



SHERATON

West Des Moines Hotel



Eat, Drink & Be Married
Weddings by Sheraton West Des Moines

Sheraton West Des Moines

1800 50th Street West Des Moines 515.223.1800

www.sheraton.com/westdesmoines.com

Complimentary Package Inclusions

- No Room Rental with Met Food & Beverage Minimum
- Complete Setup & Teardown
- Tables, Chairs, China, Silverware, & Glassware
- Complimentary Suite for Bride & Groom on Wedding Night
- Reduced Group Room Rate for Wedding Guests
- Personal Reservation Link for Easy Hotel Reservations
- Champagne Toast for The Head Table
- Stage & Dance Floor
- Wireless Microphone for Head Table
- Head Table Drapery With (4) Up-lights
- Hotel Standard Centerpiece
- Choice of Black or White Table Linens
- Choice of Black or White Napkins with Choice of Fold
- Cake Cutting Service
- Menu Tasting for up to 6 people (3-5 Months prior to your wedding date)

Silver Package

Includes Complimentary Package Inclusions, Plated Entrée

Asiago Chicken Breast With a Crimson Alfredo Sauce	\$37.00++
Stuffed Chicken Stuffed with a blend of cheese, sun dried tomatoes, prosciutto, and fresh spinach	\$39.00++
Cashew Chicken With a Chardonnay Cream Sauce	\$37.00++
Chicken in Puff Pastry Stuffed with Mushrooms, Sun Dried Tomato, Mozzarella, Asiago Cheese, Spinach, Boursin Cream Cheese Sauce	\$37.00++
Pork Tenderloin With Bourbon Mustard Sauce	\$38.00++
Grilled Salmon with Lemon and Ginger Butter Brown Sugar Glaze, Lemon, Fresh Cilantro, Ginger Root	\$40.00++
Certified Angus Beef Top Sirloin With Wild Mushroom Sauce	\$47.00++
Duet Entrée - Choose Two Entrees for each plate (Add \$7.00 for Certified Angus Beef Top Sirloin)	\$50.00++

All Entrees Include Bread & Butter, Salad, Choice of Starch, Seasonal Vegetable, Entrée,
Water, Iced Tea, and Coffee Service

Kids Chicken Finger Meal: Served with Fries and Fruit cup \$12.00++

Platinum Package

Includes Complimentary Package Inclusions, Plated Entrée, One Hour Open Bar during Cocktail Hour, Champagne Toast for All Guests, & a Cheese Display during Cocktail Hour

Asiago Chicken Breast

\$47.00++

With a Crimson Alfredo Sauce

Stuffed Chicken

\$49.00 ++

Stuffed with a blend of cheese, sun dried tomatoes, prosciutto, and fresh spinach

Cashew Chicken

\$47.00 ++

With a Chardonnay Cream Sauce

Chicken in Puff Pastry

\$47.00++

Stuffed with Mushrooms, Sun Dried Tomato, Mozzarella, Asiago Cheese, Spinach, Boursin Cream Cheese Sauce

Pork Tenderloin

\$47.00++

With Bourbon Mustard Sauce

Grilled Salmon with Lemon and Ginger Butter

\$50.00++

Brown Sugar Glaze, Lemon, Fresh Cilantro, Ginger Root

Certified Angus Beef Top Sirloin

\$57.00++

With Wild Mushroom Sauce

Duet Entrée - Choose Two Entrees for each plate
(Add \$7.00 for Certified Angus Beef Top Sirloin)

\$60.00++

All Entrees Include Bread & Butter, Salad, Choice of Starch, Seasonal Vegetable, Entrée, Water, Iced Tea, and Coffee Service

Kids Chicken Finger Meal: Served with Fries and Fruit cup \$12.00++

Diamond Package

*Includes Complimentary Package Inclusions, One Hour Open Bar during Cocktail Hour followed by Complimentary Domestic Keg, Butler-passed Wine during Cocktail Hour, Cheese & Fruit Display during Cocktail Hour, Champagne Toast for All Guests, Wedding Video Projection Package, Upgrade to Presidential Suite**

Asiago Chicken Breast

With a Crimson Alfredo Sauce

\$57.00++

Stuffed Chicken

Stuffed with a blend of cheese, sun dried tomatoes, prosciutto, and fresh spinach

