



You Are Booked! Now What?

November 2021

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Work Sheets are available on our Web Site at www.gemcolonyevents.com

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**Please Note, you will receive a series of automated emails that contain the information in this packet, throughout your wedding planning process. Please respond to emails in a timely fashion to your Wedding Sales Manager.*

Welcome to the Wedding Season #1

4 months after booking event

This is your first **Automated Email** that you will receive throughout the wedding planning process.

All information in the automated emails can also be found in the Wedding Book Event Policies and on our web site as "You Are Booked! Now What?"

Tastings

- To schedule your tasting, please contact your Wedding Sales Manager or go to www.gemcolonyevents.com worksheets.
- Please completely fill out a Tasting Sheet and email to Jaime Smith, jsmith@gemtheatre.com.
- Your tasting reservation is not confirmed until you have received a confirmation email from your Wedding Sales Manager.
- We offer 1-2 weekdays per month scheduled for tastings **at the Gem Theatre**. Dates fill up fast, please make your reservations as soon as possible.
- We do NOT schedule alternative tasting dates. Our dates are scheduled a year in advance based on contracted events.
- Tastings are served on large family style platters to ensure individual portion service. Each selected protein is an ample tasting portion.
- Although the tasting is served family style, this serving style is not an option for a wedding.
- The tasting is complimentary for up to 2 guests.
- Additional guests (up to 4) are \$30 per guest. Additional fee will be added to final invoice.
- Parking in the Gem Garage is complimentary.
- Please tell the parking attendant that you are attending the tasting.
- At the end of the tasting, please confirm your Wedding Package and Meal Selections on the **Menu Confirmation Sheet**. Give your completed **Menu Confirmation Sheet** to your Venue Manager at the end of the evening.
- Due to high event volume, we cannot always accommodate Venue Manager requests.
- Starting March 2022, our tasting format may change. More information to come.

Picking Up Parking Passes at your Tasting

- Prior to your tasting, please contact your Wedding Sales Manager to determine how many parking passes you will need to mail out in your invitations.
- We will have your parking passes waiting for you at the Gem Theatre on your tasting date.
- ONLY Gem Theatre Weddings will receive parking passes. Each Colony Club wedding will be given a four digit code which can be printed on an invitation or punched in upon entering the garage. We suggest a written description of parking instructions are included with your wedding invitation mailing.
- We do not offer valet at either venue.

Wedding Rehearsals & Décor #2

4.5 months after booking event

Automated Email #2

Wedding Ceremony Rehearsals

- If you have scheduled a wedding ceremony with us, rehearsals are scheduled at the discretion of the facility based on availability.
- Rehearsals are not scheduled until one month prior to the date of the event.
- Rehearsal locations and times may change due to on-going events.
- Most rehearsals are on Wednesday or Thursday due to our tight event schedule.
- We do not schedule rehearsals on days that are contracted by another party.
- The floor will not be set up to your specific ceremony but to the next scheduled event.
- Rehearsals are a maximum of one hour and are attended by a Venue Manager.
- A rehearsal at the venue is neither required nor necessary unless it is helpful to the couple.
- A rehearsal is opportunity for the wedding party to rehearse the timing of who is walking down the aisle and in what order.

Colony Club 3rd & 4th Floor Weddings

- As stated in our Wedding Book Event Policies and in your contract:
- “Building Access – All events are limited to the use of the 1st, 2nd, 3rd Floor Ballroom, 3rd Floor Mezzanine and 4th Floor Ballroom. Access to other areas of the building is strictly prohibited. Colony Club is not exclusive to any one group or party but hosts multiple events simultaneously. The 1st Floor hallways, elevators, stairwells and restrooms are common spaces and are not exclusive.”
- If you contracted the 3rd Floor Ballroom, please assume that the 4th Floor will be hosting a wedding or event on your date. The only way to guarantee use of the 4th Floor is to have it in your contract. Currently, you can add the 4th Floor Ballroom for either a cocktail hour or a ceremony based on availability for \$4,000. Once the ballroom is added to your contract, it cannot be removed.
- If the 3rd Floor & 4th Floor are both booked with weddings, all guests use the Park Avenue entrance.
- A Door Host will direct all guests to their designated Weddings.

