



CROWNE PLAZA®

AN **IHG®** HOTEL

MILWAUKEE SOUTH



Wedding & Special Events Menu
2022

Congratulations!

*The Crowne Plaza Milwaukee South would like to offer our sincerest congratulations on your upcoming wedding!
We do everything we can to make your special day all about YOU!*

The Crowne Plaza Milwaukee South can serve all of your wedding needs, including:

- *Engagement Party*
- *Bridal Showers*
- *Rehearsal Dinner*
- *Sangeet/Garba*
- *Henna*
- *Ceremony*
- *Reception*
- *Gift Openings*
- *Discounted Hotel Blocks of 10 rooms or More*



All of our wedding packages include:

- *Black or White Table Linen and Napkins*
- *House Centerpieces*
- *Complimentary Cake Cutting*
- *Waived Bartender Fee*
- *Menu Tasting for up to 4 Guests*
- *Complimentary Overnight Accommodations for the Newlyweds on the Night of the Wedding*
- *Complimentary Breakfast the Next Morning for the Happy Couple*
- *Discounted Room Block for Your Friends and Family*
- *Personalized Attention from Your Venue Coordinator*

The Platinum Package

\$55 Plated \$60 Buffet

Champagne Toast

Imported Cheese and Charcuterie Display

- *European Cheeses, Meats, Olives, and Pates*

Choice of 4 Hors D' Oeuvres

First Course: Choice of Soup or Salad

- *Harvest Salad-Mixed Greens, Apples, Pears, Candied Pecans, and Crumbled Montrachet, Raspberry Vinaigrette*
- *Mediterranean Salad-Mixed Greens, Cucumbers, Sundried Tomatoes, Crumbled Feta, Roasted Pine Nuts, Balsamic Vinaigrette*
- *Lobster and Crab Bisque*
- *Wild Mushroom Bisque with Fried Leeks*
- *First course options listed within The Gold and Silver Packages*

Entrées: Choice of Two

- *7oz Porcini Mushroom Crusted Filet Mignon with Burgundy Buerre Rouge*
- *12oz New York Strip with Peppercorn Bordelaise*
- *10oz Veal Osso Bucco with Citrus Gremolada*
- *Chicken Saltimbocca - Seared Chicken Breast, Prosciutto Ham, Provolone, and Sage*
- *Chicken Picatta -Seared Chicken Breast with Chardonnay Lemon Cream and Capers*
- *Seared Alaskan Halibut with Citrus Buerre Blanc*
- *Pan Roasted Chilean Sea Bass with Macadamia Nut Orange Compound Butter*
- *Seasonal Vegetable Risotto (Vegetarian)*
- *Entrée options listed within The Gold and Silver Packages*

Choice of 3 Late Night Options

Gourmet Coffee and Hot Tea Included during dinner service

The Gold Package

\$45 Plated \$50 Buffet

Champagne Toast

Artisan Cheese and Fruit Display

- *Artisan Cheeses, Fruit and Berries*

Choice of 2 Hors D' Oeuvres

First Course: Choice of Soup or Salad

- *Caesar Salad*
- *Bibb Salad with Roasted Roma Tomatoes, Shaved Parmesan, Rice Wine Vinaigrette, Roasted Walnuts*
- *Potato Leek Soup with Smoky Bacon Bits*
- *Butternut Squash with Candied Pecans*
- *First course options listed within The Silver Package*

Entrées: Choice of Two

- *10oz Top Sirloin Au Poivre. Peppercorn Crusted with Cognac Crème*
- *10oz Marinated Hanger Steak with Three Herb Chimichurri*
- *Chicken Marsala-Sautéed Chicken Breast with Mushroom Marsala Demi*
- *Adobo Chicken-Grilled Adobo Chicken Breast with fresh Pico De Gallo, and Cilantro Crema*
- *12oz Bone in Berkshire Pork Chop with Cherry Maple Gastrique*
- *Pan Seared Salmon with Champagne Buerre Blanc and Roasted Demi Sec Tomatoes*
- *Oven Roasted Red Snapper with Mandarin Orange and Olive Tapenade.*
- *Spinach Stuffed Portobello Mushroom Tower with Seasonal Vegetables (Vegetarian)*
- *Entrée options listed within The Silver Package*

