



Wedding Reception Packet

Highland Conference Center
2000 Highland Way ~ Mitchell, SD 57301
Phone: 605-990-1575 ~ Fax: 605-990-1573 ~ www.highlandconferencecenter.com

Welcome to the Highland Conference Center

Congratulations on your engagement. Your wedding day should be everything you have ever dreamed of...perfection! Our Grand Ballroom offers a beautiful setting for any wedding reception which means you need to look no further for the perfect place to celebrate your special day.

It is our mission to create the most memorable and romantic evening of your life. We will handle every detail and special request with care to ensure that your wedding reception is fun and stress free.

Our Grand Ballroom is elegantly decorated with neutral tones to work with any brides wedding colors and comfortably seats up to 400 guests. We have built a great reputation with our outstanding food and impeccable service. Our experienced and dedicated staff will work closely with you to ensure your special day is nothing less than perfect.

We would be happy to offer a discount to your guests to enjoy a refreshing nights stay at one of our connecting properties as the Highland Conference Center is connected to the Comfort Inn & Suites and the Hampton Inn via an indoor walkway. A complimentary bridal suite is given to the bride and groom on their wedding night if 20 rooms are reserved between the two hotels.

With a beautiful Ballroom, comfortable hotel rooms, delicious food and first class service that will exceed your expectations, you'll discover even more reasons to have your wedding reception at the Highland Conference Center. We look forward to helping you plan your special day!

Jill Larson **Event Coordinator**

The food was awesome! We received many good comments on good the food was. Jill was great to work with in the planning stage, Casey was friendly and helpful the night of our dance, and the bar staff took very good care of us. Thanks!

Owens/Patzer Wedding

The City of Mitchell is very fortunate to have such a beautiful and spacious meeting space as the Highland Conference Center. We are so happy that our daughter and son-in-law chose the Highland Conference Center for their wedding reception. A special thank you to Casey and, most of all, Jill Larson. What wonderful, accommodating event planners!! I would recommend this facility to everyone! Thanks again for helping make our children's wedding day so special!!

Peterson/Dienert Wedding

Everything was top-notch all the way around! Thank you for an absolutely magical evening!

Krall/Wheat Wedding

We were very pleased with everything the Highland Conference Center had to offer. The Center was something that Mitchell needed badly and we were very fortunate that we that we were able to reserve it for our daughter's wedding reception. The beautiful facility with our unique decorations made for a spectacular setting. We received so many compliments regarding the facility, food, service and decorations.

Korzan/Lang Wedding

Wedding Reception Package

The Wedding Package includes the following:

*Grand Ballroom Rental
Banquet Seating for up to 400 Guests
White Linen Table Cloths and Napkins
Flatware, China & Glassware
Customized Room Set Up
Raised Head Table for Wedding Party
Skirted Tables (Head Table, Guestbook, Gift, Cake, DJ)
Champagne Toast for the Head Table
20x20 Dance Floor
Special group rates on hotel rooms for guests
Microphone for Toasts
Complimentary Centerpiece Options
On-Site Event Coordinator
Complimentary Bridal Suite*
(if 20 rooms are reserved in room blocks)*

\$1000 Friday Evening Reception

\$1200 Saturday Evening Reception

Wedding Reception Package

Food & Beverage:

All food and beverage (including alcohol and punch) must be supplied through the Highland Conference Center. The only exceptions are your wedding cake, mints and nuts. We can supply a list of punch to choose from. Red punch is prohibited.

Health Department Regulations prohibit us from allowing guests to take home leftover food or beverages.

Our menu offers a vast selection of food and beverage options in a wide range of prices. If you have a special food or beverage item that you would like to have prepared on your special day, our Executive Chef will be happy to tailor a menu to your preferences. Menu prices are subject to change due to fluctuating market prices.

Tax & Service Charge:

7% South Dakota Sales Tax and an 18% Service Charge will be charged on all food and beverage items. There is also sales tax on the service charge required by the State of South Dakota.

