

COUNTRY COTTAGE & GARDENS

Weddings



YOUR COMPREHENSIVE WEDDING PLANNING GUIDE

Congratulations!

You're getting married!!



*On Behalf of the Staff of
Country Cottage & Gardens*



We thank you for choosing to host your wedding
with us at Country Cottage & Gardens and we
look forward to working with you to plan the
perfect wedding!

Contact Information



○ **Your Operations Manager & Chef**

(For questions on menu, rehearsal dinners, equipment, food service, & comments or suggestions)

Chef Eric Zamudio

330.343.9374

zamudio.eric@yahoo.com

○ **Your Wedding Planner**

(For questions on vendors, guest count for wedding, decorations, invoicing & billing)

Monica Zamudio

440.223.1489

countrycottageandgardens@yahoo.com

○ **Your Florist/ Licensed Officiant**

(For questions on flowers, decorations, officiant services and vows)

Carolene Zamudio

330.691.1451

zamudio@tusco.net

○ **Websites**

Weddings www.zcottagewedding.com

Catering www.countrycottageandgardens.com

Cottages www.zcottage.com

Be sure to like us on facebook to get updates and pictures of your wedding and others!



Lets get to know you and your wedding



The purpose of this wedding planning book is to guide you through the Country Cottage & Gardens wedding planning process. It's our goal to make your planning process a fun and stress free process. Just flip through the pages and fill in the information and questions we ask. At your regular appointments we can discuss the different questions and further assist you! We will follow along at our appointments with our own book so we are all on the same page. If there is something you are unsure of you can either leave it blank or give us a call.



Lets start with the basics!

- What date and start time is your wedding reserved for?

Date ____/____/____ Ceremony start time: _____

- What is your projected guest count? Keep in mind that your guest count will fluctuate throughout the planning process. Thats why we will ask this throughout our appointments and update your estimate.

** Wedding Planner Tip: Typical return rate on invitations is 75% but that could change with long distance guests etc..*

Initial guest count estimate: _____ 6 month estimate: _____ 1 month estimate: _____

Final Guest Count: _____

- What color scheme would you like for your wedding? This will dictate the type of decorations, linens, flowers, dresses and miscellaneous other elements throughout your wedding.

- What kind of theme are we going for with your wedding? Does any certain word or description capture the idea of what kind of wedding you would like?

** Wedding Planner Tip: Sometimes this question is hard to answer. Our suggestion is to thumb through a couple magazines or websites and find pictures that speak to you. Be sure to clip or print these pictures and keep them in this wedding planning book to help you explain what you would like at our appointments. Remember that a wedding includes many elements, including decorations, flowers, catering, entertainment etc so don't forget those pics!*

Clip your current estimate here:

This should be the location of your most current estimate or invoice for your wedding

Payment Information

You can use this page to track your payments and see what amounts are due when. Most regular payments should not begin more than a year before your wedding. When you sign up we get your retainer and vendor deposits if you know which vendors you would like. After that you are only required to pay the amounts at the dates on the chart below. You're welcome to pay as you like so long as these amounts are in by these dates. (Reminder: Our deposit & vendor deposits are nonrefundable)

Payment Information	
Date of Wedding:	Estimated Amount Due:
1 yr. vendor deposit amount:	Due Date:
6 month payment amount (33%):	Due Date:
1 month payment amount (66%):	Due Date:
1 week payment amount (100%):	Due Date:

DATE OF PAYMENT	PAYMENT METHOD	PAYMENT AMOUNT	REMAINING BALANCE
1		Retainer \$300.00 + vendor deposits	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Timeline

* Wedding planner Tip: We will post in this corner the time period where we believe these topics should be addressed. They will coincide with this timeline and keep you on track!

Use this timeline to keep you on track with your wedding planning process. This book should follow the timeline. As you get closer to the big day you should be closer to completing your wedding planning book.

- **1 year:** Reserve your Wedding and Reception with us! Pick what date and time you would like and put your \$500 retainer down to reserve your date. Once that is taken care of, you should reserve your Minister, DJ, and Photographer. Don't have any idea who to choose for these services? We do! Ask us about our preferred vendors and we will even book them for you. Also set up a payment plan and reserve any additional cottages. **Also, Make sure you pay your deposit for any vendors.**
- **6 months:** Fill out the menus and decorations questionnaires. Make an appointment with us to further discuss these options. Also bring any pictures you may have of the items you would like us to recreate for your special day. Fill out and turn in any remaining paperwork. **At this time, 33% of your total payment is due.**
- **3 Months:** Now it's time to taste some cake! Come up with a design you would like and reserve your cake with the bakery of your choice. Not sure who to choose? We can help you with that too! We have some preferred bakeries! Also, start making or order your invitations. Fill out the "Bridal Party Lineup" sheet, along with choosing music for your ceremony. Return sheet.
- **2 Months:** Want to order real flowers? Order them through Country Cottage and Gardens! Let us know what flowers and design you want. We will order them and make any flower arrangements. Also finalize plans with all vendors you are using. Discuss your menu further with the Chef as well. Send out invitations and rent Tuxedos.
- **1.5 Months:** Tally responses to invitations to determine guest count. Not sure where to have your rehearsal dinner? Ask us about your options & enjoy dinner immediately after your rehearse your Ceremony!
- **1 Month:** Get your final guest count to us & go over seating for the reception. Finalize menu, decor options & last minute details. Also, pick up any items Country Cottage & Gardens does not provide, ask for for help on which items. **At this time, 66% of your total payment is due.**
- **1 Week: Final payment is due.** Drop off all decorations, alcohol, miscellaneous items will need for your wedding that you are providing personally.
- **Day Before:** Wedding rehearsal and dinner. Pick up flowers from florist if not provided through Country Cottage and Gardens. Decorate any places that you intend on decorating yourself. Ask us about a rehearsal dinner at Country Cottage!!
- **Wedding Day!!** Come, relax and enjoy your special day. (Be sure to show up at least 4 hours before your ceremony)
- **Day After:** Pick up items left from the wedding that you provided.
- **Enjoy your honeymoon as Husband and Wife!**

Vendors

* *Wedding Planner Tip:* Vendors should be booked around a year in advance so that you can be sure to get who you want!

* **These are current prices for all vendors, they are subject to change at any time.**

Vendors are a huge part of any wedding. Our preferred vendor system is designed to make it easy to pick an all star wedding staff without all the run around and within your budget. The next couple pages are dedicated to figuring out who you want to help execute your wedding and what services you want from them. Remember that a lot of times our preferred vendors offer us discounts, additional services, or at very least a very cohesive experience because of their experience here.

* *Wedding Planner Tip:* By no means do you have to select our preferred vendors, however they are on our preferred list because they always make our clients happy which makes us happy! If you are using another vendor, it's not a problem, just fill in the questions the best you can so that we can assist in coordinating everything.