Choice of 2 Late Night Options

Gourmet Coffee Station and Hot Tea Included during dinner service

The Silver Package

\$35 Plated \$40 Buffet

Champagne Toast

Domestic Cheese, Fruit, and Vegetable Crudit  Display

First Course: Choice of Soup or Salad

- *House Salad - Mixed Greens, Grape Tomatoes, Cucumbers, Shredded Carrots, Choice of One Dressing*
- *Caesar Salad*
- *Tomato Basil Bisque*
- *Cream of Broccoli with Cheddar*

Entr es: Choice of Two

- *8oz Burgundy Braised Short Rib*
- *Brown Sugar Rubbed Beef Brisket*
- *8oz Pan Roasted Frenched Chicken Breast with Rosemary Chicken Jus*
- *Chicken Parmesan with House made Herbed Tomato Sauce*
- *Garlic Peppercorn Crusted Pork Loin with Apple Pan Jus*
- *8oz Grilled Mahi Mahi crowned with Tomato Cucumber Relish*
- *8oz Parmesan Crusted Haddock with Lemon Buerre Blanc*
- *Vegetable Lasagna Rolls with Seasonal Vegetable (Vegetarian)*

Gourmet Coffee Station and Hot Tea Included during dinner service



All Pricing is Subject to a 22% Service Charge and All Applicable Taxes

Accompaniments for all Packages

Choose One Vegetable Option & Choose One Starch Option per Entree Selected

Vegetable Options

French Green Beans with Red Peppers

Honey and Dill Glazed Carrots

Roasted Brussel Sprouts

Sautéed Broccoli Rabe

Fresh Asparagus Spears

Sautéed Sugar Snap Peas

Starch Options

Garlic Whipped Potatoes

Roasted Red Skin Potatoes

Parsley Boiled Red Potatoes

Wild Rice Blend

Parmesan Orzo

Seasonal Risotto



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Appetizers and HorsD'Oeuvres

All sold by the dozen and bite sized

<i>Bruschetta</i>	<i>\$18 per dz</i>
<i>Maple Glazed Rumaki</i>	<i>\$20 per dz</i>
<i>Assorted Canopies</i>	<i>\$20 per dz</i>
<i>Brie and Fruit en Croute</i>	<i>\$26 per dz</i>
<i>Vegetable Spring Rolls with Sweet Chile Dipping Sauce</i>	<i>\$26 per dz</i>
<i>Prosciutto wrapped Asparagus with Balsamic Glaze</i>	<i>\$30 per dz</i>
<i>Spinach and Artichoke Stuffed Mushrooms</i>	<i>\$20 per dz</i>
<i>Caprese Skewers</i>	<i>\$20 per dz</i>
<i>Thai Chicken Satay with Coconut Peanut Sauce</i>	<i>\$24 per dz</i>
<i>Blue Cheese and Mushroom Duxelle Tartlets</i>	<i>\$26 per dz</i>
<i>Alsatian Onion Tartlets</i>	<i>\$26 per dz</i>
<i>Petite Crab Cakes with Remoulade</i>	<i>\$36 per dz</i>
<i>Jumbo Shrimp Cocktail</i>	<i>\$40 per dz</i>
<i>Coconut Shrimp with Bombay Orange Sauce</i>	<i>\$38 per dz</i>
<i>Argentinian Beef Skewers with Chimichurri</i>	<i>\$32 per dz</i>
<i>Tuscan Sausage stuffed Mushrooms</i>	<i>\$26 per dz</i>
<i>Maple Soy glazed Root Beer braised Pork Belly</i>	<i>\$24 per dz</i>
<i>Tuna Tartare Wonton Crisp</i>	<i>\$42 per dz</i>
<i>Soup Shooters</i>	<i>\$24 per dz</i>
<i>-Tomato Basil Bisque</i>	
<i>-Butternut Squash</i>	
<i>Salmon Rillettes</i>	<i>\$26 per dz</i>

