

PLANNING TIPS

FROM YOUR EVENT
COORDINATORS



SET YOUR RSVP DEADLINE EARLY

Set your RSVP deadline one month before your wedding date. You will often have to call guests to check on their status. We need the final guest count and seating arrangement at least sixteen days before the event. The last thing you want is to stress about numbers the last few weeks before your reception!

MAKE A SLIDESHOW

A slideshow is a great way to put a personal touch on your event. Each hall is equipped with a complimentary projector and screen for your use with your DVD. Add photographs from your childhood, fun moments together, and pictures with family and friends. Everyone loves a glimpse into the special moments of your life!

SCHEDULE A HOST AND/OR HOSTESS

A host makes your guests feel comfortable and at ease. Have your hosts arrive before earliest guest arrival to greet your guests and provide general guidance of what guests should do when they arrive. Choose people who are comfortable greeting guests and pointing out the gift table, name card table, coat area, etc. An example of their greeting may be, "Welcome! Please take your name card and find your table. The gift table is over there, and feel free to get drink at the bar!"

ALPHABETIZE NAME CARDS

When putting together your name cards make sure to have them in alphabetical order. Do it in advance so your set up crew (family, friends, etc) do not have to spend hours on it the day of. Alphabetize by last name. You can even put families in groupings. It will be a breeze for guests to find their name and table assignment!

PERSONALIZE, PERSONALIZE, PERSONALIZE!

Whether it is photographs in the hallway, a specialty cocktail at the bar or a pop of your theme color, your guests will see your personal touch in everything. We suggest making personalized table numbers that match your theme and décor. Use our stands complimentary and bring in that theme table number to tie everything together! It is the little details that add so much!

Our favorite planning tips

USE A LOT OF CANDLES!

We always suggest lots of candles (not tea lights since they burn out too fast). As you know, lighting is a very important aspect of any reception. You can already personalize your event at the Profile Event Center with our lighting options. Adding the final touch of candles can go a long way!

We suggest having candles at each table and even adding them to areas such as the bar and hallway. We would love to provide the candles for you or you can bring in your own. Our candlelight hallway package is one of our favorites! We would be glad to light the candles before your guests arrive. If you are providing your own, please make sure the wicks are up so we can light them quickly!

USE OUR MAPS!

Follow our website to the Information Page and click on the link entitled, "Maps and Directions." You will have a map showing parking and entrances to your hall. Include this map in your invitation so guests will not have a problem finding your reception! Just remember that the parking lot is available Monday-Friday after 5:30pm and all day and night on weekends except during Gopher football games and other stadium events.

INFORMATION

TASTINGS

Private Tastings

We offer private tastings for up to six people! You will be able to taste four appetizers/late night snacks, four entrées, four sides and four desserts/cake flavors. In our new showroom, you will see examples of our centerpieces, specialty linens, sash colors, and a table set up. It is a great place to get decoration ideas!

APPETIZERS & LATE NIGHT SNACKS

Appetizers

In between your ceremony and reception, it is always nice to provide hors d'oeuvres for your guests! If your guests are going to be at your reception one hour or longer prior to dinner, we always recommend serving appetizers. We provide either buffet or butler passed hors d'oeuvres at no extra service charge.

It is best to wait until you finalize your guest count sixteen days prior to your reception to decide the quantity of your hors d'oeuvres. We generally recommend three passed appetizer options and enough for each guest to try one of each. We also often suggest adding a few platters! It does depend on the timeline and other factors so we may have some suggestions at your final meeting.

Late Night Snacks

We recommend serving late night snacks (pizza, sandwiches, bar food, snacks, etc.) around 10-10:30pm, depending on your timeline. Everyone loves it when, after drinking and dancing, pizza suddenly appears! It is best to decide the quantity of your late night snacks after you finalize your guest count. Take a look at your list and count up for your friends to estimate late night snacks. They are generally the ones partying till the end!

PLATED MEALS

Open Seating

To have open (unassigned) seating, everyone must receive the same entrée. You may also provide the option of a children's meal since our servers will be able to tell the difference between children and adults and serve accordingly. You may also have a few vegetarian meals.

Assigned Seating

If you would like to offer more than one meal, you may select up to three entrées. Include the options in your invitations and have your guests reply with their meal choices. This is so our chefs can best execute preparation and service of your meals. Children's meals and vegetarian choices generally count toward the three entrée options; however, if you only have a few vegetarian meals or children's meals, we can usually accommodate these meals without counting them as another option.

Please assign tables and provide your guests name cards that clearly reflect their entrée choices. The clearest code is a picture or simply a letter (e.g., picture of a chicken or the letter C) on the front of the name card. Please make sure it is large and easy for the servers to see. Do not use color coding as the servers have difficulty distinguishing the colors with our intelligent lighting.

The easier your name cards are to read, the better the service!

Please see possible options illustrated to the right.