○ Let talk about your Officiant:

Our Preferred Officiant is:

In house Officiant- Carolene Zamudio 330.343.9374
Price for Ceremony & Rehearsal services: 185.00

If you have your own reverend that would be great, just let us know their name and some contact information below so we can contact them if necessary. Thanks!

Name: _____
Contact Information: _____

○ Have you thought about getting an in house hair stylist?

What about makeup too?

Want to reserve your hair stylist? Yes No **Make up:** Yes No

Estimated amount who would like to get their hair styled/make up: _____

We can provide you with a stylist so that you don't have to go off property before your wedding. How convenient!

Standard:

Up-do's start at \$45.00 per person and makeup at \$25.00 per person

Designer:

Hair 70/90, makeup 90/125 also has discount packages (Save \$35)

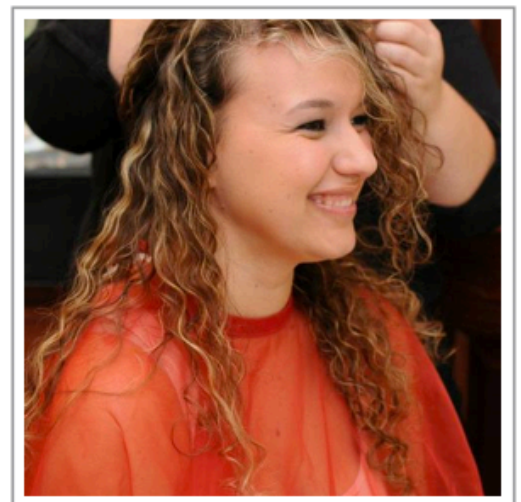
* Tip not included, you contact them directly*

Hair & Makeup contact:

Standard: Jamie Lahna 330.401.4587

Designer: Sasha Renee 330-243-4944

(be sure to mention that you are working with Country Cottage & Gardens)



Photography

Lets create memories that last a lifetime!



We can help you pick the photographer who can capture your special day just the way you want. Pick through a couple preferred photographers who have proven themselves to us through out our years of experience. Or you're more then welcome to pick your own photographer. We love the opportunity to see different vendors in action, its how we developed our preferred system from the beginning.



o Choosing your own Photographer?

Lets get some basic info so we know how to coordinate things on the big day! If using a preferred you can skip this step and just outline your choices on the next page.

Name of individual or business name: _____

Phone contact: _____ Email: _____

Business address: _____

What time does your photography begin: _____ End: _____

Do you have rehearsal pictures included with your package? Yes No

Do you want engagement photography at Country Cottage & Gardens. Yes No

** Wedding Planner Tip: Planning engagement pictures at Country Cottage & Gardens means you will have to rent a cottage here on property. For more simple requests it might be possible to do free engagement pictures at Country Cottage & Gardens.*

Wanna be a star on your big day? Country Cottage & Gardens likes to use real weddings in our marketing (ex. websites, brochures, Facebook & other social networks etc...) If you don't mind we use your photography please consent below. Don't worry, we verify with your photographers too and often give them recognition and referrals. Sign below if you consent to the use of your photography in marketing.

_____ Date: _____

o Have you ever thought about providing a Photo Booth at your wedding?

Want us to reserve your Photo Booth for you? Yes No

Provided by Photographs by Sarah: 740.229.7328 or Mobilejams: 330.827.4823

\$____ 3 Hours, Booth Attendant, DVD included with all images

Add ons:

Guests book: \$95.00, Personalized Logo/Graphic: \$25.00, Prop Box: \$20.00, Additional Time: \$50.00 per 1/2 hour, Idle Time per hour: \$25.00

** Wedding Planner Tip: Why not use the Photo Booth as a favor for your guests. The prints go to you and your guests and you can personalize them with your name and date!*

o Wanna take a look at some of our Preferred Photographers?

Flip the page and we'll outline some different options and budgets.



Photography

Lets create memories that last a lifetime!



Photography can range in budget quite a lot. We will separate our preferred photographers into middle to high range so you can budget appropriately. * Rates subject to change

Highlight the photographer and package you have chosen so we know what to record and plan on for you!

** Wedding Planner Tip: Our preferred system is based off of what we feel is a great service for the price asking. Always remember you get what you pay for in almost all cases so naturally the higher budgets would reflect their service/quality.*



○ Silver Budget

LJC Photography

www.ljcphoto.weebly.com

Hourly Rate of \$100 per hour, includes 1-2 photographers, minimum of 35 photos an hour, all photos fully edited and available online. Digital Disk and Copyright- \$150 & includes: up to 3 disks, fully edited images, high resolution and copyrights. More Options Available!! \$100 nonrefundable deposit is required.

In house Photography

Let our Wedding Planner be your photographer for the day! With full access to all areas of your wedding, she will be able to get all pictures from start to finish!

Full Day Photography includes: All pictures through out the day, Pictures of the wedding, All family/bridal party/Couple pictures after the wedding, Reception Pictures and Event Pictures all on a disk for you to print up or share with a minimum of 200 images for \$500 with a \$100 deposit

Already have a photographer and would like some additional images that we take though out the day? Get all of those behind the scenes images, minimum of 100 on a disk for you to print or share for \$225 with a \$75 deposit

○ Gold to Platinum Budget

Sarah Renee Studios:

www.sarahreeneestudios.com, 440-537-7446

*** Offers a custom package for our location only!!**

RADIANT: \$2000	EMERALD: \$2500	PRINCESS: \$3000
8 HOURS COVERAGE ENGAGEMENT SESSION \$75.00 CREDIT TOWARDS ADD-ON SERVICES ONLINE GALLERY	10 HOURS COVERAGE ENGAGEMENT SESSION 8X8 CUSTOM ALBUM \$100.00 CREDIT TOWARDS ADD-ON SERVICES ONLINE GALLERY	12 HOURS COVERAGE ENGAGEMENT SESSION TWO PHOTOGRAPHERS 10X10 CUSTOM ALBUM \$125.00 CREDIT TOWARDS ADD-ON SERVICES ONLINE GALLERY

ALL PACKAGES INCLUDE: PRINT RELEASE AND USB FLASH DRIVE WITH CUSTOM CASE

Current Country Cottage Brides Special:

ECONOMY PACKAGE: \$1650*

6 HOURS COVERAGE
ONLINE GALLERY
PRINT RELEASE

USB FLASH DRIVE IN CUSTOM CASE

*NOT VALID WITH ANY OTHER DISCOUNTS OR PROMOTIONS

Lets create memories that last a lifetime! Photography



Highlight the photographer and package you have chosen so we know what to record and plan on for you!

○ Gold to Platinum Budget

Jay Kossman

[www.digital 504.com](http://www.digital504.com), 440-759-8684

Creative, Unique, professional modern digital photographs with no limit on the amount of pictures on your day.

Includes: All pictures taken & edited with full rights released to the clients, custom digital editing & effects, online gallery with free downloads for guests.