Décor

The Gem Colony Events staff WILL set up the following items:

- Placecards (must be delivered in alphabetical order and assembled)
- Gift Table (envelope box and guest book)
- Favors on the tables (one per setting)
- Specialty Overlay Linen
- **All specialty linen and rental items (chargers, silverware, etc.) MUST be approved by your Sales Manager and delivered a minimum of 48 hrs. prior to the event date to ensure timely setup for vendors the day of the wedding.**

Gem Colony Events staff Will NOT SET-UP or Load-OUT the following items and are the responsibility of the contracted party.

- Memorial Tables
- Family Photos
- Signage
- Ceremony Décor
- Centerpieces
- Photo Booths
- Candles, votives and hurricanes
- Full Linen Install (including full length linen, any bustling or ties, chairs sashes or specialized napkin folds)
- Any Specialty Items

Rental Items

- Any additional specialty rental items (chairs, silverware, plates, etc.) are subject to additional labor fees.
- Reset fee – any removal of existing venue furniture may result in additional labor fees.

Candles

- You are welcome to bring in up to (3) candles per table, **except in the summer months.**
- We recommend MINIMAL candles in the summer months. Candles eat air conditioning.
- All candles must be contained in glass containers or hurricanes. We do not allow tapers (unless they are battery operated.)

Please keep in mind, all décor items that come into the venue must be removed at the end of the evening. Your vendors have up to an hour after the event to load-out. We are not responsible for anything left overnight. Any items left after an event will be disposed of.

Up Lighting

- We do NOT allow outside vendors to provide Up-Lighting.
- Colony Club and the Gem Theatre offer in house Up-Lighting for an additional charge.
- Gem Theatre offers 8 up lights at \$40 each for \$320.
- Colony Club's 3rd Floor offers a package of 12 lights at \$40 each for \$480.
- 4th Floor Colony Club offers 10 lights at \$40 each for \$400.
- House Up -Lights are LED and do not produce heat or interfere with air conditioning.

Gem Colony Venue Manager vs. a Contracted Wedding Planner

Many couples consider hiring a **Wedding Planner**. Due to our high level of service, this is not always necessary. To help you make that decision we want to clarify the difference between a contracted **Wedding Planner** and Gem Colony **Venue Manager**.

Gem Theatre & Colony Club Venue Manager

- ✓ Is handed the reins of the event from the Sales Team the Thursday prior to the Event Date.
- ✓ Coordinates a ceremony rehearsal at the venue.
- ✓ Please reference the Décor section for set-up.
- ✓ Manages the venue's house staff; door host, bartenders, servers, bussers and security.
- ✓ Coordinates the contracted menu and counts with the Chef.
- ✓ Follows the contracted itinerary of the event.
- ✓ Coordinates load-in and load-out of contracted vendors.
- ✓ Is the on-site venue contact for the contracted party.
- ✓ Venue Managers are scheduled approximately two weeks prior to event and confirmed one week prior to date of wedding.

Couple Contracted Wedding Planner or Day of Coordinator

- ✓ Works directly with the all contracted vendors; florist, DJ, Band, baker, photographer and videographer.
- ✓ Assembles a detailed itinerary for the entire day.
- ✓ Drops off all set-up items to the venue.
- ✓ Sets and tears down décor; place card table, gift table, cake table, family photos, favors and any other specialty items.
- ✓ Will assist guests at the designated hotel.
- ✓ Helps coordinate a ceremony.
- ✓ Loads-out all items for the contracted party. If planner does not stay all night, the responsibility of teardown & load-out falls on the contracted couple.

All couples are so special to us! Our automated email system and **"You Are Booked! Now What?"** have been designed to give you information at the time that you need it. It is also a tool to make the year of planning a Wedding easy and enjoyable! The Event Staff is always available to answer any questions. We are super excited to work with you in creating the most memorable wedding experience possible!

