

# The Lodge at Deep Creek

## Wedding Timeline Overview

**Day Prior: - Venu access: 12 pm – 6pm (Standard Collection) / 12 pm – 10 pm ( Elite Collection)**

- Delivery of Renta Items (e.g., Ceremony Chairs) \_\_\_\_\_
  - Chairs must arrive early in the morning or on Thursday if venue staff is responsible for set-up.
- Set Up of Personal Décor \_\_\_\_\_
- Rehearsal Walkthrough \_\_\_\_\_
  - DJ or Planner present to direct: \_\_\_\_\_
  - Officiant Present for walkthrough: \_\_\_\_\_
- Rehearsal Dinner \_\_\_\_\_
  - Location: \_\_\_\_\_
  - Caterer: \_\_\_\_\_
  - Notes: \_\_\_\_\_

**\*\*Note:** Dresses, Tuxedo's, food and other items can be placed in preparation rooms during set-up.

### **Wedding Day: Venue access 8 am**

- Hair & Make-up (Bridal Suite Cabin) \_\_\_\_\_

Artist Name & Contact: \_\_\_\_\_ # \_\_\_\_\_

**\*\*Note** Think about snack foods/beverages for Bridal Party getting ready

List of food Items:

Bridal Suite: \_\_\_\_\_

Grooms Room: \_\_\_\_\_

### **Times Set for the following**

- Groom & Groomsmen Arrive/Get Ready \_\_\_\_\_
- Bride Puts on Wedding Dress \_\_\_\_\_

**Photographer :** \_\_\_\_\_ # \_\_\_\_\_

- Getting Ready Photos
  - Bride & Bridesmaids (Wedding Dress) \_\_\_\_\_
  - Groom & Groomsmen \_\_\_\_\_
  - Guests Arriving \_\_\_\_\_
- First Look (optional) \_\_\_\_\_
- Pre-Bridal Party Photos (optional) \_\_\_\_\_

### **Vendor Arrival Times**

Florist: \_\_\_\_\_ # \_\_\_\_\_

- Arbor  Yes  No
- Head Table  Yes  No
- Mantel  Yes  No
- Entry Tables  Yes  No
- Isle way Entrance  Yes  No Down Isle way  Yes  No
- Table Center Pieces Total # of \_\_\_\_\_ Inside: \_\_\_\_\_ Outside: \_\_\_\_\_
  - Notes \_\_\_\_\_
- Number of Bouquets \_\_\_\_\_ Number of Boutonnieres \_\_\_\_\_
- Pedals for Flower Girls (venue requires live flower pedals)

DJ: \_\_\_\_\_ # \_\_\_\_\_

Officiant: \_\_\_\_\_ # \_\_\_\_\_

Bar Service: \_\_\_\_\_ # \_\_\_\_\_

Beverage Selection: \_\_\_\_\_

Open Bar  Cash Bar

Signature Drinks (Optional) \_\_\_\_\_

**\*\*Be sure Bar Service have signed venue form and paid access and deposit fees if utilizing venue facilities**

**\*\*If using venue Keerator we strongly encourage kegs to be set the day prior to properly chill.**

**\*\* Be sure arrangements for ice delivery have been made and any canned beverages are chilled ahead of time**

Catering Services:

Wedding Cake (cupcakes...etc) \_\_\_\_\_ # \_\_\_\_\_

Appetizers Prior \_\_\_\_\_ # \_\_\_\_\_

- Appetizer Menu \_\_\_\_\_

Dinner Caterer: \_\_\_\_\_ # \_\_\_\_\_

- Menu Line up \_\_\_\_\_
- Buffet Style  Plated & Served

**\*\*Be sure Caterer's have signed venue forms, paid access & deposit fees if utilizing venue facilities**

Hide The Bride (move into grooms' room in Venue) \_\_\_\_\_

Cocktail Hour prior to Ceremony (optional) \_\_\_\_\_

- Bar open prior to ceremony  Yes  No
- If yes last call \_\_\_\_\_
  - We suggest shutting bar down 5 minutes prior to announcement for guests to take their seat.