Late Night Options

Served for 1 Hour

Assorted Pizza

\$15 per pizza

- Sausage*
- Pepperoni*
- Margarita*
- Vegetable*
- BBQ Chicken*

Chips and Salsa

\$9 per person

Nacho Bar

\$12 per person

- Seasoned Ground Beef or Chicken*
- Nacho Cheese Sauce*
- House made Tortilla Chips*
- Tomatoes, Olives, Green Onions, Sour Cream*

Sliders and Chips

\$10 per person

- Burgers*
- Pulled BBQ Pork*
- Buffalo Chicken*

Assorted Foot Long Party Subs

\$15 per sub

- Ham and Turkey Club*
- Beef and Cheddar*
- Meatball and Cheese*

S'mores Bar

\$10 per person

- Hershey Milk Chocolate Bars*
- Reese's Peanut Butter Cups*
- Graham Crackers*
- Marshmallows*



Desserts

Served table-side unless otherwise noted

CHEESECAKE

4.00 Each

Classic NY Cheesecake Served with your Choice of Chocolate or Raspberry Drizzle

ULTIMATE CHOCOLATE CAKE

6.50 Each

Velvety Chocolate Mousse In-Between Layers of Chocolate Decadence and Chocolate

Butter Cake on a Chocolate Cookie Crust

Finished with Chocolate Ganache and Chocolate Chips

GOURMET CARROT CAKE

7.50 Each

Three Delicious Layer of Moist Cake Loaded with Shredded Carrots, Pecan Pieces,

*And Crushed Pineapple, Filled and Iced with a Real Cream Cheese Frosting and
Garnished with Chopped Pecans*

GRANNY APPLE PIE

6.50 Each

*Amber Pools of Buttery Caramel and Creamy Puddles of Toffee Studded Custard
Embracing Tart, Fresh Granny Smith Apples, All Piled on a Shortbread Crust*

SWEETS TABLE - Served Station Style

8.00 Per Person

Chef's Delectable Assortment of Cakes, Pies, Pastries, and Bite Sized Desserts

Prices are subject to a taxable 22% Service Charge and the Current Tax Rate

Grazing Station

\$12 Per Person

Served Station Style for 1 hour - subject to attendant fee.

BAKERY BREAK

*Assorted Freshly Baked Cookies, Fudge Brownies and a Variety of Dessert Bars
Served with Cold Milk*

MOVIE BREAK

Popcorn, Assorted Candy Bars, Warm Soft Pretzels with Hot Cheese Sauce

FIESTA TIME

*Fresh Tortilla Chips, Chile Con Queso and Salsa Fresca
Cinnamon Sugar Chips with Chocolate Sauce*

MEDITERRANEAN MIX

Variety of Hummus Spreads, Cold Spinach Dip, Assorted Fresh Vegetables and Pita Chips

TRAIL MIX

Raisins, M&M's, Sunflower Seeds, Dried Fruits, Toasted Coconut, Chocolate Chips, Roasted and Salted Mixed Nuts

SMOKED ATLANTIC SALMON

Capers, Red Onion, Chopped Eggs, Cream Cheese and Melba

BRIE EN CROUTE

Brie Topped with Apricot Preserves and Wrapped in Puff Pastry, Served with Assorted Crackers and Flat Breads

BRUSHETTA

*Hummus, Olive Tapenade, Tomato Basil Bruschetta,
Served with Assorted Crackers, Flatbread, and Crostini*

Additional Displays

VEGETABLE CRUDITE

*Up to 50 people: \$150, Up to 100 people: \$225, Up to 150 people: \$300
Broccoli, Cauliflower, Carrot, Celery, Grape Tomatoes, Cucumbers, Bell Peppers, Olives,
Served with Ranch, Bleu Cheese*

