagne:___________________________   Amount Requested:________ bottles

Other Comments:________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Mixed drinks and soda will be charged on a ‘per drink’ basis. Please refer to BMRR’s ‘Catering Menu’ for prices. BMRR events bar is stocked with standard hard liquor selections.

Open Bar Limited By Time… Items offered in an open bar limited by time will be determined by Beaver Meadows Resort Ranch. BMRR will accommodate customer’s requests as much as possible.

Open bar start time:_________________________   Open bar end time:___________________________

Cash Bar… Items offered in a cash bar will be determined by Beaver Meadows Resort Ranch, and will include, but not be limited to: bottled and/or keg beer, wine, champagne, mixed drinks, and non-alcoholic beverages. An $85.00 fee will apply to all strictly cash bar events.

REHEARSAL DINNER FOOD SERVICE

Please circle one:    CASUAL SERVICE                                 FORMAL SERVICE
Please circle one:     BUFFET STYLE SERVICE           BANQUET STYLE SERVICE

Appetizer Service Time:______________ (suggested to begin as soon as guests arrive)

Appetizer Menu…
Appetizer #1:_______________________________   Appetizer #2:_______________________________
Appetizer #3:________________________________   Appetizer #4:_______________________________

Grace/Welcome Said By:___________________________________________________ Time:___________

Dinner Time: ____________________________
Dinner Menu...
The number of salads, entrees, sides, and breads included with each meal will be dictated by your catering menu. There may be an additional fee for adding on items that are not already included in the menu, or for substituting items. Please try to choose the same salads, sides, and bread for food services with multiple entrees.

Salad #1: ___________________________________ Salad #2: ___________________________________

If Applicable, Circle Up To 3 Salad Dressing Selections: BLUE CHEESE 1000 ISLAND RASPBERRY VINAIGRETTE
RANCH BALSAMIC VINAIGRETTE BALASMIC REDUCTION FRENCH

Entrée #1: ___________________________________ Amount Needed:__________
Entrée #2: ___________________________________ Amount Needed:__________
Vegetarian Entrée: ____________________________ Amount Needed:__________

Side Dish #1: ____________________________ Side Dish #2: ____________________________
Bread: ____________________________ Dessert: ____________________________
Other: ____________________________ Other: ____________________________

Additional Comments:_____________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Toast Said By: ___________________________________________ Time:___________
Please Circle One:         CHAMPAGNE TOAST        ‘RAISE-YOUR-GLASS’ TOAST

BEAVER MEADOWS CARRIAGE SERVICE
All carriage riders will be required to sign BMRR’s ‘Horse-Related Activity Release Form’ prior to riding in the carriage.

Carriage Selection (circle one or both):         VIS A VIS CARRIAGE                COVERED WAGON

Pre-Ceremony Passengers:_________________________________________________________________
Pre-Ceremony Pick-Up Location:_________________________________________________________________
Pre-Ceremony Pick-Up Time:__________ (this is your carriage service ‘start time’) ___________
Post-Ceremony Passengers:_________________________________________________________________
Post-Ceremony Pick-Up Location:_________________________________________________________________
Post-Ceremony Pick-Up Time:_________________________________________________________________
Post-Ceremony Drop-Off Time:____________ (this is your carriage service ‘end time’)
Would you like a complimentary bottle of house champagne on your carriage ride?    YES     NO
Special Instructions (photos with carriage, special circumstances, etc…):___________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

WEDDING CEREMONY

Ceremony Site (Plan A):_________________________________________________________________
Inclement Weather Ceremony Site (Plan B):_________________________________________________________________
Inclement Weather Ceremony Site (Plan C):_________________________________________________________________
Ceremony Site Plan & Seating Arrangement:

Number of Guests Expected: ___________  Number of Chairs Needed: ___________  Chair Color: ___________
Additional Comments: ____________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Usher Arrival Time: ___________  (suggested to arrive ½ hour before ceremony start time in order to greet guests)
Groom/Groomsmen Arrival Time: ___________  (suggested to arrive ½ hour before ceremony start time in order to greet guests)
Parents/Grandparents Arrival Time: ___________
Bride/Bridesmaids Arrival Time: ___________  (suggested to arrive right at ceremony start time)
Ceremony Start Time: ___________  Ceremony End Time: ___________
Special Instructions for Processional: _________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Special Instructions for Recessional: _________________________________________________________
_____________________________________________________________________________________

Other Comments: __________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

WEDDING RECEPTION

Reception Date: ___________  Reception Start Time: ___________  Bride & Groom Arrival Time: ___________  Reception End Time: ___________
Reception Location: ________________________________________________________ Number of Guests: ___________
Receiving Line Special Instructions (bird seed toss, bubbles, etc…): __________________________________________

Party Responsible for Payment: ________________________________________________

Wedding Event Planning Worksheets 7
Will reception be followed by a bonfire? YES  NO  Bonfire Start Time: ________  Bonfire End Time: ________

Bonfires may be lit anytime between 5 p.m. and 8 p.m., and may go no later than 11 p.m. Beaver Meadows staff will light bonfire; guest will be responsible for putting it out.

