

# Countdown to your Big Day!

## 10 – 12 Days Prior to your Wedding

- Please contact **Erin Grant at Ext. 128** to discuss your final counts. Counts should be organized by number of Adults, Children and Vendors. If you are pre-ordering your Entrees, those counts should be totaled as well. Remember that both the Bride and Groom must be counted in the final count. Your final count is calculated based on your “minimum reservation” guarantee. This count is based on Adults only. As per your contract, “vendors and children” are not included as part of the minimum.
- If you have any menu changes or special food requests, they should be finalized with your Banquet Manager. All changes must be submitted in writing.
- All hotel reservations and final arrangements should be confirmed with the hotel directly.
- Confirm that your vendors have received instruction sheet regarding load-in location and arrival times. They can call the Banquet Department if they have any questions.

## 7-10 Days Prior to your Wedding

- Please contact Erin Grant to give her your exact wedding count.
- At this point, accounting will calculate your final balance and we will then call you with a final total. You will then schedule an appointment to drop off your final payment. This payment needs to be in the form of: **Certified Check, Bank Check or Cash. No personal Checks or Credit cards will be accepted.**
- Your Floor Plan is submitted with your final payment. Both the final count that you have called in and the total count on your floor plan must match exactly. We will not set up “extra place settings.” (Remember, vendors are not included on your floor plan...)

## 1 Day Prior to your Wedding

- All of your favors, toasting glasses, cake knife, etc. can be dropped off anytime between 9am-7pm. Please include your “Bridal Party Announcement Sheet” as well as your “Favor Instruction Sheet”.
- Place Cards are due at this time. Please make sure that they are in alphabetical order.
- All boxes should be labeled with your name, room and date of your wedding.
- We do not have room to store flower arrangements. Your florist must bring them in the day of and place them on each table.

*Bridgewater Manor*  
*Bridal Announcement Sheet*  
**TURN IN ONE DAY PRIOR TO YOUR WEDDING**

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

Parents of Bride: \_\_\_\_\_

Parents of Groom: \_\_\_\_\_

Parents Introduced: YES OR NO - (CIRCLE ONE) At the table or walking-in

**BRIDAL PARTY:**

1. \_\_\_\_\_ Escorted By 1. \_\_\_\_\_

2. \_\_\_\_\_ Escorted By 2. \_\_\_\_\_

3. \_\_\_\_\_ Escorted By 3. \_\_\_\_\_

4. \_\_\_\_\_ Escorted By 4. \_\_\_\_\_

5. \_\_\_\_\_ Escorted By 5. \_\_\_\_\_

6. \_\_\_\_\_ Escorted By 6. \_\_\_\_\_

7. \_\_\_\_\_ Escorted By 7. \_\_\_\_\_

8. \_\_\_\_\_ Escorted By 8. \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

Bride and Groom: \_\_\_\_\_

Grace: YES or NO      Toss Bouquet: YES or NO      Cake Cutting: YES or NO

Toast: YES or NO      Toss Garter: YES or NO      Would you like to give the

center pieces away? YES or NO      Will you be having a first dance? YES or NO

Parent's Dance: Yes or No – Bride to dance with: \_\_\_\_\_ - Groom to dance with: \_\_\_\_\_

**Special Instructions**

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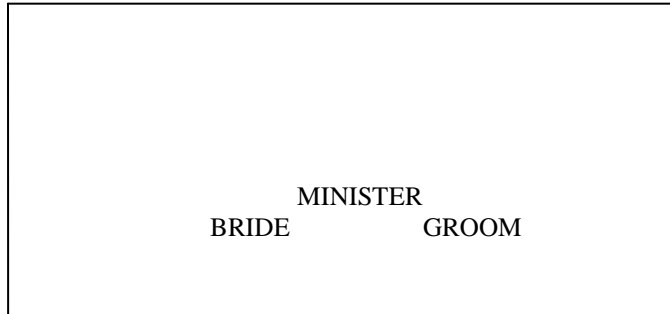
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Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

**AREA WHERE CEREMONY IS PERFORMED**



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**CHAIRS**

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**PROCESSIONAL**

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

Groom and/or Ushers: \_\_\_\_\_

Grooms' Grandparents: \_\_\_\_\_

Bride's Grandparents; \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

Bride's Mom: \_\_\_\_\_

Bride's Maids and/or Ushers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maid of Honor: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

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

*Bridgewater Manor*  
*Favor Instruction Sheet*

THIS INFORMATION IS DUE ONE DAY PRIOR TO YOUR WEDDING

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ROOM: \_\_\_\_\_

TIME: \_\_\_\_\_

***One day prior to your wedding, your favors, place cards, toasting glasses, cake knife, etc. can be dropped off with a wedding coordinator. Office hours are Monday – Saturday 10:00 am – 5:00 pm***

***Please take a moment to fill out the special instructions below.***

**One favor per guest or per couple?**

**Describe Favors:** \_\_\_\_\_

**Do you have any of the following: Please indicate with a check mark if applicable:**

**Toasting Glasses:** \_\_\_\_\_ **Cake Knife:** \_\_\_\_\_ **Cake Server:** \_\_\_\_\_

**Cake Topper:** \_\_\_\_\_ **Is your florist decorating your cake with fresh flowers? Yes or No**

**SPECIAL INSTRUCTIONS OR COMMENTS**

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