ARTISAN CHARCUTERIE

*Up to 50 people: \$200, Up to 100 people: \$275, Up to 150 people: \$350
A Variety of Cheeses, Genoa Salami, Prosciutto, Capicola, and Beef Summer Sausage with Assorted Crackers*

SLICED FRESH FRUIT

*Up to 50 people: \$150, Up to 100 people: \$225, Up to 150 people: \$300
Melons, Pineapple, Strawberries, Grapes, and Fresh Berries
Served with Assorted Yogurt Dips*

Prices are subject to a 22% Service Charge and the Current Tax Rate

Beverages and Bar Packages

*All Bar Packages Include
Cordials, Soda Mixers, Bottled Domestic Beer and House Wines*

<u>Call</u>	<u>Premium</u>	<u>Top Shelf</u>	<u>Beer, Wine, and Soda</u>
Smirnoff E&J Jim Beam Seagrams 7 Bacardi Bacardi Limon Malibu J & B Scotch Jose Cuervo Southern Comfort Beefeater Dry Vermouth Sweet Vermouth Triple Sec Peach Schnapps Buttershots Amaretto	Tito's Absolut Jack Daniels Tanqueray Dewars Crown Royal Korbel Captain Morgan Dry Vermouth Sweet Vermouth Triple Sec Peach Schnapps Buttershots Amaretto	Grey Goose Patron Hendrick's Maker's Mark Woodford Reserve Johnnie Walker Black Dry Vermouth Sweet Vermouth Triple Sec Peach Schnapps Buttershots Amaretto	Domestic Bottled Beers House Wines Assorted Sodas

*\$15/Person for First Hour
\$10/Person for Each
Additional Hour
Minors are \$7 Each*

*\$17/Person for First Hour
\$12/Person for Each
Additional Hour
Minors are \$7 Each*

*\$19/Person for First Hour
\$14/Person for Each
Additional Hour
Minors are \$7 Each*

*\$10/Person for First Hour
\$5/Person for Each
Additional Hour
Minors are \$7 Each*



Prices are subject to a taxable 22% Service Charge and the Current Tax Rate.
Host Bar prices are subject to state and local tax and taxable service charge.
Cash bar revenues are not applied to food and beverage minimums.

A La Carte Alcoholic Beverages

By The Drink

<i>Crowne Premium Brands</i>	<i>\$8.00 Each</i>
<i>Crowne Top Shelf Brands</i>	<i>\$10.00 Each</i>
<i>Imported Bottled Beer</i>	<i>\$6.00 Each</i>
<i>Craft Bottled Beer</i>	<i>\$6.00 Each</i>
<i>Domestic Bottled Beer</i>	<i>\$5.00 Each</i>
<i>House Wine by the Glass</i>	<i>\$7.50 Each</i>

Kegs of Beer

<i>Domestic Beer</i>	<i>\$300 Per Keg</i>
<i>Specialty Import Beer</i>	<i>Market Price</i>

**A \$50 Fee will be applied for any beer that is ordered and not consumed*

Cnyon Road House Wine

\$28 Per Bottle

Cabernet Sauvignon, Merlot, Chardonnay, White Zinfandel, Pinot Grigio

Specialty Bars

Pricing Available on Request

Mimosa Bar
Bloody Mary Bar
Martini Bar

*Prices are subject to a taxable 22% Service Charge and the Current Tax Rate.
Host Bar prices are subject to state and local tax and taxable service charge.
Cash bar revenues are not applied to food and beverage minimums.*