Announce for Guest to Take their Seat \_\_\_\_\_

Ceremony Start Time \_\_\_\_\_

Isle walk Down:

- Music to be playing (song title) \_\_\_\_\_

Officiant : \_\_\_\_\_

Groom: \_\_\_\_\_

- Music to be playing (song title) \_\_\_\_\_

Mother of the Bride: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Grandparents (optional)

Escorted by: \_\_\_\_\_

Other Family Members

Escorted by: \_\_\_\_\_

List of Paired Wedding party members

- Music to be playing (song title) \_\_\_\_\_

Best Man: \_\_\_\_\_

Escorting (Maid of honor) \_\_\_\_\_

1. Groomsman \_\_\_\_\_

Escorting Bridesmaid: \_\_\_\_\_

2. Groomsman \_\_\_\_\_

Escorting Bridesmaid: \_\_\_\_\_

3. Groomsman \_\_\_\_\_

Escorting Bridesmaid: \_\_\_\_\_

4. Groomsman \_\_\_\_\_

Escorting Bridesmaid: \_\_\_\_\_

5. Groomsman \_\_\_\_\_

Escorting Bridesmaid: \_\_\_\_\_

6. Groomsman \_\_\_\_\_

Escorting Bridesmaid: \_\_\_\_\_

7. Groomsman \_\_\_\_\_

Escorting Bridesmaid: \_\_\_\_\_

- Music to be playing (song title) \_\_\_\_\_

Ring bearer: \_\_\_\_\_

Flower Girl/Girls: \_\_\_\_\_

- Music to be playing (song title) \_\_\_\_\_

Bride & (Father/Other): \_\_\_\_\_

Following Ceremony:

Cocktail hour for Guests (optional):

Start Time \_\_\_\_\_ to \_\_\_\_\_

Appetizers Optional: \_\_\_\_\_

Photos

- Family/Wedding Party Photos
  - We suggest you work with your photographer in making a detailed list of family members you want in photos, If you want bridal party photos first if not taken prior to ceremony. Also we suggest having a list of locations within the venue property you are wanting along with means of access such as a side by side or golfcart.
  - Areas suggested by Venue:
    - Below outdoor concrete reception areas with canyon draw and flume in background
    - In front of Venue main doors, pond, behind pond, down driveway, in sage brush.
    - In Canyon draw: Rock ledge under pond, Bridge below pond, Big Trees to the East
    - During spring months there is a small waterfall on property that is a neat feature.
    - Don't Forget about Sunset Photos

Time Allotted for Photos: \_\_\_\_\_

Grand Entrance: DJ will Announce \_\_\_\_\_

- Just Bride & Groom [ ]
- Wedding Party [ ]

First Dance Prior to Dinner [ ] Yes [ ] Not

Welcome Speech (Optional):

**Dinner Service Start Time** \_\_\_\_\_

- DJ opens service up once Bridal party is served
  - Be sure to go over with DJ on layout of service to help with the flow.

Toasts/Speeches \_\_\_\_\_

Cutting of Cake Early (Optional) \_\_\_\_\_

DJ Announces & Directs Guests for Dancing \_\_\_\_\_

Outside [ ] Inside [ ]

- First Dance if it did not take place prior to Dinner
- Father/Daughter and Mother/ Son
- Everyone on the Dance Floor
- Games (optional)

Cake Cutting \_\_\_\_\_

Fake Exit (optional)

Final Dance Call \_\_\_\_\_

Last Call for Alcohol: Venue Recommends 11:15 with Bar shut down by 11:30 \_\_\_\_\_

Grand Exit (optional) \_\_\_\_\_

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We Hope this timeline brings clarity and ease to your special day. Our team is here to assist anyway we can to ensure a seamless celebration!

We look forward to celebrating with you!

Sincerely,

The Lodge at Deep Creek