Guarantee:

In order for the Highland Conference Center to ensure the availability of chosen items, your menu selection should be submitted to the Event Coordinator three weeks prior to the function date. The number of guests attending must be confirmed with the Event Coordinator by noon five business days prior to the function. This number will be considered the guarantee, not subject to reduction. The minimum number of guests is 200 and the maximum number of guests is 400. You will be responsible for the payment of the final guaranteed number even if fewer guests actually attend. If no guarantee is received, the original number expected will be used as the guaranteed number of guests. We will set the room for 10% over your count and will try to accommodate any extra people with a menu that is as close to possible for any attendees over the guaranteed number.

Ballroom Deposits and Catering Payments:

Fifty percent of the Ballroom rental is due upon the signing of the contract. Twenty-five percent is due six months prior to wedding reception date and the remaining balance room rental, food, rentals, etc is due in full five business days prior to the wedding reception date. This fee is non-refundable, but if re-scheduling does occur, we will allow you to use your deposit if the event is held within 6 months of the originally scheduled date. Catering payment will be due in full five business days prior to wedding reception unless billing arrangements have been set up in advance.

Cake Cutting:

A \$50.00 cake cutting fee will be charged when our staff cuts and serves the cake. You may provide your own cake cutters and servers to avoid this fee.

Banquet Bar Policies:

All alcohol must be supplied by the Highland Conference Center and is not allowed to be removed from the premises. Absolutely no outside alcohol is allowed. A \$500.00 bar minimum is required or a \$50.00 per bartender fee will apply.

Wedding Reception Package

The Highland Conference Center abides by and enforces the following state and city alcohol rules and regulations:

No Outside Alcohol & No Alcohol to leave the Highland Conference Center Premises:

It is unlawful for the Highland Conference Center to permit any person to leave the premises with any open container containing an alcoholic beverage of any nature. It is also unlawful for any person to enter the premises with an alcoholic beverage that was not purchased at the Highland Conference Center. If this regulation is broken, one warning will be given and if that person is caught again, he/she will be asked to leave the premises. If the person does not cooperate, appropriate action will be taken.

Minors:

South Dakota State Law prohibits anyone under the age of twenty-one to purchase or consume alcohol. If this regulation is broken, one warning will be given and if that person is caught again, he/she will be asked to leave the premises. If the person does not cooperate, appropriate action will be taken.

Intoxicated Persons:

It is against the law to serve anyone who is visibly intoxicated. Highland Conference Center reserves the right to refuse service to anyone at anytime. If the person who is visibly intoxicated continues to drink alcoholic beverages by having other people buy him/her drinks, they will be asked to leave the premises immediately. If the person does not cooperate, appropriate action will be taken.

Host Bar: You pay for your guests' beverages for the entire event, a portion of the event, or up to a pre-determined amount. Host Bars are subject to sales tax and an 18% service charge.

Cash Bar: Your guests pay for their own drinks and tip at will.

Drink Tickets: Pre-printed drink tickets may be purchased by the event host(s)/hostess(s) for distribution to your guests as you wish. Drink tickets are valid for domestic beer, house wine, or well drinks. Tickets are \$3.00 each plus an 18% service charge and sales tax. Drink tickets that are purchased are non-refundable.

Kegs: Kegs may be purchased for \$275.00 per keg for Domestic and \$325 per keg for Imported plus an 18% service charge and sales tax. There is a 2 keg purchase limit per event.

Last Call: All banquet bars will have a last call at 12:30 AM.

Security: Security will be required at all functions that serve alcohol. A fee of \$20.00 per hour will be charged for this service. A minimum of 2 hours will be charged.

Decorating:

All decorations must be approved by the sales staff prior to the event. Candles must be contained in glass holders that cover the candle from top to bottom. No nails, staples, tape or pins may be used to hang posters or signs on walls of the Ballroom. Mirror, rose bowls, and cylinder vases are available upon request at no charge. Votive candle holders are also available for minimal charge.

The contracted group is responsible for any charges incurred to repair or any damage to the conference center, linens, walls, etc.