Chianti

One photographer, 2 hours \$ _____

Malbec

One photographer, 5 hours \$ _____

Zinfandel

One photographer, 7 hrs, \$50 credit towards add-on or photo service \$ _____

Merlot

One photographer, 9 hrs, \$75 credit toward add-on or photo service \$ _____

Shiraz

One photographer, 10 hrs, \$100 credit toward add-on or photo service \$ _____

Cabernet Sauvignon

2 photographers, 12 hours, \$100 credit toward add on, one 13x11 Storybook album or one 8x12 Tuscany Flush Mount Album, Complimentary photo Session of Choice \$ _____

Add On's:

Extra Photos, albums or a canvas

**** Also has a photo booth option**

○ Gold to Platinum Budget

Brandi Williamson Photography

www.brandiwilliamsonphotography.com

Starter Pack:

\$ _____ (includes up to 6 hours)

-10x13 Print (1)

-8x10 Prints (2)

-5x7 Prints (3)

Silver Pack:

\$ _____ (includes up to 7 hours)

-10x13 Print (1)

-8x10 Prints (3)

-5x7 Prints (5)

-4x6 Prints (8)

-Wallet Prints (16)

-High Res DVD with Print Release

Gold Pack:

\$ _____ (includes up to 8 hours)

-8x8 Mini Wedding Album (Hard Cover w/Image Wrap)

-10x13 Print (1)

-8x10 Prints (3)

-5x7 Prints (6)

-4x6 Prints (12)

-Wallet Prints (24)

-High Res DVD with Print Release

·Also have Platinum & Elite Packages

Other Great Photographers to look into:

Mindy Sue Photography: www.mindsuephotography.net

208-233-0161, package starts at 6 hours with images \$2600

Entertainment

Entertainment is a crucial element of your wedding day. There are many options to choose from to ensure that your guests are entertained throughout the night. Below we will list some of the options that you can consider along with the current estimated prices. Your options can range from a DJ, Live Music, Characterists, and photo-booths. If we don't mention something you would be interested in please let us know so we can include them.

** Wedding Planner Tip: These options are mostly contracted through our preferred vendors and not Country Cottage & Gardens and the prices have a tendency to fluctuate a lot so its always good to get your vendor deposits in quick and lock in your prices.*



To begin with, do you have a DJ?

○ Choosing your own DJ or Music situation?

Lets get some basic info so we know how to coordinate things on the big day!
If using a preferred you can skip this step and just outline your choices on the next page.

Name of individual or business name: _____

Phone contact: _____ Email: _____

Business address: _____

What time does your DJ package begin: _____ End: _____ When is your DJ planning to arrive: _____

Does he have lighting set ups or other equipment? Yes No

If yes, what items specifically are they bringing: _____

Do you plan to have special events on your big day and want to have your DJ coordinate them? Please list the events below and any other special notes about your DJ. ex: dances, cake cutting, bouquet toss etc..

○ Our preferred DJ is Mobilejams Entertainment

www.mobilejams.net 330-827-4823 e-mail: info@mobilejams.net

Mobilejams Entertainment can provide a variety of packages and entertainment options. We will list all the available packages and options on the next page for you to choose from. If you are unsure about some of the options be sure to check their website or facebook to see more in depth photos and information. Also our wedding planning service is always available to answer any questions.

** Wedding Planner Tip: Why do we recommend a DJ? DJs are important for a couple different reasons. Music is a huge part of the experience for your wedding guests. Also its important to coordinate the wedding guests and set a tone for the wedding and events throughout the night. Without music and coordination your wedding could lack luster and leave your guests confused as to what is going on.*



Entertainment

Highlight or circle the package and options you have chosen so we know what to record and plan on for you!

Mobilejams DJ Packages below:

(\$50 Deposit is necessary to book them. This is a special rate for Country Cottage & Gardens only)

Hourly Wedding Package Starting at: \$_____

- Minimum 4 hour Reception, 5 hours: \$_____, 6 hours: \$_____

- Includes: Both an MC & DJ

- Truss with Effect Lighting System

- Full Room Sound System

- Ambient Dance Floor Lighting

- This package is best for receptions lasting 5 hours or less. For receptions 6 or more hours, see the unlimited hours package below.

Unlimited Hours Package - \$_____

(Save with a 6 Hr. Reception or longer)

- Unlimited hours of entertainment at one price until midnight. This package is best for receptions lasting 6 hours or more. Also best package if we are providing music for both the ceremony and reception. See discounts below.

- Includes all of the above.



GOLD Package- \$_____

*Requires \$200.00 Deposit

- Unlimited hours of entertainment at one price until midnight

- 10 Decorative Uplights (You choose the color)

- Monogrammed Projector

- Unlimited Consultations

- Includes: Both an MC & DJ

- Full Room Sound System

Platinum Package BEST VALUE - \$_____

**Requires \$300.00 Deposit

- Unlimited hours of entertainment at one price until midnight

- (2) Programmable Moving Head Lights w/ Trussing (Moving Spot Lights)

- (20) Decorative Uplights (You choose the color(s))

- Full Room Sound System

- Includes: Both an MC & DJ

- Unlimited Consultations

Ala Carte Options:

Uplighting!: \$_____ for 5 initial lights

- \$_____ per additional light

** Wedding Planner Tip: Uplighting can transform your reception into another environment all together. The lighting will capture the tree tops and the tents we use to coordinate a color scheme that matches your wedding and events. Uplighting is a great decorating and entertainment option!*

In House DJ Option

Ask us about our in house speaker and DJ options!! We are working with a local Radio DJ Personality to offer you some additional savings, with the same quality service!! Ask us today and save up to \$200!!!

Creating That Fairy Tale



○ Jacob's Classic Carriage

www.jacobscarriage.com, 330-674-1781

Prices start at \$___ for 2 hours of service.

"Let us make your event an experience to remember! With our beautiful white Vis-à-vis carriage, black percheron horses and a formally dressed driver, we'll make your occasion unforgettable. You're welcome to bring flowers or a sign to give the carriage that extra personal touch. We work with you to make every detail count"

** Wedding Planner Tip: We can make your wedding entrance extra special with this Horse and Carriage. We will sneak you out the back and have you come around the bend at the front of the drive as a surprise. Be ready to hear the ooos and ahhs!*



Want us to reserve your Horse & Carriage for you? Yes No



○ Denny Vlahos Classical Guitarist

330-447-0259 dvlahos1@roadrunner.com

Highlight any options you are interested in us reserving for you.

Traditional Seating: \$___

Music for 1/2 hour before ceremony. Additional hours available

Ceremony/ Plus Seating: \$___

Music for 1/2 hour before ceremony plus subtle music during reading of scripture & exchange of vows

Ceremony/ Seating/ Cocktail Hour: \$___

Choice of songs on a variety of instruments and styles: Jazz and/or Blues, Latin and/or Flamenco, Popular light rock tunes, Ragtime & Honky-Tonk (extra cost)

Add ons:

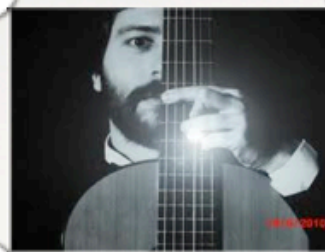
Extra Musician: \$___

Might be requested for specific songs, vocalists, flautist, additional guitarists etc..

