

Wedding Time Line Checklist

BOOKING YOUR WEDDING

- Booking your wedding requires paying applicable deposit, signing basic contract, signing “standard terms & conditions”, and credit card authorization form needs to be completed.
 - a. At this time, you are reserving your room, date, and event times.
 - b. Menus, final numbers and specific wedding details can be adjusted after the initial booking.

THROUGHOUT THE PLANNING PROCESS

- Attend a group tasting and take notes on what menu items you like and want at your wedding.
 - a. Tastings are complimentary for 2 people and \$20 per additional person
 - b. Each couple may attend a group tasting, additional tastings can be scheduled for a \$20 per person fee.
 - c. Please let us know prior to the tasting if there are any specific menu items you wish to taste. Note that we do not typically serve simpler food items like vegetables, fruits, and cheeses.
 - d. Brunch tastings are done as a reservation in the Tap Room at Dubsdread any Sunday from 11am–2pm.
- Set appointments to discuss menu options and finalize menu selections

90 DAYS BEFORE

- Pay 50% of remaining balance.
- Finalize menu selections.

60 DAYS BEFORE

- Schedule wedding ceremony rehearsal (if applicable) by calling or emailing Dubsdread.

30 DAYS BEFORE

- Schedule your wedding final meeting by calling or emailing Dubsdread.

14–10 DAYS BEFORE

- Meet with your event specialist for your 1–2 hour wedding final meeting at which time the following will be discussed:

- a. Timeline for dropping off for your wedding supplies
- b. Floorplans will be created
- c. Day of event schedule will be confirmed
- d. Final guest count will be confirmed
- e. Final menu will be confirmed

Note. Any specialty menu items will need to be ordered at this time. The availability of such items may be limited closer to the wedding.

- f. All wedding details will be discussed in length
- g. Vendors will be confirmed
- h. Final balance will be paid

1–3 DAYS BEFORE

- Attend ceremony rehearsal
- Drop off décor items at Dubsdread
- Relax and prepare for your big day!!

Wedding Ceremony Package



Courtyard and Florida Room Rental

For ceremony only

Florida Room used for guest arrival and inclement weather



Ceremony Policies

- Dubsdread Catering and the client will agree on a scheduled rehearsal time. The rehearsal time will not exceed one hour. Any time beyond one hour will be considered a room rental and charged to the client accordingly.

- All deliveries for ceremony may take place one hour prior to the scheduled guest arrival time.

- Client will have use of Florida Room and Courtyard for a maximum of 2 hours
 - The per person ceremony fee includes banquet chairs with setup, use of the existing arch on the courtyard, a Dubsdread coordinator to be present during the rehearsal and ceremony, and an additional hour of time is added for the ceremony.

Please note that the start time of the ceremony will be ½ hour after guest arrival.

Additional Information

Ceremony & Reception Time Allotments

-Applies to Saturdays Only-

DAYTIME EVENT

11:00AM – 4:00PM Ceremony & Reception

11:00AM – 3:00PM or 12:00PM – 4:00PM Reception Only

EVENING EVENT

6:00PM – 11:00PM Ceremony & Reception

6:00PM – 10:00PM or 7:00PM – 11:00PM Reception Only

**Time slots will vary based on Daylight Savings Time*

Set up and Breakdown Charges for Reception will apply

Special Additions

Champagne & Sparkling Cider Toast

Non-alcoholic beverage station

Unlimited soda, iced tea, water, & coffee for your guests

Bride & Groom Basket

Customized basket of assorted goodies and treats handmade by our chef

Restroom Baskets



Ask your event specialist about additional rental options to enhance your event...

Chairs, Tables & Linens

Chiavari chairs ▪ Folding chairs ▪ Colored LED cocktail tables

Chair covers with sash ▪ Table runners ▪ Floor length linens

Décor Items

Ceiling swagging ▪ Shepherds hooks ▪ Gold chargers ▪ Metal lanterns ▪ Paper lanterns ▪ Red chargers

Equipment

DLP Projector ▪ Mac adapter ▪ Laptop