A La Carte Non-Alcoholic Beverages

<i>Milk</i>	<i>\$17 Per Carafe</i>
<i>Fruit Infused Water</i>	<i>\$18 Per Gallon</i>
<i>Iced Tea (Sweet or Unsweetened)</i>	<i>\$33 Per Gallon</i>
<i>Lemonade</i>	<i>\$28 Per Gallon</i>
<i>Fruit Punch</i>	<i>\$28 Per Gallon</i>
<i>Assorted Sodas</i>	<i>\$2.50 Per Can</i>
<i>Assorted Fruit Juices (Orange, Cranberry, Apple, Tomato, Grapefruit)</i>	<i>\$18 Per Carafe</i>
<i>Bottled Water</i>	<i>\$2.75 Per Bottle</i>
<i>La Croix Sparking Water</i>	<i>\$3 Per Can</i>
<i>Vitamin Water</i>	<i>\$4 Per Bottle</i>
<i>Hot Chocolate</i>	<i>\$45 Per Gallon</i>
<i>Assorted Hot Herbal Teas with Hot Water</i>	<i>\$40 Per Gallon</i>
<i>Freshly Brewed Regular or Decaf Coffee</i>	<i>\$38 Per Gallon</i>
<ul style="list-style-type: none"><i>Assorted Flavored Syrups and Toppings</i>	<i>\$25 Per 50 People</i>



Prices are subject to a 22% Service Charge and the Current Tax Rate

Gift Opening and Shower Packages

Quiche Lorraine

\$15 per person

Assorted Tea Sandwiches

\$15 per person

Trio of Salads, presented open face with crostini, flatbread, and fruit

\$17 per person

-Chicken Salad

-Tuna Salad

-Seafood Salad

Assorted Breakfast Sandwiches

\$10 per person

-Bacon, Egg, and Cheddar on a Flaky Croissant

-Sausage, Egg and Cheddar on a buttery biscuit

-Ham, Egg and Cheddar on an English Muffin

Specialty Bars

Pricing Available
on Request

Mimosa Bar

Bloody Mary

Bar Martini Bar



All Pricing is Subject to a 22% Service Charge and All Applicable Taxes

Socially Distant Meeting Practices and Requirements

Meeting and Event Requirements

Safety Sanitation Station

\$100.00 per station

1 per every 75 guests required

Includes:

- Touchless Hand Sanitizer Dispenser
- Disinfecting Wipes
- Trash Can

Beverage Station

\$100 per attendant/bartender

1 per every 150 guests required

Buffet-Style Service

\$1000 per buffet line serviced

Includes:

- Hand Sanitizer Dispenser at start of line
- Up to 4 Banquet Attendants serving food items
- Plexiglass Shields

Additional Safety Options (Not Required)

Bathroom Attendants

\$250 per Bathroom Attendant for 6 hours

Additional Servers/Meeting Attendants

\$200 per Server/Attendant for 6 hours

Additional Safety Stations

\$50 per Station



Leading By Example.

When it comes to implementing important health and safety guidelines, we're setting the precedent.

Deploying The Most Advanced Technologies.

We're proud to have first-class sanitation procedures in place and regular professional deep cleans.

A Healthy And Safe Environment Is Our Standard Operating Procedure.

Your next hotel stay might look a little different. Rest assured it's all in an effort to keep you and your family safe and healthy.



YOUR SAFETY IS OUR PRIORITY

As we welcome guests and associates to our hotel, our primary goal is to ensure your safety and well-being. We've implemented enhanced protocols, systems and tools that are in compliance with AHLA Stay Safe Guidelines and recommendations from public health officials.

Here are some of the ways we've evolved our health & safety program to ensure the highest levels of guest safety, satisfaction and confidence.



Leading By Example

All of our associates are required to undergo routine disinfection and illness prevention training and must adhere to CDC-compliant health and safety protocols—social distancing, wearing masks and gloves, etc.—during their shifts.



Deploying The Most Advanced Technologies

We are utilizing the most advanced and enhanced cleaning technologies available, including EvaClean electrostatic sprayers with hospital-grade disinfectant to sanitize surfaces throughout the hotel. Additionally, we are sanitizing guest key cards, pens and other non-single-use items.