Wedding Reception Package

Access to the Ballroom for decorating prior to the event will be determined one week prior and will be based on room availability. Decorating must be done between 8am and 5pm if decorating the day before the event. If decorating the day of the event, please arrange decorating times with the Event Coordinator. All deliveries on day of event must be scheduled in advance with Event Coordinator. All personal belongings and decorations must be removed from the Ballroom the night of the event. A cleaning fee of \$100 will be assessed to any group using confetti or rose petals.

Policies:

Any additional charges incurred during the reception are due at the end of the reception, including bar tab for open bars, banquet food, and property damage, unless billing arrangements have been set up prior to the event.

Music may play until 1:00 am. The reception hall must be vacated by 1:30 am.

The conference center is a non-smoking facility. Any guests wishing to smoke may do so outside of the building.

The Highland Conference Center staff reserves the right to inspect and control all parties, dinners, and any other functions held on the property. All deposits are non-refundable.

If you would like to do a Candy Station, we can make arrangements for you to bring in the candy, however there would be a \$100 cleaning charge.

Wedding Reception Package

Contract Signatures

A credit card number is required to be placed on file for our records. At the time the guarantee of attendees is given, the credit card on file will be processed for payment, or payment by cash or check must be made for charges anticipated for guaranteed number of guests.

Name (printed) _____

Credit Card Number _____ Exp. Date _____

Signature of Card Holder _____

The Highland Conference Center, Hampton Inn, Comfort Inn & Suites, and Days Inn will not assume any responsibility for damage or loss of merchandise or articles left in any banquet function room or any part of the hotels prior to, during, or following your function. **Any and all articles need to be taken with you before vacating the banquet area the night of your event.**

I have read the entire Wedding Packet and understand the above, and will adhere to the terms and conditions thereof:

Authorized Signature for Payment and Title **Date**

Responsible Party and Title **Date**

Please note that all deposits and payments are non-refundable, except where noted above.

Catering Menu

Dinner Buffets

For a plated meal add \$1.00 per person. For a two meat buffet add \$5.00 per plate to highest price entrée option, for a three meat buffet add \$10.00 per plate to highest price entrée option. All items are subject to 18% service charge and 7% Sales Tax.

Dinner Buffets are served with your choice of 1 Starch, 1 Vegetable and 2 Salads, Fresh Baked Dinner Rolls, Coffee, Water & Iced Tea. Plated Meals are served with your choice of 1 Starch, 1 Vegetable and 1 Salad, Fresh Baked Rolls, Water, Iced Tea and Coffee.

Poultry

Bacon Wrapped Stuffed Chicken Breast	\$12.95
Grilled Chicken Breast	\$12.95
Fettuccine Alfredo with Chicken Breast	\$12.95
Maryland Style Chicken Breast Dusted in Bread Crumbs	\$12.95
Chicken Parmesan	\$13.95
Stuffed Cornish Game Hen with Chestnut Dressing	\$14.95

Beef

Slow Roasted, Thinly Sliced Roast Beef	\$12.95
Marinated Beef Kabobs with Tomatoes, Peppers, Onions and Mushrooms	\$12.95
Slow Roasted Swiss Steak in Sauce and Vegetables	\$12.95
Grilled Sirloin Tips	\$12.95
Braised Beef Short Ribs	\$14.95
Mesquite Smoked Barbecue Brisket	\$15.25
Beef Roulades	\$15.95
10 oz. Ribeye (medium to medium rare)	\$18.95
Filet of Oscar	\$20.95
10 oz. Roasted Prime Rib with Brandied Au Jus	\$20.95
Beef Wellington	\$21.95

Pork

Virginia Pit Ham	\$12.95
Thinly Sliced Roasted Pork Loin	\$13.95
Center Cut Pork Chop, Grilled or Broiled	\$13.95
Breaded Pork Tenderloin	\$14.95
Smothered Pork Chop	\$15.25
Herb Stuffed Pork Chop	\$15.25
Half Rack Smoked Baby Back Ribs	\$16.75