Second Payment: Estimated 25% Payment

5 months after booking event

Automated Email #3

25% Estimated Payment

PLEASE DISREGARD IF YOU HAVE ALREADY MADE YOUR PAYMENT

- Your deposit amount due is the ESTIMATED amount of 25% from your initial contract that may or may not include changes, additions or subtractions made to the contract throughout the planning process.

Payments

- **Colony Club** Weddings – please make the check out to **Colony Club Entertainment**
- **Gem Theatre** Weddings- please make the check out to **Twentieth Century Inc.**
- Please include the following information with your payment, the Wedding date, the contracted party's First and Last Name.
- All credit card payments have a 2.5% service charge, with the exception of the final payment.

Mail

- Please mail all payments to the Event Sales Office:
- The Gem Theatre
- 333 Madison Avenue
- Detroit, MI 48226

Third Payment: Estimated 25% Payment

7 months before event date

Automated Email #4

25% Estimated Payment

PLEASE DISREGARD IF YOU HAVE ALREADY MADE YOUR PAYMENT

- Your deposit amount due is the ESTIMATED amount of 25% from your initial contract that may or may not include changes, additions or subtractions made to the contract throughout the planning process.

Payments

- **Colony Club** Weddings – please make the check out to **Colony Club Entertainment**
- **Gem Theatre** Weddings- please make the check out to **Twentieth Century Inc.**
- Please include the following information with your payment, the Wedding date, the contracted party's First and Last Name.
- All credit card payments have a 2.5% service charge, with the exception of the final payment.

Mail

- Please mail all payments to the Event Sales Office:
- The Gem Theatre
- 333 Madison Avenue
- Detroit, MI 48226

80% Guest Count Guarantee- 6 months prior to Event Date

- As a reminder, per your contract, if your guest count drops more than 20% of the amount of guests contracted, you must make these changes prior to 6 months from your wedding date in writing to the Event Sales Office.
- If you do not make these adjustments at the designated time, you are responsible to pay for a minimum of 80% of your original contracted guest count. **Pro-tip: it's easier to increase your guest count, so if you're undecided, estimate lower!**

Package Selection

- At this time, you must select either the Madison, Grand, Park Avenue or Versailles Package.
- Please reach out to your Wedding Sales Manager to confirm your package and all menu selections.

Please contact the Event Sales Office at any time with any questions about your wedding, the venue or flow of events.

Floor Plan

5 months before event date

Automated Email #5

We would like to create a floor plan for your ceremony and/or reception.

We have standard floor plans on our web sites at www.gemcolonyevents.com. Please preview and get an idea of how each venue and room can be laid out.

A customized floor plan may take your Wedding Sales Manager up to two weeks to create.

Guest Count

- How many guests have you invited?
- **How many guests are you anticipating?** Industry standard is 20-15% less than guest count.
- We will create a floor plan for more guests which we can adjust as we get closer to your date.

Head Table

- **How many guests would you like at your head table?**
- A Captain's Table is a rectangular table seated all the way around.
- A Traditional Table is rectangular and seated only on one side of the table with the wedding party facing their guests.
- A Sweetheart Table is a 48" round for the couple only.
- Our rectangular tables are assembled with standard 6ft x 30 inch banquet tables.
- (1) 6ft table can accommodate 3 guests behind each table.
- A Captain's Table must be double wide or 60" inches deep to accommodate guests on both sides of the table.

DJ

- We provide a house 6ft table with house black linen.
- Your DJ provides you a microphone for your ceremony, toasts and speeches. (You will want to confirm this with your DJ.)

Bands

- All bands must be self-contained and have their own equipment.
- Colony Club does NOT have a sound system.
- Weddings on the 3rd Floor of Colony Club have an option to rent our house 16 x 8ft stage for \$450. If your band is larger than 6 pieces, you MUST go with a North Room Set or a Center Set with the band set along the west wall.
- Weddings on the 4th Floor of Colony Club cannot accommodate a band larger than 4-6 pieces and does NOT have an option to use a stage or a platform due to the size limitations of the room.
- If you are using either the 3rd or 4th Floor ballroom for your ceremony & reception, please be aware that all bands need to be pre-set and in place prior to your ceremony.
- Gem Theatre band or DJ's are welcome to plug into our house sound system. The Gem Theatre will also provide a microphone for a ceremony and introductions. Bands must provide any monitors, mixers or additional microphones.

