

A Wedding at Rockwoods

Underlined items are in-person meetings. All other steps you can complete via email or phone.

- TOUR:** Meet one-on-one with one of our event coordinators to go over all of our information and see the facility in person. Ask any questions you have!
- PICK YOUR DATE!** When you decide that Rockwoods is the place for you, discuss available dates with a coordinator and pick one! We would be delighted to help you plan and put on your big day. Give us a call or send us an email and we will email you a list of basic contact information to fill out. **Your date is reserved only after we receive all of your booking information!**
- CONTRACT & ROOM FEE:** Your contract will arrive in two emails via DocuSign, one to each of you. Read through your contract and **mark all of the due dates on your calendar.** Let us know if you have any questions or concerns. Due dates are your responsibility to remember. We will try to remind you, but please put them into your calendar so they don't sneak up on you. You have two weeks to return your contract and room fee. Both of you will need to sign the contract. One of you can put in the payment information on the contract, or call, or mail a check. Your room fee is non-refundable, no matter the circumstances. The full cancellation policy is on your agreement.
- ORIENTATION APPOINTMENT:** You might have gone on a lot of tours of multiple venues and we want to refresh your memory on all that WE have to offer! Also, we will help you start creating the outline for planning your big day, and let you know an overall ballpark total of your ideas. **Also we have a little gift for you!**
- TASTING & EXPO (Optional):** You will be gifted 2 free tickets to our group tasting and wedding expo we host in February or March. Otherwise, you may set up a private wedding tasting with an event coordinator or visit our restaurant. A private tasting is not complimentary & costs will include: the price of the meals that are ordered, as well as a \$50 coordinator/chef fee. These costs are due at the time of the tasting.
- CHECKLIST APPOINTMENT:** About 3-6 months before your wedding we need to meet to go over every detail of the big event. We will discuss timelines, food, beverages, décor, vendors, and rentals. You won't need to know the answer to every question this day, but it will help you to see on paper the remaining items to plan, giving you a "checklist" of things to do! You will be given an **Event Order** based on your preliminary choices that will show your estimated total due, and a table map giving you an idea of what the room set up will look like. Just bring your ideas, and your vendor contact information (DJ/Band, florist, dessert, photographer, photo booth, etc...). This appointment will take about two hours. Please contact us to schedule this when you are ready.
- DEPOSIT:** Exactly one month before your wedding date, 50% of your food & beverage minimum is due. The exact amount is in your contract too. You can make this any time in advance or even pay more than this, this is the minimum requirement.
- SEND US YOUR PRELIMINARY GUEST/FOOD COUNT:** About 2.5 weeks before the wedding we want to see where your RSVPs are at. This number is not final, but it is crucial in helping us prepare. We will, in turn, send you an updated event order. This is a great time to get your last-minute changes to the food and beverage order complete!
- SEND IN YOUR FINAL GUEST/FOOD COUNT:** We really do need to have your final food and beverage details turned into the kitchen by the due date on your contract. Please be mindful of this date so we can be sure to have everything special ordered in time!
- DROP OFF APPOINTMENT:** Please contact us by the time you send in your final counts to schedule an appointment to meet with one of us **Wednesday or Thursday the week of the wedding.** This appointment will take about 30 minutes. You will bring in any décor you are providing for us to set up, slideshows, name cards, card box, and guest book, really everything! We will go through one last checklist to confirm all the details. **We also recommend that you pay most of your invoice during this meeting to avoid having to take care of such a large payment the evening of the wedding when there is so much going on for you.** Then, you can either leave a credit card on file or assign the final payment to someone to take care of any reserve kegs purchased or other residual items that are accumulated during the event.

REMINDERS, HINTS, & TIPS:

- Call us or email ANY TIME with questions. We are always here to help!
- PLEASE refer to our wedding planning booklet when designing your RSVP cards!! It contains all of the helpful information for receiving the responses in a way that will work to make name cards.
- Bring us a few framed pictures of you two for decoration! It can be as easy as pulling a few off the wall before your drop of appointment. This can really bring a personal feel to the space.
- We can book your DJ for you! If you would like to use Midwest Sound, you can receive special pricing if we facilitate the booking for you. Your DJ payment can be added to your invoice here.
- It is MANDATORY to test your slideshow at your drop off appointment and not after! If you do not have your slideshow ready by your drop-off appointment, we will not be able to offer the presentation options for your event. Please discuss your ideas for this so we can tell you the best formatting options.
- We can make your guest place cards for a fee of \$.25 per person. We provide the paper, print, cut, fold, alphabetize, and set them all out beautifully.
- Don't forget to order a meal for your photographer, videographer, DJ, etc. They will also need a table to sit at to eat their dinner.
- If you are planning on doing a grand entrance, we will be there to help along with your DJ. Make sure you choose your song in advance and plan exactly who is walking in and in what order.
- Remember that extra meals become property of Rockwoods after dinner. We do not keep track of how many meals are not served from event to event. Our main goal is to be sure everyone gets a hot and fresh meal. If additional guests show up, we will get them fed and add it to your final bill. If guests that RSVP'd yes do not show up, we will give their meals to other guests that do show up or vendors you may have missed. After that they become the property of Rockwoods.
- You are not allowed to bring any food or beverages into the dressing room, or any place at Rockwoods.
- If you want to bring a basket of goodies for the bathroom, just remember that we do share this space with the restaurant & bar.