



## LE CHATEAU

### CONGRATULATIONS!

We are thrilled to be working with you to create an unforgettable day for you and your guests. To help you get started, we've included some information to help guide you in the planning process.

#### EVENT COORDINATOR FOR PRE-EVENT PLANNING

- Tori Hastings
- **Email:** th@lechateaubanquets.com
- **Phone:** 914.763.1410

#### MAÎTRE D' & DAY-OF CONTACT

- Debbie Burke
- **Email:** dc@lechateaubanquets.com
- **Phone:** 914.763.1410

#### ACCOUNTING

- Gabriella Padilla
- **Email:** office@lechateaubanquets.com
- **Phone:** 914.763.1410

### PLANNING TIMELINE:

#### 4 MONTHS OUT

Please send me a list of your booked vendors with their contact information. I will update your file with their information.

#### 2-3 MONTHS OUT

Please contact DiMare bakery to schedule a cake tasting and consultation meeting.

#### 6-8 WEEKS OUT

We will meet for your planning meeting to discuss your event logistics and I will answer any questions that you may have.

## INCLUDED DÉCOR

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**LOCKED CARD BOX:** **TABLE NUMBERS:**



**CAKE STAND:**



**GLASS VOTIVE CANDLES:**



- Choice of: Round
- Silver or Gold Square: Silver
- 1 - Votive/Cocktail Table
- 3 Votives/Ballroom Table

## SAMPLE TIMELINE

Please note that these times are estimates as factors such as the time it takes for guests to make their way to the ballroom, Le Chateau staff to take entrée orders, and formalities such as speeches will impact the overall timing.

**5:30pm - 6:00pm:** *Ceremony (if applicable)*

**6:00pm - 7:00pm:** *Cocktail Reception*

**7:00pm - 11:00pm:** *Ballroom Reception*

- Introductions & First Dance Followed by Speeches (Welcome/Blessing, MOH & BM)
- 1st Course Appetizer is Served Followed by Parent Dances (Or After Entrée). Dance Set Until Entrée is Served
- 2nd Course Salad is Served
- Entrée Course is Served followed by Parent Dances to Kick off 2nd Large Dance Set to Reception End
- Cake Cutting

## CEREMONY INFORMATION SHEET

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Names: \_\_\_\_\_ Date: \_\_\_\_\_ Ceremony Length: \_\_\_\_\_

### Processional Order - Please use first names

1. Officiant: \_\_\_\_\_ Using Side Staircase **OR** Walking Down Aisle?

2. Grandparents: \_\_\_\_\_

3. Parents: \_\_\_\_\_

4. Groom: \_\_\_\_\_ Using Side Staircase **OR** Walking Down Aisle?

5. Best Man: \_\_\_\_\_ Using Side Staircase **OR** Walking Down Aisle?

6. Groomsmen: \_\_\_\_\_

7. Bridesmaids: \_\_\_\_\_

8. Maid of Honor: \_\_\_\_\_

9. Flower Girl(s) & Ring Bearer(s): \_\_\_\_\_

8. Bride & \_\_\_\_\_

Who is Providing the Microphones & Music? Band / DJ / Other: \_\_\_\_\_

Will there be any readers? YES / NO If yes, how many? \_\_\_\_ Names: \_\_\_\_\_

Will there be a florist setting up decor? YES / NO

If so, what? \_\_\_\_\_

Are any tables needed? YES / NO If yes, where? \_\_\_\_\_

Will you be providing programs? YES / NO

If yes, how will they be distributed? Basket / Handed out by family member

Will you need reserved seats or rows? YES / NO If yes, how many? \_\_\_\_\_

Using Le Chateau's reserved row signs? YES / NO

## CEREMONY FAQs

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### CEREMONY SOUND SYSTEM

Le Chateau does not have a sound system to play music or microphones in the ceremony space. Clients are responsible for coordinating the sound system and music with their band/DJ.

### CEREMONY RULES:

- Candles lining the aisle are not permitted
- Flower girls are permitted to use real flower petals only
- Recessional petal confetti is permitted using real flower petals only outdoors
- Only artificial flower petals are permitted for indoor ceremonies

### CEREMONY LAYOUT

- Outdoor ceremonies will have approximately 8 chairs per row on each side of the aisle
- Indoor ceremonies will have approximately 10 chairs per row on each side of the aisle

### WEATHER CALL

Le Chateau will coordinate with clients and vendors to make a weather call about 24 hours out from the event day.

### REHEARSAL

Due to Le Chateau's event calendar, rehearsals will be day-of with Debbie the maitre d'. Rehearsals take about 10 minutes and can be done without the bride and groom present.