Once you get your final guest count (at least sixteen days before your reception), please provide us with the following information:

- I. Final total for each meal.
- II. Number of each meal per table (e.g., Table 1 ~ 3 chicken, 4 steak, 1 children's meal). Our servers will bring the selected meals to the tables and deliver them to the corresponding cards;
- III. Number of guests per table (this is how we will set up the tables to make sure there are the proper number of chairs and place settings per table; and
- IV. Table numbers (we will make the hall diagram at the final meeting).



Timing: Our kitchen staff needs one half hour flexibility when planning for your dinner.

CEREMONY ONSITE (\$350)

How it works

We charge \$350 for ceremonies. The ceremony is held onstage in the same hall as your reception. Guests sit at their respective tables and chairs are placed on the dance floor for immediate family and close friends. After the ceremony, we set up the head table onstage and remove the chairs from the dance floor.

Rehearsal

You may rehearse for your ceremony the same day as your wedding any time after 10 am. If the hall is available the day before your wedding, then you may rehearse the day before (usually only applicable for Friday weddings). We are generally here until 6:00pm and will set up your hall early that day.

SET UP / HALL LAYOUT

One of our biggest tips is to not spend time worrying about hall layout until you have your final numbers. Things can change drastically depending on your final count. Once you get your final count, we will create a room set up diagram for you. During the planning process, you may use the diagrams on our website (click on your hall's tab and the Hall Diagrams link at the bottom of the page) to envision your reception layout. Wait to finalize your floor plan until the final meeting as we may have some suggestions.

Round tables for buffet service seat nine per table. Round tables for plated service seat eight per table. Rectangular tables seat ten per table. First rectangular table on second level in Diamond Hall seats nine to accommodate the column. Please see the end of this document for the best locations for "other" tables (e.g., cake, gift, name card, buffet, etc.). We will also have some ideas at the final meeting.

SOUND AND LIGHTING

Preparation

Please drop off your slideshow on USB Drive or DVD or any music you want played for cocktail hour at the final meeting so that way we can test it and have it set up before your guests arrive! And you won't have to worry about where it is the day of!

Slideshow

If you are playing the slideshow once, the best time to play it is after everyone has been served. That way all of your guests are sitting down and have a chance to see it. If you want your slideshow to run continuously, please add the "continuous loop function." Also, let us know what timeframe to run the slideshow. Be sure to let us know if your slideshow has music attached to it or if the DJ will be running other music in the background.

Lighting Options

We have many lighting options! Please see questionnaire from our website's Information Page for specific lighting options.

CENTERPIECES AND DECORATIONS

In-House Centerpieces and Decorations

We would love to create your centerpieces! Having us take care of everything takes a lot of the stress out of your big day. You can keep the fun of designing without all of the work. After all, who wants to own and then at 3:00am transport thirty centerpieces!? All items you rent from us, we set up and take down. You don't have to worry about anything!

Outside Centerpieces and Decorations

Anything you bring in, you need to set up and take down that day. We are always changing over from one event to another. Assign a crew of friends and family to set up, clean up, and remove your decorations. Obviously, you will be very busy that day! We would be glad to light any candles that you bring in but please remember to put the wicks up for us! You have until 3am to take out all of your decorations.

Bouquets

Many brides use their bouquets as decorations for the head table. You can simply lay the bouquets on the head table or bring in vases for them. If you bring in vases, please make sure they are the right size for the bouquet. Bouquets can end up being heavy and you do not want a vase full of water all over your beautiful dress or table! When your set up team places the vases at the head table that morning, please make sure to put water in them in advance.

TIMELINE

So, you have booked your reception and paid your first \$750 deposit. What next?

“Like” us on facebook! We will be posting all sorts of updates, ideas and information on our facebook page. It is the best way to keep up on what is going on at PEC and also a great spot to chat with other brides! We would love you to post pictures, ideas and comments! Please keep in touch after the reception!

While you are doing your own planning, use our online resources to get ideas on table placements, decorations, and music! Set up a detail meeting, and send us your questionnaire. These answers are not final but will help us in planning your day! Go over the questionnaire before the meeting as we will be asking you the questions from it. That way we can get some details down in your file and answer any questions you may have for us! It is also very helpful in planning the timeline of your event!

180 days before your reception, your second \$750 deposit is due. Just mail a check or give us a call with a credit card number.

Approximately two weeks to one month before your event, your DJ will be contacting you to go over reception details.

As soon as possible, let us know if you would like to schedule our in-house DJ. As you get closer to your reception, we will choose the best DJ for you and have him or her contact you. You may complete our in-house DJ form on the Information Page before your DJ contacts you. Just click on “In-House DJ” then click on “Planning Form” to get started!

Set up a private tasting if you are unsure of your menu! These can be set up Monday, Wednesday, Thursday, and Friday from 10am to 6pm. You may have six people total at the tasting, and you will also be able to see decoration ideas in our showroom. Your tasting and detail meeting can often be done on the same day, if you’d like to save a trip into our office!

Sixteen days prior to your event (earlier is even better!) the final details, final count, and final payments are due. We will finalize all of the specifics during the final meeting. Anything you can send over in advance will be helpful! That way we can start working on your invoice and room diagram right away.

Take pleasure in the last few weeks before your wedding without worrying about anything at the Profile Event Center!