Song Composition: \$___

For an ceremony or seating package. Limited to being and instrumental solo piece only

* All vendor rates subject to change



○ Harpists

Typical packages start at \$325.00 and up for 2 hours of service

Want us to reserve a Harpist for you? Yes No

○Violinist start at \$275

Want us to reserve a Violinist for you? Yes No

○ Would you like any other kind of vendor that we haven't mentioned?

Please detail what you are looking for below and we will help you find it.

Lodging

8 Months before



We can help provide lodging for you and all your guests. When you reserve a wedding ceremony & reception with us you automatically get all 3 cottages that we have here on the property. They are great for your immediate bridal party, but what about the rest of the guests? Below we outline some details about the other lodging options we can help with.

We can get special discounted rates at the Holiday Inn express New Philadelphia Ohio & Best Western. We would set the reservation for you for a set up fee and then all guests can call the location directly and receive the special discounted rates.

○ **Schoenbrunn Inn & Suites(Best Value**)**

1186 West High Avenue New Philadelphia, OH 44663

○ **Holiday Inn Express Hotel & Suites New Philadelphia**

145 Bluebell Drive Southwest New Philadelphia, OH 44663
(330) 339-7731

○ **Best Western New Philadelphia**

161 Bluebell Drive Southwest New Philadelphia, OH 44663
(330)339-6500

○ If you would like us to reserve one or both of these hotels let us know and we can get your the discounted rates. Our set up fee is **\$50.00**

Do you want us to set up our discounted room rates for you? Yes No

If yes, let us know the amount of rooms that we can set up for you.: _____

Shuttle Service

○ Want a shuttle service from your hotels to Country Cottage & Gardens? Take a look at the options we have below. Highlight an option and write in the amount of time you will need please.

○ Shuttle service prices start at: \$525

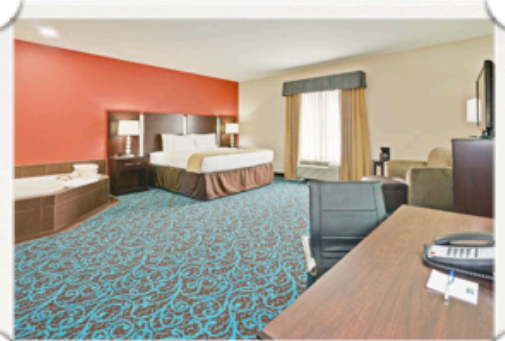
Limousines can transport 8 at a time and we can offer Vans/Busses

Want shuttle service? How long will you need one: _____

How many will you need? _____

What type? _____

○ Interested in a different option? Please list it below:



Transform your Wedding into a fairytale setting!

Decorations



As with all things in your wedding, Decorations are completely customizable. Work with our wedding planner and florist to really develop your theme. Decorations can be in every element of your wedding and we can help you to find all the best locations to accent your wedding. To help make the planning process even more stress-free for you, we now offer several different packages for flowers, decorations & table setting! Clip pictures you find to this page of your book so you can share them with us!

** Wedding Planner Tip: The best way to let us know your style and what you are looking for is to bring us pictures. Look through your favorite magazines and websites and bring those pictures to us. To make it easy you can even clip those pics to this page so we can see them at Below are the main decoration elements that you can think of. We will outline the main points to consider then address each main element in greater detail on the next couple pages.*

○ Archway & Ceremony Site

- The archway is the first and most dramatic thing you can decorate. You will probably want to talk with our florist about all the options you can explore.
- The ceremony site includes an endless amount of options. However, below are a couple main points a lot of our brides like to decorate.
 - Individual seats and programs
 - Lining the brick walkway with Shepard hooks or flowers etc..
 - Flower petals on the arch and also the walkway
 - Special guest books
 - Umbrellas for shade and decoration
 - Decorations/Linens on the front porch etc..
 - Special arrangements for around the Archway and seating locations
 - Memorial Vases, Candles, Flowers etc.. for guests that wont be able to see your wedding.
 - Special requests for refreshments ex. Decorating the "lemonade" stand to match your wedding

*** We now offer packages for: Archway, Deluxe Drink Stand and other Decoration Delighter packages! Ask us about those today!!**

○ Bridal Party Flowers

- Bridal Party Flowers include:
 - Brides Bouquet, Bridal Party Flowers, Boutonnieres, and Corsages

** Wedding Planner Tip: Bridal party flowers are not limited to the traditional styles. If there is someone in your wedding that you would like to recognize or thank then a flower accent is a great way to do this.*

○ Centerpieces and Arrangements

- Centerpieces are specifically for your tables at your reception.
- Our reception site includes many different places besides the tables to decorate. To truly get a full effect we recommend decorating not just the tables but the many other locations around the reception site with elements that match your scheme. Talk with our wedding planner and florist to get some great ideas.

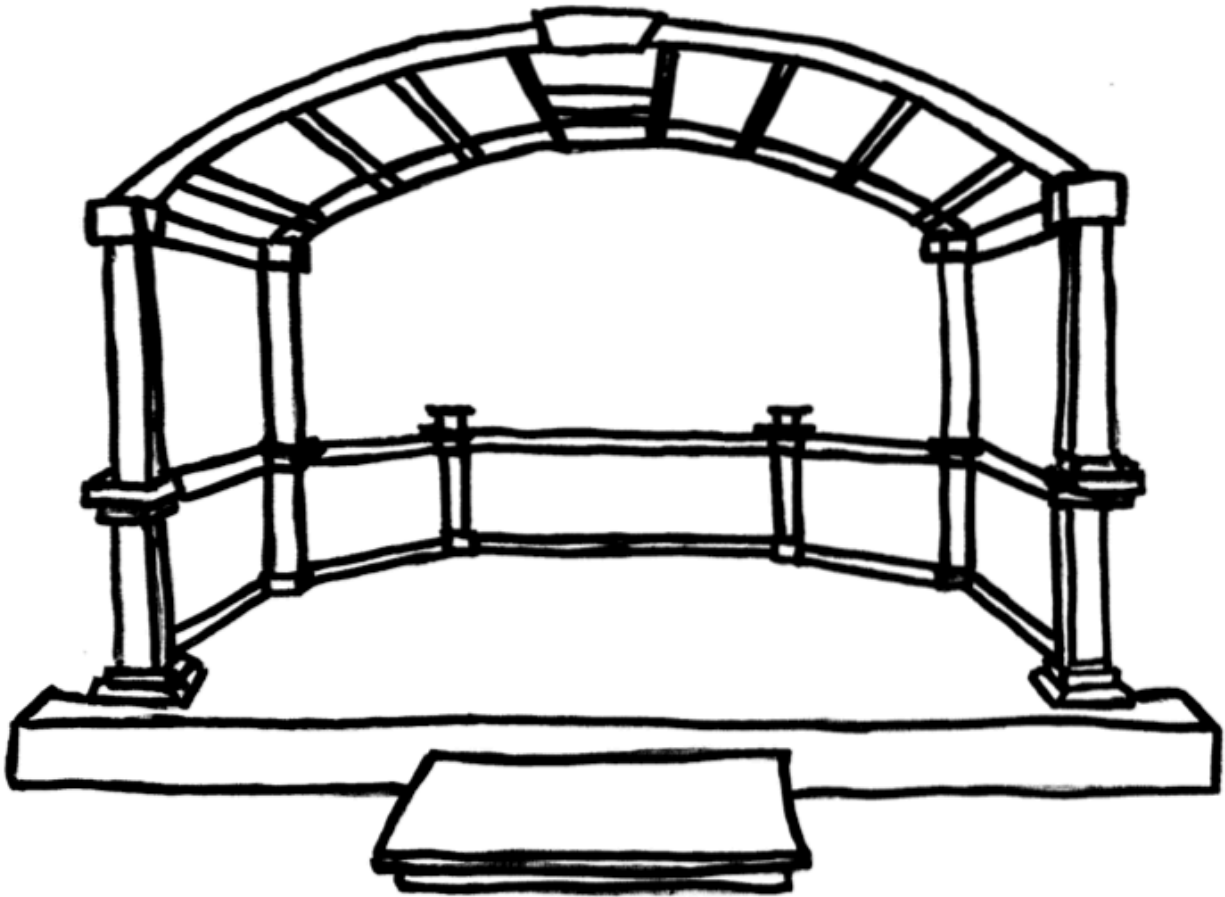
*** We now offer Full Table Setting Packages!! Ask us about those today!!**

