**SDR WEDDING OUTLINE & QUESTIONAIRE**

**Please Return At Least 8 Weeks Prior to the Wedding**

Please fill this out and return it only after you have filled it out completely. This will help keep all our wedding communication in one place. Thank you!

**COUPLE & WEDDING INFORMATION**

* Couples Names:

|  |  |  |  |
| --- | --- | --- | --- |
| Partner 1 |  | Phone |  |
| Partner 2 |  | Phone |  |

* Parent’s Names:
* Wedding Date:
  + In the spaces below, please identify the following:
    - Wedding Type: enter if you have chosen a One-Day Package OR a Destination Wedding Package.
    - Wedding Colors: list your chosen colors.
    - Ceremony Site enter if you have chosen the River Bend Ceremony Site OR the Heart Song Ceremony Site
    - Reception Site enter if you have chosen to have an indoor or outdoor reception. *Reminder: We do not provide a tent for outdoor receptions.*
    - Rehearsal Date: enter the date and time you want to have your 1-hour ceremony rehearsal.
    - Wedding Date: enter the date and time of your wedding ceremony.

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| --- | --- | --- | --- | --- |
| Wedding Type |  |  |  |  |
| Wedding Colors |  |  |  |  |
| Ceremony Site |  |  |  |  |
| Reception Site |  |  |  |  |
| Rehearsal Date |  |  | Time |  |
| Wedding Date |  |  | Ceremony Time |  |

* How many guests are you expecting?
* How would you describe your wedding? Is it traditional, or is it unconventional? What does it feel like to you? We want your wedding to feel like your own, not just an event we do on repeat. Anything that helps me understand your vision.

**LODGING INFORMATION**

* Are you expecting many guests to stay in the cabins? Just a guess will do.
* Please circle ONE of the options below for wedding lodging:
  + Assigning All Cabins
  + Assigning Some Of The Cabins
  + Open Booking
* What cabin or area do you want to get ready in?

|  |  |  |  |
| --- | --- | --- | --- |
| Partner 1 |  | Area |  |
| Partner 2 |  | Area |  |

* One-day weddings ONLY - Do you want a 1pm check-in time at your cabin on the wedding day? (Only 1 cabin can be ready this early; all other guests check in at 3pm). Please list the date and unit.
* Will you have guests who are not staying on the ranch joining you for ranch breakfast? The final number of guests who are not staying but want to enter you for breakfast is due 10 days before the wedding. That cost is $15 per person. *Remember: Your breakfast is included if you paid for a cabin or guest house.*

**CEREMONY INFORMATION**

*Please Note: You will be responsible for telling the people walking down the aisle in your processional that they are supposed to be there. You or someone in your party will also be responsible for ensuring the rings are with the correct person & that everyone has their flowers.*

* Ceremony Location – Please include the location and any details about ceremony chairs. For example, write, “Heartsong with chairs facing east in slightly arched rows.”
* Ceremony Time: 4pm or 4:30pm. A ceremony is recommended, so guests can check into cabins at 3pm and change. What time would you like to start? Please list a time (if we have discussed another time, please list it).
* Processional:

Listed below is a traditional processional. Please list N/A for those not walking and names for those that are. Please provide other ideas in the note column or below the table if you have other ideas. Numbers are helpful to show a different order.

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Notes** |
| Mother of the Bride |  |  |
| Mother of the Groom |  |  |
| Grandparents of the Bride |  |  |
| Grandparents of the Groom |  |  |
| Groom |  |  |
| Officiant |  |  |
| The Wedding Party |  |  |
| Maid of honor and best man |  |  |
| Ring Bearer |  |  |
| Flower Girl |  |  |
| Bride |  |  |

* More processional questions to consider, including:
  + List out your wedding party: Bridesmaids, Groomsmen, or any children and their roles.
  + List who is walking the couple down the aisle. Are you walking yourself, or are you walking a pet?
* Special Entrance
  + Horse and carriage entrance – YES or NO.
  + If you are not doing a horse and carriage entrance, are you ok with just walking up without being seen, or do you have another unique mode of entrance? Like an old car you are using, a motorcycle, or another vehicle?
* Will you see each other before the ceremony for a first look?
* Any special or unique items or requests? Like a table for the ceremony?