\$59.00++

Cashew Chicken

With a Chardonnay Cream Sauce

\$57.00++

Chicken in Puff Pastry

Stuffed with Mushrooms, Sun Dried Tomato, Mozzarella, Asiago Cheese, Spinach, Boursin Cream Cheese Sauce

\$57.00++

Pork Tenderloin

With Bourbon Mustard Sauce

\$58.00++

Grilled Salmon with Lemon and Ginger Butter

Brown Sugar Glaze, Lemon, Fresh Cilantro, Ginger Root

\$60.00++

Certified Angus Beef Top Sirloin

With Wild Mushroom Sauce

\$67.00++

Duet Entrée - Choose Two Entrees for each plate
(Add \$7.00 for Certified Angus Beef Top Sirloin)

\$70.00++

All Entrees Include Bread & Butter, Salad, Choice of Starch, Seasonal Vegetable, Entrée, Water, Iced Tea, and Coffee Service

***Presidential Suite based on availability*

Kids Chicken Finger Meal: Served with Fries and Fruit cup \$12.00++

Buffet

Silver Buffet - \$50.00++

Platinum Buffet - \$60.00++

Diamond Buffet - \$70.00++

**See plated Entrees for Inclusions*

(Buffets are based on one plate per person - going through the buffet one time)

All Entrees Include Bread & Butter, Salad, Choice of Starch, Seasonal Vegetable, Entrée, Water, Iced Tea, and Coffee Service

PLATED Kids Chicken Finger Meal available: Served with Fries and Fruit cup \$12.00++

Sheraton House Salad

Tossed Field Greens, Romaine, Tear Drop Tomatoes, Julienne Vegetables, Cucumber and Champagne Dressing

Starch Selection

(Choose Two)

Garlic Mashed Baby Red Potatoes

Roasted Baby Red Potatoes

Wild Rice

Vegetable Selection

(Choose One)

Green Beans

Asparagus

Zucchini & Squash Medley

California Blend - Broccoli, Carrots, & Cauliflower

Entrée Selections

(Choose Two)

Chicken

Champagne Chicken

Cashew Chicken

Lemon Chicken

Artichoke Chicken

Sesame Chicken with Fruit Chutney

Pork

Pork Loin with Apple Chutney

Pork Loin with Dijon Sauce

Beef

English Cut Prime Rib

Flank Steak with Demi Glaze

Seafood

Salmon with Lemon Butter Sauce

Cod with Newburg Sauce

Pasta

Vegetable or Beef Lasagna

Baked Ziti with Italian Sausage

Egg Plant Napoleon

Vegetarian Options (Plated)

*Served with salad, same starch as group, season vegetable (double vegetable if starch contains animal bi-product or gluten).

***Stuffed Mushroom (GF) Dinner \$27.00 per Person**

Grilled portabella mushroom stuffed with Italian seasoned grilled vegetables in a marinara sauce, topped with mozzarella cheese. (*Vegan without cheese*).

***Cheese Tortellini Dinner \$27.00 per Person**

Tortellini with a creamy pesto sauce. Served with salad, same starch as group, season vegetable.
Add Grilled Chicken for \$4.00

***Vegetarian Lasagna Dinner \$27.00 per Person**

Layers of pasta, Italian cheeses and a hearty marinara sauce. Served with salad, same starch as group, season vegetable. \$20.00

***Grilled Cauliflower Steak (VGN/GF) Dinner \$25.00 per Person**

Char Grilled cauliflower steak, season with olive oil, sea salt and cracked black pepper. Served with salad, same starch as group, season vegetable (double vegetable if starch contains animal bi-product or gluten).