Don't Forget! Clip pictures to this page for us!

Say "I Do" Somewhere special

Archway

Lets test your art skills! Use this basic archway sketch to draw or label things you would like to see on your archway. Don't worry, if its not the best drawing we won't make fun of you. We just want to get an idea of what you would like to see. If you would prefer some help on this one we can draw your ideas for you at your next appointment. **Clips pictures of archways or decorations that you would like to this page!**



- Would you like us to add basic decorations such as silk ivy and white flowers? Yes or No
- Would you like Sheer Curtains on archway? Yes or No
- Will you be having any ceremony traditions in your wedding that will require a table or other things on or under the arch ex. sand ceremony, god's knot, candle ceremony, asian lantern. Please describe below:

- Would you like to write notes or unique directions?:

The perfect setting for the perfect wedding Ceremony Site



Another chance to show off your drawing skills! On this page we would like you to draw and label elements of your ceremony site. Don't forget to add and label **everything** you would like to see at your wedding!



Archway

Chairs would be in this location. The chairs are arranged based off of guest count. Here are the arrangements. Note* equal amounts of chairs are on each side of the walkway.

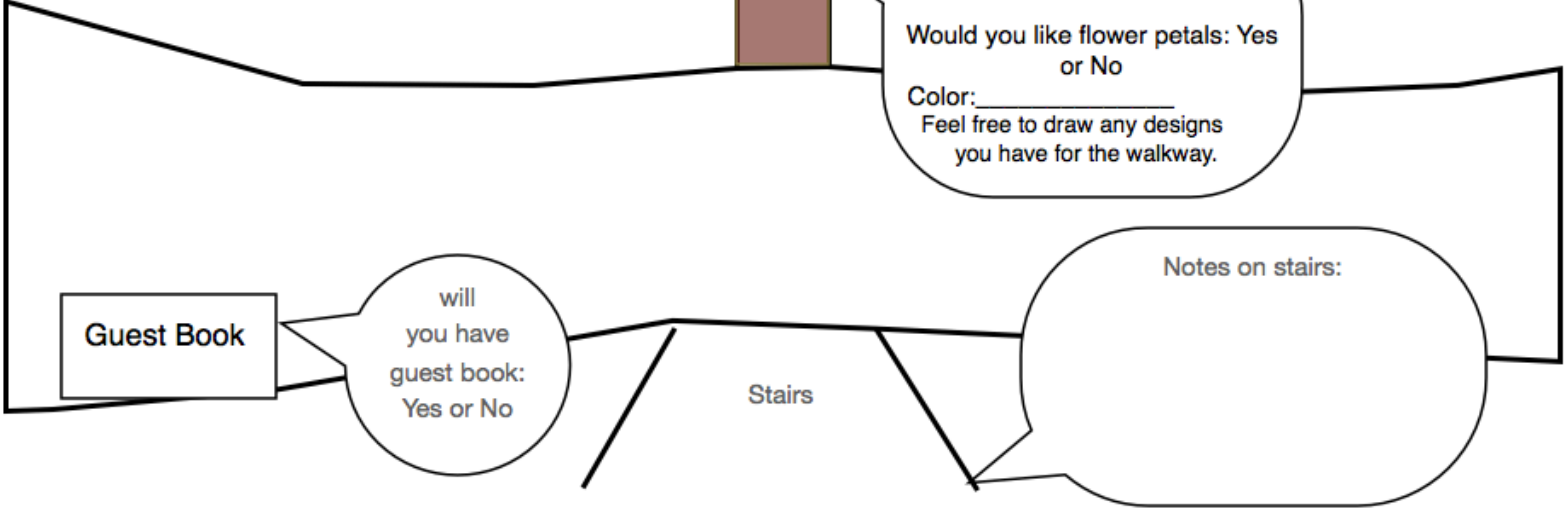
- 80 people or less= 7 rows of 12 chairs
- 120 people or less= 8 rows of 16 chairs
- 160 people or less= 8 rows of 20 chairs
- 200 people or less= 9 rows of 24 chairs

Do you want a white runner: Yes or No

Would you like flower petals: Yes or No

Color: _____

Feel free to draw any designs you have for the walkway.



Guest Book

will you have guest book: Yes or No

Stairs

Notes on stairs:

Bridal Party Flowers



Bridal Party Flowers are a great way to personalize your wedding and establish a theme while at the same time setting apart the important people to you and your wedding.

Our in House Florist can help you put together a very beautiful and cost effective flower scheme. We have in depth, hands on experience with putting together flowers here at Country Cottage & Gardens. If you would prefer another florist to do the work, then just let us know some basic details.

○ Choosing your own Florist?

Lets get some basic info so we know how to coordinate things on the big day!
If using our florist you can skip this step and just outline your choices on the bottom of this page.

Name of individual or business name: _____

Phone contact: _____ Email: _____

Business address: _____

When does your florist plan to set up or provide your bouquets: _____

Please list the flowers that your florist plans to provide and where they should go on the lines below:

○ Using our Florist? Answer the questions below so we can help you.

Clip pics of bouquets you like and include them on this page!