Seafood/Fish

Pan Fried or Broiled Walleye	\$16.95
Baked Salmon Filet	\$16.95
Gulf Shrimp, Broiled or Fried	\$16.95
Shrimp Scampi with Linguine	\$16.95

Catering Menu

Carved Items

Pineapple Glazed Virginia Ham	\$14.25
Cajun Fried Turkey Breast with Cranberry/Orange Relish	\$14.25
Roasted Pork Loin with Cinnamon Apple Sauce	\$14.25
Juicy Baked Turkey Roast	\$14.25
Baron of Beef with Brandied Au Jus	\$15.75
8-10 oz. Slow Roasted Prime Rib	\$22.95

Smoked Items

Smoked 1/2 Chicken	\$12.95
Beef Tenderloin	\$14.95
Mesquite BBQ Brisket	\$15.25
Cornish Game Hens	\$15.95
10-12 oz. Smoked Prime Rib with Brandied Au Jus	\$22.95
Smoked Suckling Pig	FMP

Signature Items- Served Plated

London Broil served plated with Baby Red Potatoes and Baby Carrots	\$16.95
Shrimp and Crab Stuffed Walleye Filet	\$18.95
Chateau Brion	\$22.95
Maryland Crab Cake with 10 oz. Ribeye	\$23.95
Surf & Turf, 10 oz Ribeye and Three Jumbo Fried Gulf Shrimp	\$23.95
Half Roasted Pheasant with Cream Sauce	FMP
12 oz. Buffalo Ribeye	FMP
Alaskan King Crab Legs	FMP
Snow Crab Legs	FMP

Want to add Grilled Onions and/or Mushrooms to your entrée?

\$1.00 for 1 or \$1.50 for both

Kid's Meals (Served Plated)

Chicken Strips & Fries	\$6.95
Macaroni & Cheese	\$6.95

Wedding Punch

Punch (any flavor)	\$15.00 per gallon
Sherbert Punch	\$18.00 per gallon
Frozen Slush Punch	\$18.00 per gallon

Catering Menu

Specialty and Themed Buffets

<i>American Style Buffet</i>	\$15.95
Tender Roast Beef and Ham, Mashed Potatoes with Home-style Gravy, Green Beans with Toasted Almonds, Mixed Greens with Assorted Dressings, Fresh Fruit Salad	
<i>Assorted Sandwiches and Salads</i>	\$12.95
Roast Beef, Ham or Turkey Sandwiches made with homemade buns, Leaf Lettuce, Cheese with condiments, Pasta Salad, Potato Salad and a fresh Vegetable Display with Dips	
<i>Italian Feast</i>	\$15.25
Cheese stuffed manicotti in marinara sauce and melted mozzarella, meat lasagna, fettuccini alfredo, choice of two salads, and garlic breads	
<i>Fiesta Buffet</i>	\$13.95
Beef & Chicken enchiladas, taco salad, refried beans, chipotle corn, corn chips with homemade salsa and queso	
<i>Fajita Bar</i>	\$15.25
Chicken Breast and Sirloin sautéed with onions and peppers, guacamole, salsa, shredded cheese, sour cream, flour tortillas, chipotle corn and Spanish rice	
<i>Western Barbecue</i>	\$15.25
Smoked BBQ Brisket and Pulled Pork with mild and spicy barbecue sauce on the side, baked beans, potato salad, coleslaw and rolls with butter	
<i>The Hoe Down</i>	\$15.95
Fried Chicken, Smoked BBQ Brisket, whipped sweet potatoes, corn on the cob, coleslaw, sliced rolls with butter and butter, BBQ sauce on the side with corn bread	
<i>Make Your Own Sandwich Bar Sandwich Bar</i>	\$10.95
Assorted Breads, Roast Beef, Ham, Turkey, American Cheese, Swiss Cheese, Choice of Soup, Relish Tray, Condiments	
<i>Hamburger Bar</i>	\$10.95
Hamburgers, with Homemade Buns, American Cheese, Swiss Cheese, Relish Tray, Condiments and choice of two salads	
<i>Taco Bar</i>	\$11.95
Taco Meat, Chimichangas, Spanish Rice, Refried Beans, Homemade Tortilla Chips, Soft & Hard Shells, Nacho Cheese, Condiments and Homemade Cinnamon Chips	
<i>Make Your Own Chef Salad Bar</i>	\$10.95
Mixed Greens, Turkey, Ham, Hard Boiled Eggs, Cheese, Tomato, Croutons served with Chef's Choice of two salads and fresh baked rolls Add choice of soup for \$1.00	