All Entrees Include Bread & Butter, Salad, Choice of Starch, Seasonal Vegetable, Entrée, Water, Iced Tea, and Coffee Service

Hors D'oeuvres

- _____ **Stuffed Mushrooms** Choice of sausage stuffed, crab stuffed or 3-cheese blend in roasted caps \$3.00++ Each
- _____ **Lion Head Meatballs** Pork and beef blended with spices, with General Tso's sauce \$3.00++ Each
- _____ **Brown Sugar Smokies** Glazed with brown sugar and BBQ sauce ~ priced per 3 pieces \$2.00++ Each
- _____ **Far East Chicken Salad** Sesame chicken with soy and ginger in wontons \$3.50++ Each
- _____ **Philly Cheese Steaks** Ribeye, onions, cheese blend on toasted baguette \$4.25++ Each
- _____ **Eggroll** Traditional vegetable egg roll served with Thai chili dipping sauce \$3.50++ Each
- _____ **Mini Crab Cakes** Lump crab with red peppers and Old Bay mayo \$4.50++ Each
- _____ **Sesame Chicken Satay** Savory marinated chicken on a skewer, drizzled with zesty peanut sauce \$3.50++ Each
- _____ **Pretzel Chicken** Bite-sized chicken, dusted & baked in pretzel crust, served with tangy Dijon sauce \$3.50++ Each
- _____ **Horseradish Sirloin on a Stick** Grilled sirloin, red peppers and horseradish cream \$4.25++ Each
- _____ **Scallops & Bacon on a Stick** Seared sea scallops wrapped in pecan smoked bacon with chili-honey \$4.25++ Each
- _____ **Caprese Skewer** Cherry tomato, fresh mozzarella pearl, fresh basil, drizzled with balsamic \$3.25++ Each
- _____ **Sirloin Griller** Marinated & grilled Sirloin, mushrooms, peppers, onions, pineapple, balsamic glaze \$4.25++ Each

Displays

- _____ **Cheese Sampler** Assortment of imported & domestic cheese/ dried fruit, nuts, crackers & toast points
\$7.00++ per Person
- _____ **Crudités Display** An assortment of vegetables with house made Ranch dressing
\$7.00++ per Person
- _____ **Season Sliced Fruit Display** Assortment of sliced fresh fruit
\$7.00++ per Person
- _____ **Antipasto Display** Marinated mushrooms & asparagus, fresh mozzarella cheese, prosciutto ham, salami, artichoke hearts & Kalamata olives
\$7.00++ per Person
- _____ **Artisan Cured Meat & Cheese Display** Assortment of sausage, salami and prosciutto, imported and domestic cheeses with crackers and toast points
\$10.00++ per person

Bar Options

☐ Hosted Bar Service (Per drink)

- ☐ Tier I Mixed Drink: \$7.00++
- ☐ Tier II I Mixed Drink: \$11.00++
- ☐ Tier I Wine by the Glass: \$8.00++
- ☐ Tier II Wine by the Glass: \$13.00++

☐ Cash Bar Service

- ☐ Domestic Bottle/Can Beer: \$6.00++
- ☐ Import/Prem. Bottle/Can Beer: \$7.00++
- ☐ Craft Bottle/Can Beer: \$8.00++
- ☐ Assorted Sodas by the Glass: \$2.00++

☐ **Hosted Bar Packages:** Includes, Tier I Wine, Tier I Mixed Drinks, Domestic Beers, Sodas, Mixers & Juice.
Priced per person for every attendee.

- Add \$7.00++ per person for Tier II Mixed, Drinks & Wines, Prem., Import & Craft Beers,
- \$18.00++ per person for the 1st hour, \$9.00++ per person for each additional hour

\$5.00++ per person under 21 for the 1st hour, \$3.00++ per person under 21 for each additional hour (Pepsi products & juices)

☐ **Unlimited Coffee, Iced Tea and Lemonade Beverage Station for \$4.00++ per Person (all ages)**

TIER I

Liquor Brands: New Amsterdam Vodka, Don Q Cristal Rum, Gordan's Gin, Jim Beam Bourbon, Camarena Silver Tequila, Grant's Scotch, E&J Brandy

White Wines: Sycamore Lane Chardonnay, Sycamore Lane Pinot Grigio, Maggio Sauvignon Blanc, Canyon Road Moscato

Red Wines: Sycamore Lane Cabernet Sauvignon, Sycamore Lane Merlot, Maggio Pinot Noir

Liquor Brands: Ketel One Vodka, Bacardi Superior Rum, Hendrick's Gin, Makers Mark Bourbon, Casamigos Repo Tequila, Johnnie Walker Black Scotch, Courvoisier VSOP Brandy