○ Bride's Bouquet:

- What is your price budget for your bouquet? Circle one please: Silver (\$85-\$145) Gold (\$150-\$245) Platinum (\$250 & up)
- Would you like a toss bouquet? Circle one please: Silver (\$65-\$130) Gold (\$135-\$215) Platinum (\$225 & up)
- What colors would you like your bouquet to be? _____
- What flowers would you like in your bouquet? _____
- What miscellaneous elements would you like to see in your bouquet? _____

○ Bridesmaids bouquets: How many bouquets will you need? _____

- What is your price budget for your bridesmaids? Circle one please: Silver (\$75-\$135) Gold (\$140-\$220) Platinum (\$225 & up)
- What colors would you like their bouquets to be? _____
- What flowers would you like in their bouquets? _____
- What miscellaneous elements would you like to see in their bouquets? _____

○ Boutonnieres: How many boutonnieres will you need including groom? _____

- What is the budget for your Groom's Boutonnieres? Circle one please: Silver (\$8-\$14) Gold (\$15-\$18) Plat (\$20 and up)
- What is the budget for your Groomsmen Boutonnieres? Circle one: Silver (\$8-\$14) Gold (\$15-\$18) Plat (\$20 and up)
- What colors would you like your Boutonnieres to be? _____
- What flowers would you like in your Boutonnieres? _____
- What miscellaneous elements would you like to see in your Boutonnieres? _____

○ Corsages: Amount of corsages needed _____ Who is getting them: _____

- What is your price budget for your corsages? Circle one please: Silver (\$15-\$20) Gold (\$25-\$35) Platinum (\$40 and up)
- What colors would you like your corsages to be? _____
- What flowers would you like in your corsages? _____
- What miscellaneous elements would you like to see in your corsages? _____

Table Layouts

○ Don't want the same old boring table? Explain here things you would like to do that we didn't think of:

Help us decorate your tables by drawing the design you would like on these templates. The points below keep you on track with what is typically on the tables.

○ What color would you like your napkin liners to be if you are using linen.

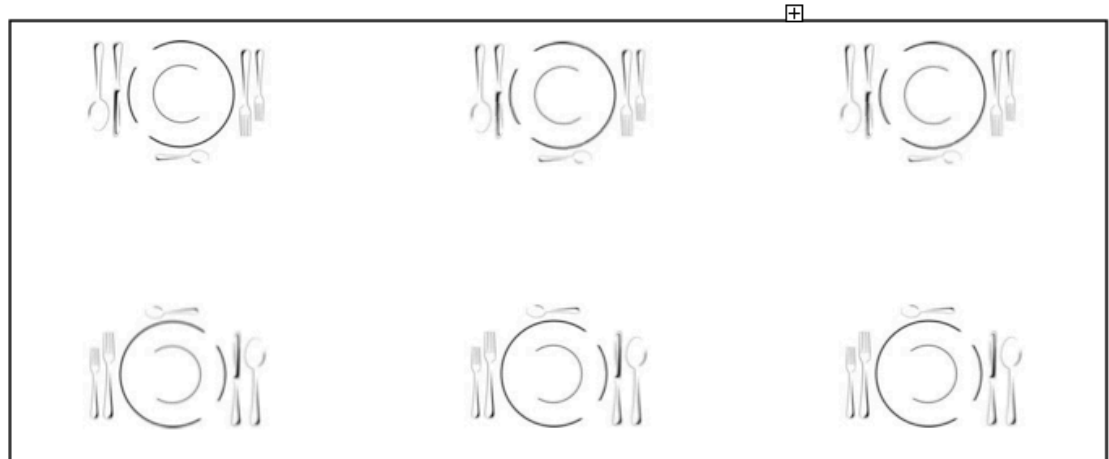
○ Which fold would you like for your napkins, please circle one:

-Lotus flower

-Triangle

-Fan

-Pocket for menu



Things you should probably include on your settings.

○ Centerpieces. What is included with your centerpieces?

○ Runners & Linens. Any special directions with linens or runners?

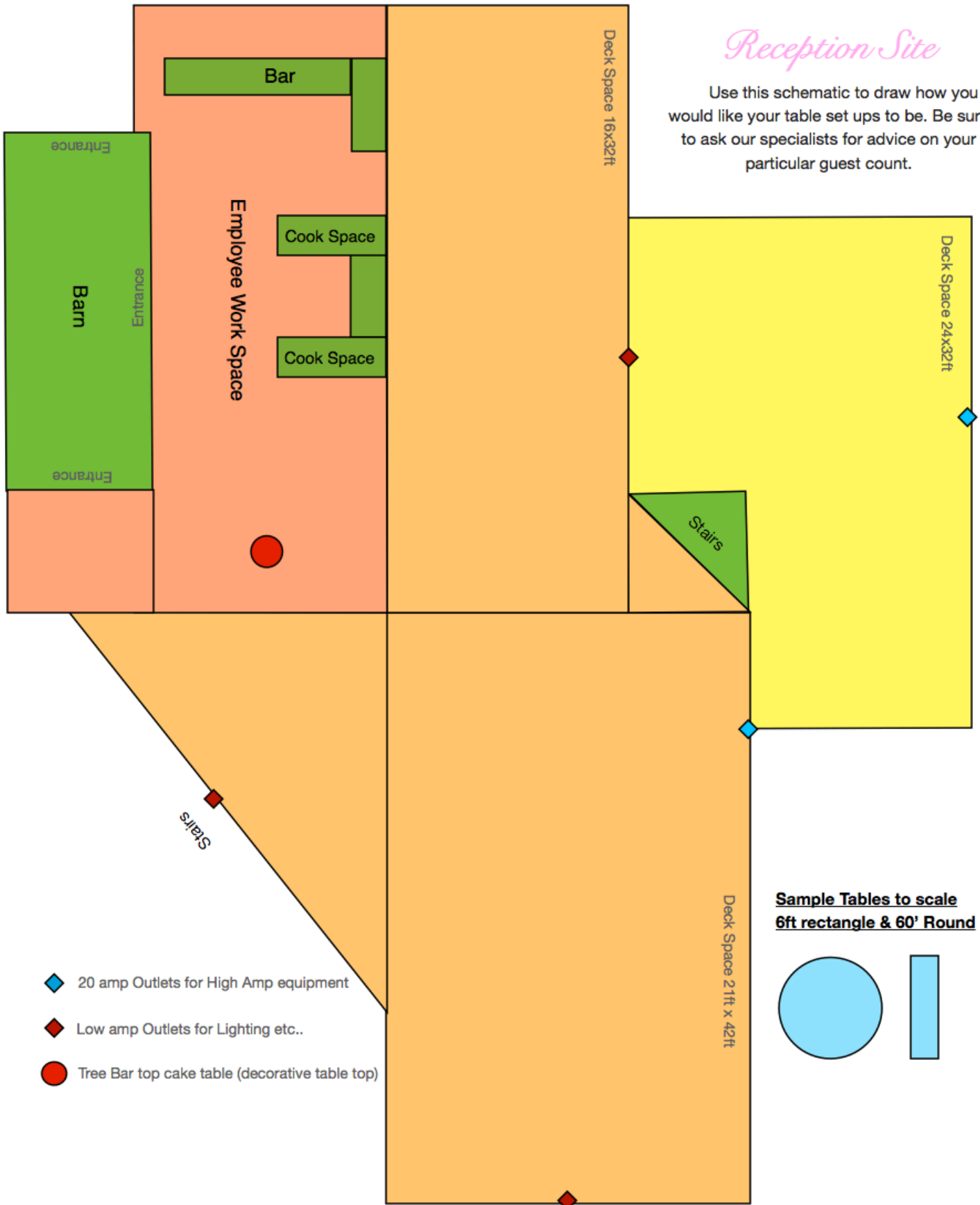
○ Favors. What are your favors and where would you like them?