Catering Menu

Side Selections & Meal Enhancements

Starches - Choose One:

Parsley Buttered Red Potatoes
Home Style Mashed Potatoes with Gravy
Scalloped Potatoes
Rice Pilaf
Cheesy Hash Brown Casserole
Garlic Buttered Rotini

Loaded Mashed Potatoes
Baked Potato with Butter & Sour Cream
Sweet Potato Casserole
Oven Roasted New Potatoes
Herb Dressing
Baked Macaroni and Cheese

Upgrade to the following Starch Enhancements to your meal for \$.50 per person.

Baked Sweet Potato with Butter and Brown Sugar
Twice Baked Potatoes
Savannah Red Rice

Vegetable - Choose One:

Grilled California Vegetables
Buttered Corn
Honey Glazed Carrots
Green Beans with Toasted Almonds
Steamed California Vegetables with Cheese Sauce
Steamed Broccoli with Cheese Sauce
Green Bean Casserole with Mushroom Soup and Fried Onions
Monaco Blend (Waxed Beans, Green Beans & Baby Carrots)
Whole Baby Green Beans

Upgrade to the following Vegetable Enhancements to your meal for \$.50 per person.

Montego Bay Blend (Broccoli Florets, Mango Chunks, Sugar Snap Peas, Diced Red Peppers and Baby Carrots),
Roasted Mediterranean Blend (Squash, Zucchini, Baby Carrots, Green Beans, Red, Green & Yellow Peppers)
Steamed Asparagus with Hollandaise Sauce

Salads - Choose Two With Buffet Style, One With Plated Meals:

Potato Salad
Italian Pasta Salad
Fresh Fruit Salad
Mixed Greens
Cookies & Cream Salad
Caesar Salad with Garlic Croutons

Macaroni Salad
Pasta BLT Salad
Coleslaw
Cucumber & Tomato Salad
Strawberry Fluff
Fresh Vegetable Tray with Dip

Upgrade to the following Salad Enhancements to your meal for \$.75 per person.

Spinach Salad: Hard Boiled Eggs & Croutons served with Hot Bacon Vinaigrette Dressing
House Salad: Red Onions, Baby Tomatoes and Garlic Croutons
Caprese: Fresh Mozzarella, Sliced Tomatoes and Pesto Vinaigrette
Oriental: Mandarin Oranges and Fried Wontons with Toasted Sesame Dressing
Spring: Fresh Raspberries, Sunflower seeds and Raspberry Vinaigrette
Strawberry Burst: Strawberries with Walnuts and Poppy Seed Dressing

Catering Menu

Hors d' Oeuvres

Priced per 100 pieces serves approximately 50 guests

Cold Hors d' Oeuvres

Seafood Display	FMP
Crab & Shrimp Dip	\$140.00
Cubed or Sliced Meat and Cheese Tray	\$160.00
Canapés	\$125.00
Large Cocktail Shrimp	\$170.00
Chocolate Dipped Strawberries	\$130.00
Fresh Vegetable Display with dip	\$130.00
Fresh Fruit Display	\$145.00
Herb Tortilla Wrap	\$125.00
Deviled Eggs	\$65.00
Assorted Mini Sandwiches	\$125.00
Homemade Chips & Salsa	\$100.00
Potato Chips & Dip	\$100.00
Chex Mix	\$100.00