TIER II

White Wines: Chalk Hill RRV Chardonnay, Santa Margherita Pinot Grigio, Clos Pegase Sauvignon Blanc, Vietti Moscato, Rodney Strong White Zinfandel

Red Wines: Silver Totem Chloe Cabernet Sauvignon, Decoy Merlot, Imagery Pinot Noir, H3 Red Blend

BEERS

Domestic Bottled Beer: Budweiser, Bud Light, Busch Light, Coors Light, Miller Lite, Michelob UltraLite, O'Doul's

Premium Import Bottled Beers: Blue Moon Belgian White, Corona Extra, Dogfish Head 60 IPA, Guinness, Heineken, Stone IPA, Truly, Weihenstephanier Hefe Weissbier, Angry Orchard Crisp Hard Cider

Craft Bottled Beers: Peace Tree Blonde Fatale, Exile Ruthie, Rotating Seasonal Selection

Kegs of Beer (only 2 kegs available at one time)

Domestic Kegs (1/2 barrel) \$375++

☐ **Busch Light** ☐ **Bud Light**, ☐ **Coors Light**, ☐ **Miller Lite**, ☐ **Budweiser**

☐ **Premium/Imported Kegs** (5 gallon or 1/2 barrel) Starting at \$275++ / \$450++

\$100++ Bar Set up Fee - Per bar-1 bar per 100 guests (required with all bar service)

++ All Prices are subject to 25% service charge and Iowa Sales tax (subject to change). All prices are subject to change.

Enhancements

- **Wedding Video Projection Package** **\$350.00**
 - Includes 9x12 Screen, LCD Projector, AV Cart, and DVD Player
- **Additional Up Lights** **\$15.00 each**
- **Photo Back Drop Setup** **\$75.00**
 - Includes 8 Ft. of White or Black Pipe & Draping, choice of colored up light, and high-top table
- **Candy Buffet** **\$100.00**
 - Includes set up, containers, and serving utensils (candy not included)

Additional Specialty linens available through our preferred wedding décor partner - Bella Flora

Sheraton West Des Moines Hotel does not own any specialty linens or furniture.

You are welcome to use the provider of your choice. If you would like your Sales Manager to arrange your rentals and deliveries, the 25% service charge is applied to all rental fees.

- | | |
|---------------------------|--|
| ▪ Chair Covers | Consult Catering Sales Manager for price from Preferred Vendor |
| ▪ Chair Sashes | Consult Catering Sales Manager for price from Preferred Vendor |
| ▪ Table Runner | Consult Catering Sales Manager for price from Preferred Vendor |
| ▪ Specialty Napkins | Consult Catering Sales Manager for price from Preferred Vendor |
| ▪ Floor Length Tablecloth | Consult Catering Sales Manager for price from Preferred Vendor |
| ▪ | |

Late Night Snacks

- **Pizza Bar** **\$18 Per Pizza**
Assorted one topping pizzas cut into squares
- **Soft Pretzels** **\$7.00 Per Person**
Served with warm cheese sauce
- **Donut Holes** **\$4.00 Per Person**
Glazed and sugar-coated donut holes
- **Popcorn Bar** **\$5.50 Per Person**
Buttered popcorn with toppings: chocolate M&M's, Mike & Ike's, and peanuts

++ All Prices are subject to 25% service charge and Iowa Sales tax (subject to change). All prices are subject to change.

FAQ

What time can me vendors start setting up on the day of the wedding?

Your access times are listed in your Sales Agreement. Early access (day before) is only guaranteed through room rental the previous evening (added in your contract). Any early entry without a contracted guarantee is based on hotel availability and your catering sales manager will likely know that availability no more than 12 days prior to your wedding day.

What is the difference between a Catering Sales Manager and a Wedding Planner/Coordinator?

Your Hotel **Catering Sales Manager** (your venue contact/ manager), their primary responsibility is to be your main point of contact with the venue. They *facilitate and oversee all of the details pertaining to your wedding in regard to all information the venue requires* for room set up and food & beverage service. On your wedding day, the Catering Sales Manager will be busy making preparations with the venue's own team and the team focuses on the food and beverage service. It is not your venue manager's duty to manage external vendors that are not partners/suppliers of the venue. The **Catering Sales Manager** is there to ensure things go smoothly with the venue and Food & Beverage service.