Tables & Seating

- The Gem Theatre has varying table sizes; a 52" round in the Century Grille that seat 6-8 guests per table and a 60" round in the Gem Theatre that seat 8-10 guests per table.
- The Colony Club has one table size, the 60" round table.
- If you select chargers, the tables can ONLY seat 9 guests per table at a 60" round and 6 guests at a 52" round.
- All chargers have a \$1 per charger labor fee. We do NOT rent chargers.
- Rectangular table sets are not standards and are subject to additional costs of \$45 per table.
- Rectangular tables are 8ft x 36 inches and are available in limited quantities.
- Our standard house linen is a 120" round that fit round tables, NOT square or rectangular tables.

Contact

- Your Wedding Sales Team will lay-out (1) specialized floor plan for your Wedding reception and/or ceremony.
- Please email your Wedding Sales Manager a copy of any floor plan you are working with.
- Please keep floor plan changes to a minimum. Multiple changes to floorplan can result in additional labor fees.
- Floorplan must be confirmed and finalized by 1 week before the event date.

Preparing for your Final Meeting

2 months before event date

Automated Email #6

Your final meeting is scheduled 2-3 weeks prior to the date of your event. To prepare for that meeting, we will need a few things from you.

Estimate Final Guest Count

- Number of Adults
- Number of Teens (between 12-20 years of age)
- Number of Kids (under 12 years of age)
- Total Guest Count
- Plus Vendor Meals (Meals you are contracted to provide for your photographer, DJ, Band, and videographer.)
- Please email us your count at least two weeks prior to the date of the wedding.
- We will then prepare your final invoice after the final meeting
- Your final payment must be paid with a cashier's check, credit card or cash.

Floor Plan

- Please confirm your floor plan with your Wedding Sales Manager.
- Your Wedding Sales Manager will bring a copy to this meeting to talk through locations of specialty items (Gift table, memorial table, etc.)

Meal Breakdown Sheets

- Your meal breakdown is due one week before the event date.
- Please go to our web site: www.gemcolonyevents.com, click on worksheets.
- Meal Breakdown Sheets for the Colony Club 3rd Floor are two pages (one page for even numbered tables and one page for odd numbered tables.)
- Meal Breakdown Sheets for Gem Theatre and Colony Club 4th Floor are one page.
- Fill out the Meal Breakdown Sheet and total up each column.
- Your Meal Breakdown MUST match your final count.
- This is the count that the staff sets for and the kitchen prepares for.
- These sheets are also attached to the end of this packet.

Vendor Sheet

- Please go to our web site: www.gemcolonyevents.com, click on worksheets.
- Please fill out all vendor information including phone numbers and emails (if available.)
- Your vendors are companies or people that you have hired for flowers, entertainment, décor or transportation.
- Your Venue Manager will contact your vendors the week of the wedding to answer any questions, confirm their arrival time and to ensure that your vendors have the Venue Manager's contact information.

Scheduling Your Drop Off

- Your Venue Manager will call you to schedule your **Drop Off**.
- Your Drop Off includes all of the items that the Gem Colony Event's house staff will set up for you.
- Such items are; place cards (please alphabetize), cake knife & server, special toasting flutes, card box, guest book, bathroom baskets, etc.
- Please put all items in a box clearly labeled with the contract party's name and wedding date.
- Please create an inventory list of all items in the box which will help the event staff set-up and you at the end of the night to retrieve everything.
- If we are hosting a ceremony, your drop off is prior to your on-site rehearsal.
- Drop-offs are usually scheduled on Wednesday or Thursday between 12:00pm-4:00pm.
- We do not except drop-offs more than one week prior to the event.