Hot Hors d' Oeuvres

Crab Stuffed Mushrooms	\$100.00
Nacho Bar with chips, cheese sauce, pico de gallo, salsa jalapenos	\$140.00
Stuffed Potato Skins	\$165.00
Chocolate Dipped Strawberries	\$130.00
Spinach and Artichoke Dip	\$140.00
Chicken Drumsticks	\$165.00
Hot Wings	\$165.00
BBQ Meatballs	\$130.00
BBQ Smokies	\$130.00
Chislic	\$165.00
BBQ Baby Back Ribs	\$165.00

Desserts

Peach, Apple or Cherry Cobbler	\$1.95
Chocolate, White or Marble Cake	\$1.95
Lemon Bars	\$1.95
Brownies, served with Chocolate Sauce	\$1.95
Sheet Cake, White, Chocolate or Marble	\$1.95
Assorted Dessert Bars	\$2.25
Homemade Mini Cheesecake, served with assorted sauces	\$2.25
Apple, Cherry and Peach Crisp	\$2.50
Homemade Carrot Cake	\$2.95
Strawberry Shortcake	\$2.95
Carmel and Snicker Cake	\$2.95
Assorted Homemade Pie	\$2.95
Apple, Cherry, Blueberry, Pumpkin, Pecan, Strawberry/Rhubarb, Chocolate Cream, Coconut Cream, Lemon Cream, Strawberry Cream	
Ice Cream Buffet (minimum of 20 people)	\$3.95
Baked Alaska	\$3.95
Cherries Jubilee	\$3.95

Accommodations

Your guests can enjoy a refreshing stay at one of our connecting properties the night before the event or a relaxing evening after the event as the Highland Conference Center is connected to the Comfort Inn & Suites and the Hampton Inn via an indoor walkway.



1920 Highland Way
Mitchell, SD 57301
Phone: 605-995-1575
Fax: 605-995-1573

You can expect good night's rest at the Hampton Inn. But what you may not expect are the little extras built into every room that add up to make a big difference in your comfort.

Hotel Amenities:

- On the House Hot Breakfast
- Indoor Pool & Hot Tub
- Fitness Center
- Complimentary Wireless Internet
- Free Local Calls
- Guest Laundry
- Standard Rooms & Family Suites
- Jacuzzi Suites
- Meeting Room
- Newly Remodeled in 2010!

Room Amenities:

- Cloud Nine. The Hampton Bed Experience
- Refrigerator & Microwave in all rooms
- Hairdryer, iron and ironing board in room
- Coffee Maker
- 37" LCD Flat Screen TV
- Complimentary Wireless Internet



BY CHOICE HOTELS
2020 Highland Way
Mitchell, SD 57301
Phone: 605-990-2400
Fax: 605-990-2408

The Comfort Inn & Suites opened in May 2007 and is the home of the area's largest indoor Water Park featuring a large indoor heated pool, hot tub and 200' waterslide and children's splash pool.

Hotel Amenities:

- Complimentary Deluxe Continental Breakfast
- 200' Waterslide
- Indoor Pool, Hot Tub & Children's Splash Pool
- Fitness Center with Vision Fitness Equipment
- 100% Non-Smoking Facility
- Business Center
- Guest Laundry
- Complimentary Wireless Internet
- Free Local Calls
- Standard Rooms & Family Suites
- Jacuzzi Suites
- Meeting Room & Hospitality Room

Room Amenities:

- Pillow Top Beds
- 32" Flat Screen Television
- Refrigerator & Microwave in all rooms
- Hairdryer, iron and ironing board in every room
- Coffee Maker

Wedding Reception Rentals

Punch Fountain	\$40.00
Punch Bowl	N/C
Cylinder Vase	N/C
Rose Bowl	N/C
Mirror Tile	N/C
Votive Holders (must provide Tealight candle)	\$.25
Black Tablecloths	\$2.00
Ivory Tablecloths	\$2.00
Double Tablecloths	\$2.00
Colored Napkins (limited colors)	\$.15
White Tealight or Floating Candle	\$.40
Ficus Trees (pre-lit)	\$5.00
150" Projection Screen	\$75.00
70" Projection Screen	\$20.00
5500 Lumens Professional LCD Projector	\$200.00
4400 Lumens Professional LCD Projector	\$100.00
32" TV with DVD/VCR	\$40.00
Easels	\$5.00
Extra Dance Floor	\$4.00 per section