**REHEARSAL INFORMATION**

*Notes: For rehearsal, anyone who is walking should be there. We will practice the processional & review how everyone will get to where they belong pre-ceremony. Please be sure that if anyone is missing from rehearsal, someone tells them where they should go & when. This includes any missing parents or grandparents.*

The package includes a 1-hour wedding ceremony rehearsal. Plan to meet in the main office.

* What day and time would you like to have the rehearsal?
* What day and time would you like to have the rehearsal dinner?
* Any other rehearsal details?

**REHEARSAL DINNER INFORMATION (Destination Weddings Only)**

* Total Guest Count:
  + # of adults:
  + # of kids:
  + # of babies:
* Rehearsal Dinner Buffet Selection: Please list below
  + Entrée:
  + Sides (if applicable):
* List any allergies or dietary restrictions and the # of guests. Including vegan/vegetarian plates.

**RECEPTION INFORMATION**

* Are you ok with our white linens? Are you renting another color?
* Would you like 6ft banquet tables or 5ft rounds for guest tables?
* What is your head table going to be? How many chairs will it need? A sweetheart table for 2? A bridal party table for many? Or will you sit amongst your guests and have no “head table”?
* Who is responsible for centerpieces?
* Are you renting chairs, chair covers, linens, or any other item we should be aware of?

**RECEPTION DINNER INFORMATION**

*Please Note: Final counts are due 30 days before the wedding & the balance is due 10 days prior.*

* Total Guest Count:
  + # of adults:
  + # of kids:
  + # of babies:
* Reception Dinner Buffet Selection: Please list below
  + Hors D’Oeuvres (if applicable):
  + Entrée:
  + Sides (if applicable):
* List any allergies or dietary restrictions and the # of guests. Including vegan/vegetarian plates.

**ALCOHOL INFORMATION**

* Do you want alcohol at your wedding?
* What are your bar choices going to be? Please circle YES or NO.
  + WINE: YES or NO
  + BEER: YES or NO
    - Kegs can be added per request. Please list the selection here:
  + ALCOHOL: YES or NO
    - We will not order custom alcohol for signature drinks. However, you can build a drink from our selection if you like. Please list the signature drink here:
* How will beverages from the bar be paid? Hosted, Cash, Other? Please list the details here:

**Destination Weddings ONLY:**

* Do you want alcohol at your rehearsal dinner?
* What are your bar choices going to be? Please circle YES or NO.
  + WINE: YES or NO
  + BEER: YES or NO
    - Kegs can be added per request. Please list the selection here:
  + ALCOHOL: YES or NO
    - We will not order custom alcohol for signature drinks. However, you can build a drink from our selection if you like. Please list the signature drink here:
* How will beverages from the bar be paid? Hosted, Cash, Other? Please list the details here:

**BREAKFAST INFORMATION**

*Please Note: Final counts are due 30 days before the wedding & the balance is due 10 days prior.*

* Total Guest Count:
  + # of adults:
  + # of kids:
  + # of babies:
* Breakfast Buffet Selection: Please Circle One

**(Destination Weddings –** Please write Saturday and Sunday next to your selections)

* + Ranch Style Breakfast
  + Cowboy Breakfast
  + On the Trail Breakfast
* List any allergies or dietary restrictions and the # of guests. Including vegan/vegetarian plates.

**ACTIVITY INFORMATION**

* Campfires

*Note:* *All wedding packages include a campfire after the reception. You will be responsible for lighting the fire and keeping it going. Remember, it is a campfire, NOT a bonfire.*

* + Do you want a fire lit during your reception in the big fireplace in The Heritage?
    - YES or NO.
  + (Destination Weddings) Do you want a campfire after the rehearsal dinner for $55?
    - YES or NO.
* Any other activities we should send you information about? Horseback riding, trapshooting, fishing?