A **Wedding Planner/Coordinator** is hired independent professional specializing in wedding planning that can be hired by the couple to coordinate and execute your wedding. Your **Wedding Planner/Coordinator** will oversee planning your vendors' schedule and monitor their service times on your wedding day. He/she will also tend to any questions that your vendors may have and make sure vendors' meals are taken care of. With a **Wedding Planner/Coordinator**, you have an Industry insider leading your team of wedding service providers (and wedding helpers too!), keeping them aligned with the plans. Please see the **Preferred Vendors** page of this packet for recommendations.

What is required for a deposit?

A non-refundable deposit, Equal to 20% of the food and beverage minimum is required with the signed contract.

When is final payment for the event?

All payment is due by 5:00 pm the day before the event.

Do you have a gratuity or sales tax?

All prices are subject to a 25% service charge and 7% sales tax. (Please note the service charge is taxable by Iowa State Law)

What are the final charges based on?

The final food and beverage charges will be based on your final guest count, which is guaranteed 3 days before the event.

When do we determine all of the final details for the reception?

It is necessary that we receive set requirements, menu, audio visual selections, and any other function details no later than 30 days out from the event.

How do you calculate my Final bill?

We take the number of guests you guarantee in your final headcount and multiply that by the price of the per person package you have selected (and any additional services or add-ons), then multiple that number by .25 for your SUBTOTAL. Your SUBTOTAL is then multiplied by .07 for the sales tax.

Your Package and add-ons Price
+ 25% Service Charge
+7% Sales Tax
= TOTAL

Are there changing areas for the bride and groom?

The couple receives a complimentary suite for the evening of their wedding. Most of our couples will reserve the suite the evening before (at a discounted rate) and use it as their changing room the day of the wedding.

How early can deliveries be made?

Decorations can be dropped off and stored at the hotel 48 hours before the wedding. You will have access to the room as early as 8:00AM the day of your wedding.

Does the venue provide assistance setting up decorations?

The hotel is happy to provide assistance setting up *simple, pre-made, repetitive table decorations*. We ask that you set an example table for our staff to mimic. Please pre-arrange vendor delivery & setup times with your catering sales manager.

Can we bring in our own food and beverage?

All food and beverage must be purchased through the hotel except for wedding cake or cupcakes. Cakes must come from a licensed and insured vendor. No Homemade items may be brought into the hotel, no exceptions.

Am I held responsible for any hotel rooms not reserved within my room block?

We will block the number of guest rooms printed and agreed to by your contract. Guestrooms will be released from your block and open to the hotel 3 weeks prior to scheduled date. After that date, room reservations and guest room rate will be based on availability.

We offer a courtesy block of 15 hotel rooms. If you would like a larger room block, there is 90% attrition. (If 90% of the block fills you are financially responsible for the difference.

Plated or Buffet?

When making your entrée selection, you will first determine your service style; will you be doing a Plated or Buffet dinner?

Once you decide on your service style you will select your entrée(s).

If choosing two Plated entrees, you will need to decide if you are offering a duet plate or if your guests will get to select between the two choices.

If you are letting your guest select between two entrees, you will need to include this information on your invitation and your guests will need to RSVP with their choice. Once you have gathered all of your guest's dinner selections, you will need to communicate with the hotel on the quantities of each entrée. This number will be due no later than 30 days prior to your reception.

When letting your guests choose between two entrees, you will also need to provide indicator cards for each meal type. For example; if you are having your guests choose a beef and chicken entrée, you will need a card to indicate their selection such as an icon of a cow or a chicken or bold color-coded sticker next to the guest's name like in the example below. You will not need to include a table number unless you are doing assigned seating.



The following pages of the menu will have a space for you to indicate your selection next to the menu item name.

Once you have made your selections of package level, dinner service type, entrée(s), and bar service choice, you will return those selections to your hotel event coordinator. These selections will then be used to place your orders with our culinary and events team here at the hotel. These selections, along with the timeline details from the Plan Your Day page will be used to create our Event Orders (EO's).

Event Orders are our internal communication tool for our culinary and events team to use as instructions for your reception set-up, event details, timeline of events, including deliveries from third party vendors, such as florists, decorators, DJ's and bakeries. When your EO's are completed by your event coordinator, you will then review them to ensure that the selections, quantities and event details you provided your coordinator are accurate and will sign and return them to indicate that they are accurate.

