



PINERIDGE HOLLOW  
EST. 1992

# INFORMATION *Timeline*

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AS A WEDDING CLIENT OF PINERIDGE HOLLOW HERE IS WHAT YOU CAN EXPECT AS A PART OF YOUR PLANNING EXPERIENCE:

## AT THE TIME OF INQUIRY

- Details about our property
- Catering information
- A tour of our grounds and facilities (permitting the tent is set up) with a Manager or Event Coordinator
- A detailed estimate based on information provided

## AFTER BOOKING

- Correspondence and assistance with the Event Coordinator throughout your entire planning process
- A complimentary tasting

## 6-8 MONTHS PRIOR TO THE WEDDING

- 1 hour planning meetings with the Event Coordinator
- Suggestions on vendors
- Suggestions and assistance selecting décor and linens from Pineridge Hollow's Décor Package
- Updated estimates
- All menu, décor and bar decisions must be complete 1 month prior to the wedding

## 2-4 WEEKS PRIOR TO THE WEDDING

- 1 hour planning meeting to confirm final changes and details with the Event Coordinator (as requested)
- Confirmation letter outlining all decisions made to be signed by the couple

- Updated estimate

- Final guest count, kids meals, allergies & dietary restrictions must be confirmed 2 weeks prior to the wedding.

## THE WEEK OF YOUR WEDDING

- 1 hour ceremony rehearsal with assistance from the Event Coordinator (if ceremony has been booked at Pineridge Hollow)

## THE DAY OF YOUR WEDDING

- Set up of the ceremony (if required), reception and décor that has been ordered through Pineridge Hollow
- The use of the "Living Room" as your bridal suite if you are having the ceremony onsite
- Assistance coordinating and timing your ceremony from the Event Coordinator
- Coordination of all discussed details from the Event Coordinator and banquet staff
- Event Coordinator onsite from the time of ceremony through the dinner portion of your reception (supervisor onsite throughout the entire function)
- Access to Pineridge Hollow's grounds and gardens for your pictures
- Final invoice at the end of your function