**ANYTHING WE SHOULD KNOW ABOUT**

* Any special items, requests, or traditions we should know about that aren’t usual wedding events?
* Are there any special family circumstances I should be aware of to keep everyone comfortable?
* If there are other things we have discussed via phone or email, your small details, list here:

**VENDOR INFORMATION**

* Please enter your current vendors for me with contact information. Please include names, emails, websites, and phone numbers.
* This is important for us to have in case of emergency.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Phone** | **Email** |
| **Officiant** |  |  |  |
| **Baker** |  |  |  |
| **Florist** |  |  |  |
| **Music** |  |  |  |
| **Photographer** |  |  |  |
| **Hair/Make-Up** |  |  |  |
| **Other** |  |  |  |

**PICTURE INFORMATION**

* Please sign your name below to consent to us sharing your wedding pictures on social media.
* Please fill out the following information so we can properly tag and share! The more people we can tag and get to collaborate with, the better!

|  |  |  |
| --- | --- | --- |
| **Title** | **Name** | **Website/Instagram** |
| **Dresses** |  |  |
| **Shoes** |  |  |
| **Suits** |  |  |
| **Rings** |  |  |
| **Others** |  |  |
|  |  |  |

**SDR POLICIES: VENDOR DAY OF ITEMS**

* When you get ready on the wedding day, I will guide your vendors to where you are if they do not know how to get to you. I will help your DJ find the correct site.
* If your DJ needs a tent, the ranch does not provide this. They will be in charge of setting up all of their own equipment & moving it. Please let your DJ know this.
* We will provide your DJ or entertainment with their own 6ft banquet table with a linen & table skirt. They can set gear under the table in the event of rain.
* We can provide an extension cord for your DJ.
* Your photographer must have you back by the time set for your entrance.
* The Chef will be well on his way to having food out on time by then. If you are late, the food will sit out & not be as fresh by the time you return. If you need more photography time, please allow us time to schedule it so we can serve food at the correct time.

**SDR POLICIES: CEREMONY LOGISTICS**

* We will have water out for your guests at the ceremony site.
* HEART SONG/HILLTOP CEREMONIES – Any disabled guests or folks with mobility issues who need a ride to the upper ceremony site can get a ride in one of the carts. Please have those guests **meet at the office for a ride 30 minutes before your ceremony.**
* RIVER BEND CEREMONIES – We can cart handicapped guests to the site. Please have those guests meet on the back deck to await their ride.

**SDR POLICIES: LODGING LOGISTICS**

* Pet Friendly - $50 nonrefundable fee for dogs
* The pool is open from June-September, weather dependent.
* The game room is open 24/7, all year.
* The gift shop is open during business hours. You can find select snacks, water, & soda.
* If you are bringing any coolers, please bring ice with you. We have one ice machine & often have events back-to-back. This machine is unable to keep up if we fill any coolers.
* The kitchen only serves your pre-paid meals & breakfast. Please remind guests to bring snacks to eat in between meals.
* There are hair dryers on the property. We also provide small bottles of shampoo, conditioner, & lotion in each cabin.
* Each cabin has a bathroom & shower (or bathtub).
* There will be towels in each unit.
* The guest houses have fully stocked kitchens for cooking.
* Coffee makers are in each unit.
* **Guests should park near their cabin if they stay overnight for the wedding.**
* **The upper parking lot is for overflow guests.**

**SDR POLICIES: DECORATING & GETTING READY**

* The ranch does not decorate your wedding for you, but we will guide your décor committee if needed.
* I will be setting up the ceremony & reception spaces when you do your first looks**. Please have transportation arranged.** Often, you can ride with a photographer or someone’s car who came with you.
* If you rent sashes for your chairs, someone from your party will tie them.
* We will fold napkins for you if you rent them.
* Candles are allowed as long as something catches the wax.
* You will need to bring candles if you want them.

**SDR DECORATION GUIDELINES**

* You may use real candles if you have something to catch the wax. It must have a broad base.
* You cannot throw fake petals on the property. If you do & they are not cleaned up, we will charge you for the time to clean up after you. Please help us keep Sylvan Dale beautiful!
* If you bring large furniture, you must take it with you.
* You cannot put nails in the wall or any structure on the property. You can use wire ties, command hooks, or other fasteners that come off and leave no damage.
* We Provide:
  + White linen napkins.
  + White linen tablecloths.
  + Silverware, dinnerware, all glassware.
  + The bar & all bar accessories.
  + The Arch
* Things to think about decorating: All optional items. Make it what you want.
  + The bar.
  + Cocktail tables.
  + Cake table.
  + Campfire area, maybe blankets?
  + Your reception tables.
  + Goody bags for cabins or bathrooms