Wedding Punch Flavors

Lemonade Punch

Island Punch

Mango Punch

Pink Lemonade Punch

Orange/Pineapple Punch

Orange Cranberry Lemonade Punch

Kool-Aid Punch (any flavor but red)

Citrus Punch

Cranberry Lemon-Lime Punch

Orange-Apricot Punch

Orange Pineapple Lemonade

Blue Raspberry Punch

Welch's Grape-Lemonade Punch

Lemon-Lime Punch

Raspberry Sherbert Punch

Orange Sherbert Punch

Lemon-Lime Sherbert Punch

Punch \$15.00 per gallon

Sherbert Punch \$18.00 per gallon

Includes punch cups, punch bowl and punch servers

Punch Fountain rents for \$40.00

Wedding Reception Checklist

What time does the wedding start?

Where is the wedding located at?

What time do you expect the first guests to arrive at the Highland Conference Center?

What time do you want the bar to be open?

What time do you want the meal to be served?

*(Please keep in mind that the quality of the food is at its best at the chosen serving time, if the serving time is delayed for any reason, the quality of the food could suffer.)

Are you planning buffet or plated?

If you are doing buffet, do you want the head table served?

Do you want to do kids meals?

*We serve these meals prior to dismissing through buffet line- \$5.95 each

Are you planning to put any type of runner on the table?

*We need to know this so we don't set the tables before you arrive.

Are you using our mirrors for centerpieces?

Are you using our rose bowls for centerpieces?

Are you using our cylinders vases for centerpieces?

Are you using our votive holders?

*These can be rented for \$.25 each- you need to provide own tea light candle.

Are you doing drink tickets?

Are you doing host bar?

Are you purchasing any kegs? If so, what kind? And when do you want them tapped?

*Limit of 2 per event.

Are you planning to use our cake plates?

Do you want us to cut and serve cake?

*There is a \$50 charge for this service.

What kind of punch do you want? How many gallons?

Are you renting the punch fountain? \$40

Would you like to have a coffee station set up or would you like us to put the coffee on the tables?

*We include flavorings on the coffee station at no charge. The coffee station is left up throughout the evening.

How many people will be seated at head table?

Is everyone 21 in the wedding party?

Wedding Reception Checklist

Will there be candles that our servers need to light?

Do you have your menu decided? If so, what is your main entrée, choice of vegetable, choice of starch and choice of two salads?

Are you serving any hors d' oeuvres?

Are you serving any type of late night snack?

Are you renting any ficus trees from us?

*\$5 per tree

Are you renting the Arches from us?

*\$30 each

What time does your dance start?

What time does your dance end?

Do you want to make the dance floor bigger than 20X20?

*\$4 per 4x4 section

Who is your DJ?

Do you have a decorator or will your friends and family be decorating?

Will you need small bowls or trays for nuts and mints?

Would you like double tablecloths?

*\$2 per tablecloth (ivory, white or black tablecloths)

Would you like colored table cloths?

\$2 per tablecloth (ivory or black available)

Would you like colored napkins?

\$.15 per napkin- select colors available

Are you planning to do a champagne toast?

Are you doing a slideshow?

Do you need a projector?

Do you have a suite reserved for yourself? If so, at the Hampton Inn or Comfort Inn?

Please keep these things in mind:

The times that you will have access to the ballroom the day before your event (if no other event is scheduled) and the day of your event will be determined one week prior to your event.

Please do not schedule any delivery or set up times for cake, flowers or DJ until the access times have been agreed on. Once the access times have been agreed on, all deliveries and set ups must be done within that time frame.

Guaranteed number for food and final payment are due to Jill 5 business days prior to your event by noon. Please make arrangements to this over the phone or in a meeting