○ Any other miscellaneous things you want on the tables?

6 Months before

Reception Site

Use this schematic to draw how you would like your table set ups to be. Be sure to ask our specialists for advice on your particular guest count.



Catering

6 Months before

To the right is a full list of the menus we offer with their prices. Each menu is unique and is designed and written specifically for your event. Use this page to budget your own menu for yourself.

○ \$23 per person minimum on all catered menus. Price is per person and includes all plates, utensils & Cups needed for the menus you choose. Every guest can receive all menu options and are not limited to one or the other item.

Here are suggested budgets and menus that coincide with them.

Silver Menu Selection \$32.95

Basic Cold Beverages \$2.99
Cheese & Fruit Appetizer Table \$3.99
Classic Salad & Bread 4.99
Chicken Entree w/ sides 11.99
Pork Tenderloin Entree w/ sides 8.99

Gold Menu Selection \$42.95

Basic Cold Beverages \$2.99
Charcuterie & Artisan Cheese Table 4.99
Deluxe Salad & Bread 6.99
Chicken Entree w/ sides 11.99
Sirloin Entree w/ sides 15.99

Platinum Menu Selection \$56.94

Deluxe Hot or Cold Beverage 5.99
Deluxe Charcuterie & Artisan Cheese Table 5.99
Deluxe Salad & Bread 6.99
Filet Mignon Entree w/ Sides 19.99
Chicken Entree w/ sides 11.99
Mash Potato Bar 5.99

○ Beverage Selections:

Circle on the right either Basic or Deluxe Beverage menu.

○ Cocktail hour:

Chefs Notes: Cocktail hours are extremely important in holding the pace of your wedding and giving you the much needed time for photography after your ceremony.

Hors Dourves Style Cocktail Hour

*Note you can have hors dourves in combination with salad & Bread and App Table Cocktail Hour.

50 Silver Hors Dourves 149.99 - How many would you like? 50 100 150 200 250

50 Gold Hors Dourves 175.00- How many would you like? 50 100 150 200 250

50 Platinum Hors Dourves 199.99- How many would you like? 50 100 150 200 250

Salad & Appetizer Table Style (most popular) Cocktail Hour

Circle on the right the Salad and Appetizer Table Menu you would like.

○ Appetizers and Additional Course:

Are you a foodie? Would you like a hot appetizer instead of a salad course? Would you like an additional course? Then appetizers are for you. Circle the appetizer menu level you would like.

○ Entree Course:

* Each entree comes with sides and sauces for the entree.

* Please circle the entree selections you would like. I highly recommend your menu includes two selections but you are welcome to try 1 or 3 instead.

Add up all your menus to figure your price per person: _____

Of Guests _____ Total: _____

***** Don't forget to ask about a rehearsal dinner here *****

List of catering menus:

Beverage Selections

Basic Cold Beverages 2.99
* Add Coffee to Basic Cold for 1.00
Deluxe Hot or Cold Beverages 6.99

Cocktail Hour Hors Dourves

50 Silver Hors Dourves 149.99

50 Gold Hors Dourves 175.00

50 Platinum Hors Dourves 199.99

Appetizer Tables

Cheese & Fruit Appetizer Table \$3.99

Charcuterie & Artisan Cheese Table 4.99

Deluxe Charcuterie & Artisan Cheese Table 5.99

Salad Course

Classic Salad & Bread 4.99

Deluxe Salad & Bread 6.99

Appetizers or Additional Course

Silver Appetizers \$4.99

Gold Appetizers \$5.99

Platinum Appetizers \$6.99

Entree Selections w/ Sides

Chicken Entree 11.99

Vegetable Entree 7.99

Pork Tenderloin Entree 8.99

Pulled Pork Entree 8.99

Pot Roast 11.99

Beef Sirloin 15.99

Salmon 15.99

Flank Steak 12.99

Filet Mignon 19.99

Lobster 22.99

Mash Potato Bar 5.99

Catering



Help me write your menu! Your catering is one of the most important elements of your wedding. Now that you have figured your catering budget, we can get to know the theme and style of menus you would like. Answer the questions below so we can begin writing your very own menu!



○ What kind of Theme would you like? (examples: Italian, American, Asian, Relaxed, Gourmet, formal, etc...)

○ What is your favorite meal? Is there any special food that would represent you two as a couple?

○ Do you have a lot of vegetarians at your wedding? Can you give us an estimated #? _____

○ Would you consider yourself likely to enjoy something new and exotic or would you prefer to try food that is typical american cuisine? _____

○ Any allergies, or foods that are not liked and I should not add?

○ Would you like food or drinks during or before ceremony? If yes what ideas did you have in regards to this?

○ Do you have anything else that you would like to add in regards to the food and service that I should know?

○ Are there any unique options that you would like at your wedding? ex. Ice cream bar, gourmet popcorns, candy bar, chips & Salsa Table... Please specify what you would like at your wedding and I'll make it happen for you! Also, you would be interested in a rehearsal dinner?

* Please keep in mind we would like to please all of your guests, but we do cook for a large group. Individual requests can be made, but not always able to be met.



Cakes



Don't Forget the Cake!

Although we don't incorporate any cake vendors into our paperwork we still recommend a couple cake vendors to get your started with a couple good names. We recommend you take a look at a couple cake vendors and find a bakery that fits you best!

Camelot Cakes

www.camelotcakes.com

205 East 3rd st.

Dover, Ohio 44622

Tel: (330) 339-7676

** Wedding Planner Tip: Camelot cakes from our experience does a great job at creative cakes where design and intrigue are the most important.*

Litty's Cakes & Cookies

<http://littys.com>

330-339-8801

138 5th Street NW

New Philadelphia, Ohio 44663

1-800-377-2942

** Wedding Planner Tip: Litty's has very well structured and flavored cakes but not as willing to try creative ideas. If you're looking for flavor and quality ingredients litty's might be for you.*



Checkerboard Cheese Cake is a great new vendor we work with too! [330-821-4040](tel:330-821-4040)

** They make amazing tasting cakes that look great too!*

○ Instructions for cakes and cake vendors:

Because we are an indoor and outdoor location we take special care of our cakes. Sometimes in the warmer months we won't display the cake the entire wedding because it could compromise the structure. What we typically do is put the cake in the "Cottage Suite" in either the refrigerator or the counter top there if the air conditioning is working.