Banquet Policies

BEVERAGE SERVICE

Alcoholic beverages and service are regulated by the Iowa Liquor Commission Control. Sheraton West Des Moines, is responsible for the administration of these regulations.

No outside alcoholic beverages may be brought onto the premise.

We reserve the right to refuse alcohol service to intoxicated persons and will not serve underage persons.

No alcoholic beverages can be removed from the premise.

PRICING

All food, beverage, room rental and ancillary items are subject to a taxable 25% service charge and applicable state sales tax. Prices are not contracted and are subject to change without notice, guarantee prices will be confirmed 60 days prior to the event. Menu pricing includes food, linens, dinnerware, stainless steel flatware, glassware, tables and chairs within our inventory, banquet servers, set-up and take- down.

OUTSIDE FOOD & BEVERAGE

No outside food and beverage (with the exception of wedding cakes) may be brought into the hotel.

All Wedding cakes or cupcakes must be provided by a licensed food vendor.

HOMEMADE ITEMS OF ANY KIND ARE PROHIBITED – NO EXCEPTIONS.

GAURANTEES

A Catering Manager will contact you 10- days prior to your event to receive your expected number of attendees.

Sheraton West Des Moines utilizes a 72 hour or 3 business day guarantee policy. After this time, full charges will be incurred for all reductions or cancellations made.

The client will be charged the guarantee provided regardless if the attendance falls below the guarantee.

Should the attendance be higher than the guarantee, the client will be charged the actual attendance of the event. For guarantees not received, 10-day estimates will be used.

MENU SELECTIONS

In order to provide you with the best possible event, Sheraton West Des Moines requests all menu selections be made at least 30 days prior to the event.

REVISIONS

Any changes, revisions, additions or deletions to the banquet event contract or banquet event order shall be in writing and signed by both parties. All Banquet Event Orders (BEOs) must be signed and returned to the assigned Catering Manager 3 business days before the event.

DECORATIONS

Items may not be attached to doors, walls, airwalls, floors, or ceilings with nails, staples, tape or other substance.

A limited number of pre-approved signs are permitted in the banquet space.

No faux or real flower petals, glitter, confetti, bubbles, sand or rice.

Flames/candles must be enclosed in glass and approved by the hotel in advance.

Use of fog/smoke or cold/hot sparklers, colored powdered, confetti or glitter cannons is prohibited.

NO EXCEPTIONS.

PARKING

For your convenience, Sheraton West Des Moines offers complimentary self-parking. Entertainment and Decorators Must comply at all times with local fire and safety codes as well as the hotel's policy regarding sound levels.

LOST & FOUND

The Housekeeping Department administers all lost and found items.

Sheraton West Des Moines is not responsible for lost, stolen or damaged items left on property prior to or following the event.

Security arrangements should be made for all items set-up prior to the event or left unattended for any time.

INDOOR POOL

The indoor pool is for the use of Hotel guests with sleeping room only. Private use of the pool is not allowed.

Plan your day:

Wedding Planning Checklist

10-12 months before

- ☐ Establish a budget
- ☐ Start planning the guest list
- ☐ Determine wedding date and time
- ☐ Secure ceremony and reception venues
- ☐ Book vendors: photographer, videographer, entertainment, florist, bakery, make-up artist, hairstylist, officiant

6-9 months before

- ☐ Take engagement photos
- ☐ Send save the dates
- ☐ Purchase wedding dress and bridesmaid's dresses
- ☐ Register for gifts
- ☐ Start planning your honeymoon

3-5 months before

- ☐ Have your tasting & finalize menu and venue set-up
- ☐ Order wedding invitations
- ☐ Pick out wedding rings
- ☐ Rent or buy the men's formalwear
- ☐ Arrange wedding day transportation
- ☐ Attend bridal shower

2 months before

- ☐ Mail invitations
- ☐ Write your vows

1 month before

- ☐ Apply for marriage license
- ☐ Final dress fitting
- ☐ Finalize and review wedding details with venue and vendors
- ☐ Purchase gifts

2 weeks before

- ☐ Review final RSVP list
- ☐ Make a list of any photos you want captured
- ☐ Plan your seating chart

1 week before

- ☐ Final head count for venue
- ☐ Print place cards and table cards
- ☐ Enjoy your bachelorette party!

