

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

Date of Function: _____ Type of Function: _____

Estimated Number of Guests: _____

WEDDING PARTY INFORMATION

Bride's Full Name: _____

Groom's Full Name: _____

Parents of the Bride: _____

Parents of the Groom: _____

Parents of the Bride: _____

Parents of the Groom: _____

Grandparents of the Bride: _____

Grandparents of the Groom: _____

Grandparents of the Bride: _____

Grandparents of the Groom: _____

Matron/Maid of Honor: _____

Best Man: _____

Relationship to the Bride/Groom: _____

Relationship to the Groom/Bride: _____

Bridesmaids: _____

Groomsmen: _____

Flower Children & Ages: _____

Ring Bearers & Ages: _____

Speakers/Readers: _____

Ushers: _____

SERVICE PROVIDER INFORMATION

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

Rehearsal Dinner Location: _____ Rehearsal Dinner Site Decorating Plans: _____
Rehearsal Dinner Decorating Date: _____
Rehearsal Dinner Decorating Time: _____
Who will be decorating? _____

Ceremony Location: _____ Ceremony Site Decorating Plans: _____
Ceremony Site Decorating Date: _____
(must be same day as ceremony)
Ceremony Site Decorating Time: _____
Who will be decorating? _____

Reception Location: _____ Reception Site Decorating Plans: _____
Reception Site Decorating Date: _____
Reception Site Decorating Time: _____
Who will be decorating? _____

Tent Location (if applicable): _____ Tent Decorating Plans: _____
Tent Decorating Date: _____
(must be same day as event)
Tent Decorating Time: _____
Who will be decorating? _____

Departing Day Get-Together Location: _____ Brunch Decorating Plans: _____
Get-Together Decorating Date: _____
Get-Together Decorating Time: _____
Who will be decorating? _____

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 1 1/2 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 BALASAMIC 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 1/2 hour before ceremony start time in order to greet guests)

Groom/Groomsmen Arrival Time: _____ (suggested to arrive 1/2 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: _____

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: 1/2 barrel / 1/4 barrel

Keg Beer: _____ Circle One: 1/2 barrel / 1/4 barrel

Keg Beer: _____ Circle One: 1/2 barrel / 1/4 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.

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RECEPTION FOOD SERVICE

Please circle one: CASUAL SERVICE

FORMAL SERVICE

Please circle one: BUFFET STYLE SERVICE

BANQUET STYLE SERVICE

B/MRR'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 BALASAMIC 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.)