Once its getting around the time of the cake cutting and festivities we will bring your cake out and set it up as specified by you or your cake vendor. After the cake cutting and everyone has a chance to get pictures and see the cake we will take your cake back to the catering area and start our FREE cake cutting service. If you have special instructions for cake service please let us know.

*Reminder: We DO NOT provide plates or silverware for your cake service unless you specify that you would like to rent our china or buy our disposable plates. Let us know if you want to use our rentals and we can add that to your regular wedding billing. If you would prefer, you can bring your own and we will use those for you.

Final Weeks

Its getting down to the wire! Don't worry, if you got through this book your well on your way to "I Do". Below we are gonna list a checklist that is specifically catered to a wedding here at Country Cottage & Gardens. Since we provide a lot of things and some things we don't, we wanna make sure you know what you'll need to gather together for your wedding.



Apparel

- Wedding Dress/ Tuxedo
- Shoes
- Slip
- Under Garment
- Jewelry
- Head Piece/Veil
- Bridesmaids Dresses
- Bridesmaids Shoes
- Bridesmaids Accessories
- Garters
- Alterations
- Comfortable Shoes
- Children's Apparel

Flowers

- Bridal Bouquet
- Bridesmaid's Bouquets
- Corsages
- Boutonnieres
- Reception Centerpieces
- Wedding Decor
- Flower Girls
- Remembrance

Stationary

- Invitations
- Map/Directions
- Reply Cards
- Wedding Programs
- Thank You Notes
- Rehearsal Dinner Invitations
- Bachelor/ Bachelorette Invitations
- Address Labels
- Postage

Decor

- Centerpieces
- Bows for Chairs
- Runner
- Guest Book
- Card Box
- Cake Knife
- Server
- Ring Bearer Pillow
- Flower Girl Basket
- Unity Candle or Sand
- Favors

Additional Staffing

- Ushers
- Bartenders
- Shuttle Drivers
- Hair Dresser

Miscellaneous

- Marriage License
- Make up
- Additional Lodging for guests or Honeymoon etc..
- Gifts for Attendants
- Ice
- Cups for Alcohol/Toast etc..
- Additional Plates for menu items not included with Country Cottage Catering

** Wedding Planner Tip: Obviously some of these things we might be providing for you or someone else is doing them. We just want to remind you of things that you might be doing on your own and have you gather these items together so you can eventually drop them off for your wedding. Reminder: We do not provide items for things that we do not provide. Items you may need for alcohol are: Containers to store it, cups, ice etc. Also, we do not provide plates/silverware for cake unless you would like to add that to your estimate.*

The Week Before!

You're almost there! Only a couple more details are remaining. All we need to know now is rehearsal details and how you want to walk down the aisle. Please fill out this form so we know how your wedding Ceremony & Rehearsal will proceed.

- Date/Time of Rehearsal: _____
- Will the rehearsal dinner be at CC&G? If so what time will it start: _____
- Time of pre ceremony music: _____
- Time of Wedding: _____
- **Order that the Wedding Ceremony will walk:**

Minister walks down the aisle (Groom walks with minster or escorts Mother)

Song 1 for Minster/Groom/Parents: _____

Are Grandparents being seated with Processional: _____

Groom Mother: _____ Escorted by: _____

Bride Mother: _____ Escorted by: _____

Song 2 Bridal Party: _____

Are groomsmen at the bottom of the steps or up front with groom: _____

Bridesmaid 1: _____ Escorted by: _____

Bridesmaid 2: _____ Escorted by: _____

Bridesmaid 3: _____ Escorted by: _____

Bridesmaid 4: _____ Escorted by: _____

Bridesmaid 5: _____ Escorted by _____

Maid of Honor: _____ Escorted by: _____

Flower Girl: _____ Ring bearer: _____

Song 3 Bride: _____

Bride escorted by: _____

Unity Ceremony Song 4: _____

Recessional Song 5: _____

Will you have a receiving line or walk back into the house? _____

** Wedding Planner Tip: For ceremony music you can have the DJ provide music, have live music from a musician, use our bridal cd's or create your own!!*

Frequently Asked Questions

○ What time should we have our rehearsal?

-It should be the same time as the wedding. Then you will know what to expect for lighting. Also, you might want to tell your bridal party to come a half hour earlier than the time scheduled to ensure everyone is here.

○ Where should we park?

-All members of the bridal party and VIP, should park by the Contemporary & Mooselips Cottages. Please park in a single file line against the trees and do not block any main drives. We do also have signs that we put at the end of the road directing your guests to our location.

○ What time should we arrive the day of the wedding? When should vendors arrive?

- You can arrive and start getting ready when you would like. However, we recommend that any members of your bridal party or VIP should be here by an hour in a half before the ceremony because we block the entrance to ensure there are no unnecessary cars parked by the estate house. If someone in the bridal party or VIP should arrive after the road block is up, please let us know and we can allow them to come up. All vendors should be here no later than an hour prior to the wedding. Our management staff arrives at 10:00 am, if you should need anything or have any questions when you are here please let us know.

○ What cottage do the Groom & Groomsman get ready in? Who uses the other cottages?

- The Groom & Groomsman typically get ready in the Cottage Suite. It is centrally located and has easy access if the men should need something from the cottage. However, they can choose to get ready in any of the cottages. The remaining two cottages are up to you to decide who stays in them if anyone would like to rent them. There is a limit of four guests per cottage. They are set to accommodate couples, so air mattresses might be needed. If you do not have any, please let us know and we can provide some for you.

○ What time is check out?

- Our check out time is 1:00pm. We will organize all of the items you brought for your wedding and have them ready for you in the estate house and/or the buffet counter top in the reception site.

○ When should we drop off the alcohol? Do you have space to keep it cold if needed?

- You can bring your alcohol when you come for your rehearsal. If you are bringing cold bottles or cans of beer, we do have space in a refrigerator to keep them cold. If you are bringing a keg, you will need to provide a tub to keep it in, with ice and a blanket to keep it insulated. We also have some space to store some extra bags of ice you may bring for your alcohol.

○ When should we schedule our main appointments?

- After you reserve your date, you should book any vendors you know you would like for sure. Then start looking online and through magazines to get sample pictures to show us what you envision for your wedding. Six months prior to the wedding you should schedule an appointment to go over decorations and flowers. Four months before we will set up an appointment to go over catering. Start thinking about what kind of food you would like, flavors and atmosphere. One month prior we will have a meeting to sum up all details of the decorations, flowers, catering and vendors. Keep in mind these are the main appointments we require. If you would like to schedule an appointment at any time to go over any items, please let us know and we can schedule that.

○ Notes:

Enjoy Your Wedding Day!