2-3 days before

- ☐ Prepare your wedding dress
- ☐ Determine processional line up- grandparents, parents, bridal party
- ☐ Final payment due to venue

Day before

- ☐ Attend rehearsal dinner
- ☐ Pay vendors
- ☐ Provide vendors with an emergency contact information
- ☐ Provide officiant your marriage license

Preferred Vendors

DJ

Select Entertainment Iowa

Andy "Cubbie" Powell

515-943-2638

andy@selectentertainmentiowa.com

www.selectentertainmentiowa.com

STE Event Group

515-525-6447

scott@steevent.com

www.steevent.com

Florist

Bella Flora

515-554-6964

www.bellafloraeventdesign.com

Shelly Sarver Florals

641-204-1250

www.shellysarverdesigns.com

Salons and Hair Care

Serenity Couture Aveda 515-

223-6204

www.serenitycouture.com

Salon Spa W

515-280-5358

www.salonspaw.com

Refinery Hair

515-223-7232

www.refineryhairwds.com

Photographers

Thisday Photography

515-999-4511

info@thisdayphotography.com

www.thisdayphotography.com

Aly Carroll Photography

515-710-8201

++ All Prices are subject to 25% service charge and Iowa Sales tax (subject to change). All prices are subject to change.

aly@alycarroll.com

www.alycarrollphotography.com

Cakes

Glorious Desserts

515-279-4944

www.gloriousdesserts.com

Crème Bakery

515-288-1050

www.cremecupcake.com

Nothing Bundt Cakes

515-223-2239

clive@nothingbundtcakes.com

www.nothingbundtcakes.com

Décor

Bella Flora Event Design

515-554-6964 www.bellafloraeventdesign.com

Beyond Elegance

877-353-4623

info@beyondelegance.com

www.beyondelegance.com

Wedding Planners

Perfect Events

515-254-1137

planner@perfecteventsia.com

Contact - Perfect Events (perfecteventsia.com)

Make It Happen Events

515-708-0629

Gina@makeithappendsm.com

makeithappendsm.com

KNM Productions

515-724-4053

KNM Productions - DJ, Photography,

Videography, & Photo Booths

Reception Timeline

Here is an example reception timeline. The details below are suggestions from our experienced wedding professionals but can certainly be tailored to your personal preferences.

____:____ Cocktail hour start time (45- 60 minutes)

____:____ Doors open to reception (15- 20 minutes prior to introductions)

____:____ Arrival of wedding party (20 minutes prior to introductions)

____:____ Introduction of wedding party (10 minutes)

____:____ Cake cutting/ take picture (5 minutes)

____:____ Welcome/ blessing prior to dinner (5 minutes)

____:____ Speeches/Champagne Toast

____:____ Dinner(45 minutes)

____:____ Wedding cake to guests (station or served)

____:____ Dance begins

____:____ Late night snack

11:30 PM Last call (30 minutes prior to reception end time)

11:59 PM Reception end time

_____ **Wedding** ____/____/____

Brides Last Name/Groom's Last Name

Deliveries/Set Up:

Wedding Planner - _____ Number: (____) ____ - _____ Arriving at _____

Decorator - _____ Number: (____) ____ - _____ Arriving at _____

Flowers - _____ Number: (____) ____ - _____ Arriving at _____

Cake - _____ Number: (____) ____ - _____ Arriving at _____

DJ - _____ Number: (____) ____ - _____ Arriving at _____

Napkin Fold:

____ Candle Stick ____ Fan ____ Bloom (in Wine Glass) ____ Tent

____ Waterfall ____ Pocket Fold (for menu or silverware)

Client to bring in:

____ Chivari Chairs ____ Chair Covers ____ Chair Sashes

____ Cake Stand ____ Cake Cutting Set

____ Photo Booth

____ Floral/Decorative Centerpieces ____ Plate Chargers

____ Colored/Specialty Napkins ____ Colored/Specialty Linens ____ Table Runners

Additional Décor

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

++ All Prices are subject to 25% service charge and Iowa Sales tax (subject to change). All prices are subject to change.