A Healthy And Safe Environment Is Our Standard Operating Procedure

Guests will see our staff disinfecting surfaces to keep our hotel as clean as possible. Countertop shields have been installed at all front desk terminals and stands containing disinfecting wipes, no-touch sanitizer dispensers and single-use sanitizer packets are placed in key areas throughout the property.



A Refreshed and Inspiring Guest Experience

To minimize guest touchpoints, we are implementing paperless check-in/out. Stayover room cleaning will only be provided upon request, and maintenance requests will be scheduled when the guest is not present in the room.



Impeccable Attention To Detail

Printed materials and brochure racks have been removed throughout the hotel, and self-service buffets, coffee and beverage stations have been discontinued until further notice. Additionally, the hotel shuttle will be cleaned immediately after unloading passengers.



Respecting Social Distancing

New signage and floor decals installed in all areas of the hotel, as needed, to encourage social distancing. In addition, you will notice reduced lobby, restaurant and bar seating to meet new distancing guidelines.

POLICIES

FOOD AND BEVERAGES

Food and beverage cannot be brought into the Hotel's public area or function space by patrons or guests attending functions. In addition, due to license restrictions no food or beverage may be taken off the Hotel premises under any circumstances. If the scheduled time of your requested food and beverage service is delayed by more than 30 minutes past the agreed upon time that is stated and approved within the Banquet Event Orders, the hotel reserves the right to apply additional fees as they see appropriate.

MENU SELECTION

The menu selection must be chosen by two weeks prior to function. Menu options are subject to change; however, menu selection and pricing is guaranteed up to 45 days prior to your event/program. In the event of an increase in commodity prices or any special labor cost to the Hotel, the quoted prices are subject to change. Multiple entrée selections will be charged at the highest priced entrée. We require that the client provides seating cards, place cards or name badges for each guest indicating their entrée choices.

GUARANTEE

The guarantee number must be communicated by the Customer to the Hotel Catering Department 12:00 noon, **seven (7) business days** prior to the function. If a guarantee is not received by the Catering Department, the Hotel will use the original expected number as the guarantee, and the Customer will be charged accordingly. Once numbers are guaranteed they cannot be lowered. Increases in meal guarantees within 24 business hours will result in a 20% per person menu price increase. The Hotel will be responsible for serving no more than 3% over the number of the guarantee. Should the minimum number of guests not be met with the guarantee indicated on Menus, a Service Charge of \$100.00 will be implemented. Final agenda and banquet event orders are due 14 days prior to arrival. Final attendance guarantees are required **7 days** prior to each event. If a guarantee is not submitted the original "agreed" number shown on your Banquet Event Order will be used for room set counts and food counts. If the food and beverage minimum is not actualized, the hotel will allocate any differences as meeting room rental. At the conclusion of the event, all food and beverage is considered and becomes property of the hotel and is not permitted to leave the property.

SOCIAL DISTANCING

Group must comply with social distancing recommendations and safe business practices and current occupancy restrictions. Group will follow hotel's Socially Distant Meeting Practices and Requirements as necessary over event dates.

PRICING

All menu prices are subject to change. Due to fluctuation in the markets, **menu prices will be guaranteed 45 days prior** to your event.

PACKAGE RECEIVING

The Hotel will receive packages no earlier than 3 business days prior to the function. Packages must be marked with the ONSITE contact name, name of group and the date of the meeting. All remaining materials and packages must be shipped out or removed from the Hotel upon conclusion of the function. Large shipments will require other storage arrangements. Large deliveries require a lift gate and Hotel does not provide assistance for unloading. Any storage, receiving of packages and pallets, and assistance shipping packages and pallets, may be subject to additional charges. Ask your Catering Representative for details on charges for shipping.

ROOM ASSIGNMENTS/CHANGE OF SET-UP

Function room assignments are based on the original number of people anticipated, as listed on your contract. The Hotel reserves the right to make changes in meeting or banquet facilities based on optimum traffic flow, logistics, etc. There will be a \$250.00 setup charge for any onsite, day-of changes to a contracted room set-up.