RECEPTION BEVERAGE SERVICES

Remember, all alcoholic beverages consumed while in Beaver Meadows’ licensed facilities or while on the licensed lawns must be provided by Beaver Meadows Resort Ranch! Please specify below the type of beverage service desired for the reception, and the bonfire following reception, if applicable:

Beverage Service Start Time: __________ (suggested to begin as soon as guests arrive)
Beverage Services… Please circle one: OPEN BAR  CASH BAR  OPEN/CASH BAR COMBINATION
Please circle one: Open Bar Will Not Be Limited  Open Bar Will Be Limited By Quantity  Open Bar Will Be Limited By Time

Open Bar Not Limited or Limited By Quantity… Beaver Meadows Resort Ranch will keep track of all beverages consumed in an open bar situation and will apply the total to the customer’s final bill. If unlimited open bar is chosen, please fill out the following information in order to convey how much of each item is estimated to be consumed. If open bar limited by quantity is chosen, please fill out the following information to convey how much should be consumed before customer requires situation to change to cash bar.

Keg Beer: ___________________________________________  Circle One: ½ barrel  / ¼ barrel
Keg Beer: ___________________________________________  Circle One: ½ barrel  / ¼ barrel
Keg Beer: ___________________________________________  Circle One: ½ barrel  / ¼ barrel
Wine: __________________________________________________  Amount Requested: ________ bottles
Wine: __________________________________________________  Amount Requested: ________ bottles
Wine: __________________________________________________  Amount Requested: ________ bottles
Champagne: ___________________________________________  Amount Requested: ________ bottles
Other Comments: ________________________________________
________________________________________________________________________
________________________________________________________________________

Mixed drinks and soda will be charged on a ‘per drink’ basis. Please refer to BMRR’s ‘Catering Menu’ for prices. BMRR events bar is stocked with standard hard liquor selections.

Open Bar Limited By Time… Items offered in an open bar limited by time will be determined by Beaver Meadows Resort Ranch. BMRR will accommodate customer’s requests as much as possible.

Open bar start time: ___________________________  Open bar end time: ___________________________

Cash Bar… Items offered in a cash bar will be determined by Beaver Meadows Resort Ranch, and will include, but not be limited to: bottled and/or keg beer, wine, champagne, mixed drinks, and non-alcoholic beverages. An $85.00 fee will apply to all strictly cash bar events.
RECEPTION FOOD SERVICE

Please circle one: CASUAL SERVICE  FORMAL SERVICE
Please circle one: BUFFET STYLE SERVICE  BANQUET STYLE SERVICE

BMRR’s Events Coordinator will arrange a set-up diagram for you once final number of guests expected has been confirmed.

Appetizer Service Time: ____________ (suggested to begin as soon as guests arrive)

Appetizer Menu...

Appetizer #1: _________________________  Appetizer #2: _________________________
Appetizer #3: _________________________  Appetizer #4: _________________________

Grace/Welcome Said By: _______________________________  Time: ____________

Dinner Time: ____________

Dinner Menu...

The number of salads, entrees, sides, and breads included with each meal will be dictated by your catering menu. There may be an additional fee for adding on items that are not already included in the menu, or for substituting items. Please try to choose the same salads, sides, and bread for food services with multiple entrees.

Salad #1: _________________________  Salad #2: _________________________

If Applicable, Circle Up To 3 Salad Dressing Selections: BLUE CHEESE  1000 ISLAND  RASPBERRY VINAIGRETTE
RANCH  BALSAMIC VINAIGRETTE  BALSAMIC REDUCTION  FRENCH

Entrée #1: _______________________________  Amount Needed: ____________
Entrée #2: _______________________________  Amount Needed: ____________
Vegetarian Entrée: _______________________________  Amount Needed: ____________
Side Dish #1: _______________________________  Side Dish #2: _______________________________
Bread: _______________________________  Dessert: _______________________________
Other: _______________________________  Other: _______________________________
Additional Comments: _______________________________

Toast Said By: _______________________________  Time: ____________

Please Circle One: CHAMPAGNE TOAST  ‘RAISE-YOUR-GLASS’ TOAST

Cake Cutting Time: ____________  First Dance Time: ____________

Other Comments: _______________________________

DEPARTING DAY GET-TOGETHER

Key things to remember when planning a departing day get-together...

1. Who will be invited to attend? (Sometimes all guests staying at the resort are invited, sometimes it is just the immediate family and wedding party.)
2. What will the menu be? (Oftentimes, departing day get-together is a breakfast or brunch since most guests will be checking out that day and heading home.)
3. Will the meal be scheduled for a specific time, or will guests come and go?
4. Will you be making any special speeches before or during the meal, and/or would you like to request someone else to do so?
5. Will you want alcohol or any special drinks served?

Date: ____________  Start Time: ___________  End Time: ____________
Location: __________________________________________  Number of Guests: ___________
Party Responsible for Payment: _______________________________________________________

BEVERAGE SERVICES
Remember, all alcoholic beverages consumed while in Beaver Meadows’ licensed facilities or while on the licensed lawns must be provided by Beaver Meadows Resort Ranch! Please specify below the type of beverage service desired for the departing day get-together.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

FOOD SERVICE
Please circle one:  CASUAL SERVICE  FORMAL SERVICE
Please circle one:  BUFFET STYLE SERVICE  BANQUET STYLE SERVICE
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Other Comments: ________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

DEADLINES & PAYMENT SCHEDULE
Final Menu Confirmation & 50% Catered Meals Deposit Due Date (30 days prior to event):
Final Beverage Service Confirmation & $200 Bar Services Deposit Due Date (30 days prior to event):
Final Guest Count Deadline (two weeks prior to event):
Final Balance Due Date (due at completion of event or upon check-out):