PAYMENT AND BILLING

A credit card is required for method of payment. All charges are to be paid in full 3 business days prior to the function, unless billing arrangements have been made through the Hotel Credit Manager. A direct bill application must be received by the Hotel with the signed contract prior to the function date. Incomplete applications can't be processed and will be returned. The Hotel terms are 30 days net for direct billed functions. A non-refundable deposit may be required in order to hold space for your function. The Hotel will not accept a direct bill for social functions. Social functions must be pre-paid in full a minimum of 10 days in advance. If less than one week prior we require use of a credit card, or cashier's check as method of payment.

SECURITY/DAMAGES/CLEAN-UP

The customer will agree to be responsible for their guest(s) and for any damages done to the premises during the period of time they are under your control or any independent contractor hired by the client. A party policy may be required for some social functions. Additional security for social events may also be required and will be billed to the client. The HOTEL shall not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during, or following the scheduled function. Damage, loss or theft is the sole responsibility of the Patron and its guests. At the conclusion of the event, all exhibit materials, trash, boxes and related items must be removed from hotel property. Any items not removed from the facility an hotel property following the event will be destroyed and trash removal fees charged. Confetti, glitter, or similar materials on the floor will result in an additional cleaning charge. Smoking is not permitted with the hotel to include smoke or fog machines. All items must be removed from the function room and hotel property.

TAXES AND SERVICE CHARGES

All federal, state, and local taxes are in addition to the charges set forth in this menu and all written arrangements. All food and beverage are subject to State Sales Tax, currently 6%, 14.7% service charge, and 7.3% Administrative Fee. Room Rental and AV are subject to a 22% administrative fee. The administrative fee is not a gratuity and is not paid to the service staff. Rather, the administrative fee is a charge to offset ancillary expenses associated with the planning and administration of your event. As such, it is subject to applicable sales tax.



Crowne Plaza Milwaukee South Wedding Timeline

To assist you in the planning of your reception please reference the following timeline to ensure an enjoyable planning experience prior to your special day.

12-24 Months prior to the Wedding - Call or email Venue to set up an appointment. This meeting will typically last about 1/2 hour to 1 hour and will include:

- ❖ A tour of our possible Ceremony and Reception sites to meet your needs. Discuss any guest room needs.
- ❖ Discussion of your wedding ideas and how we can assist you in creating your vision
- ❖ Confirmation of space and date you select
- ❖ A deposit and contract signed will be needed to secure your location

4-6 Months prior to the Wedding

- ❖ Arrange an appointment with your Catering Manager to discuss planning of event and menu tasting. Allow approximately one hour for this appointment.

2 Months prior to the Wedding - Meet with Catering Manager for detailing. The following will be discussed:

- ❖ Ceremony details when held on site
- ❖ Ceremony and Reception room layout and timeline
- ❖ Décor provided by an outside vendor/planner/couple
- ❖ Outside Vendor information and set up times
- ❖ Menu Selection
- ❖ Bar and Beverage Selection
- ❖ Placement of special items to be delivered to your Catering Manager such as toasting glasses, cake server, guest book and favors

1 Month prior to the Wedding

- ❖ Review Diagram and Banquet Event Order – discuss any changes with your Catering Manager.

2 Weeks prior to the Wedding

- ❖ Final agenda and signed banquet event orders are due 14 days prior to arrival.

7 days prior to the Wedding

- ❖ Make the final payment with a Cashier's Check, Credit Card or Cash.
- ❖ Deliver any items for staff to place. Items should be placed in a box labeled with your name, wedding date and a detailed instruction sheet.
- ❖ Final attendance guarantees are required 7 days prior to each event. If a guarantee is not submitted the original "agreed" number shown on your Banquet Event Order will be used for room set counts and food counts.

Wedding Day

- ❖ Your Catering Manager will be there to coordinate set up so you can enjoy your special day!

The Presidential Suite

Often booked as the Bridal Suite



The Studio

Often booked as the Groom's Suite