Scheduling Your Final Meeting

- Please contact your Wedding Sales Manager to schedule your final meeting.
- Dates fill up fast!
- All final meetings are Monday- Friday from 9:30am-4:00pm.
- We can also do the final meeting over the phone.
- The final meeting is an opportunity for the event sales team to review and confirm your timeline, menu, vendors, set-up and flow of the evening.
- All successful events are direct result of great communication between the contracted party and the venue. Please take the time to thoroughly talk through your event.
- After your meeting, you will receive your updated final contract: **REVIEW IT CAREFULLY** to ensure that everything is in your contract. - **Everything MUST be in your contract to ensure its execution.**
- After this meeting, the planning process is officially over and our amazing Gem Colony Events operation team will take over!

Vendor Information

4 months before event date

Automated Email #7

To ensure a smooth event, we have some special reminders for your Band & Photographer.

Band

- Tape is not allowed on the hardwood floors.
- All music mixing must take place at the same location as the entertainment.
- No vendors are allowed to participate in the Premium Bar service, unless included in the guest count.
- The couple has the option to provide their band with either a deli tray that can be served prior to guest dinner service or the selected guest meal that can only be served AFTER all guests have been served dinner.
- **A Deli Tray is \$30** per person and includes soft drinks and parking.
- **A hot vendor meal is \$50** and is a chicken entrée and includes soft drinks and parking.
- If you are providing a meal for your band, please include ALL band members in the vendor meal count.
- If the couple is using the designated available rooms, we cannot guarantee a dressing room for your band.
- Gem Theatre & Colony Club strictly prohibits any future band customers from previewing a band performance on site during a wedding.

Floral

- Gem Colony Events does not allow rose petals along a ceremony aisle due to the clean-up required and potential staining and/or damage to the wood floors.
- We do not allow any type of cylinders with water or candles lining a ceremony aisle due to guests tripping, glass breaking and creating a mess right before a ceremony.
- All floral, vases or specialty linen must be removed within the (1) hour load-out time.
- Any items left after the event will be disposed of by the venue.

Up Lighting

- We do NOT allow outside vendors to provide Up-Lighting.
- Colony Club and the Gem Theatre offer in house Up-Lighting for an additional charge.
- Gem Theatre offers 8 up lights at \$40 each for \$320.
- Colony Club's 3rd Floor offers a package of 12 lights at \$40 each for \$480.
- 4th Floor Colony Club offers 10 lights at \$40 each for \$400.
- House Up -Lights are LED and do not produce heat or interfere with air conditioning.
- We offer custom monogram gobo's for both the Gem Theatre and Colony Club's 3rd Floor for \$400. All special orders must be confirmed two months prior to the event date.

Photographer

- Please do not move any furniture. Each piece of furniture is perfectly arranged to service the customer and is a one-of-a-kind antique that can be easily damaged.
- Please guide your photographer to closely follow the timeline in your contract to ensure your guests the maximum enjoyment.

Photo Montage

- If you have rented a screen and projector, please make sure your DVD is properly formatted and that your lap top has a VGA out with the proper adaptors and cords.
- Please test all projection programs prior to using.
- Tech Support is included at the Gem Theatre.
- Support is NOT included at Colony Club but can be added to a contract for an additional labor fee.

All Vendors

- As stated in our Event Policies: "The client agrees to be responsible for any damage to the premises by the client and/or authorized event representative or vendor."
- All vendors must be out of the building one hour after the bar closes or an additional \$300 per hour labor fee will apply.
- All vendors MUST use the freight elevator at the Colony Club and NOT the guest elevators.

Final Payment

10 Days before event date

Automated Email #8

We are so close to your big day!

Final Payment

- Due one week prior to the date of the event.
- All final payments **MUST** be made with a cashier's check, credit card or cash.

Payments

- **Colony Club** Weddings – please make the check out to **Colony Club Entertainment**
- **Gem Theatre** Weddings- please make the check out to **Twentieth Century Inc.**
- Please include the following information with your payment, the Wedding date, the contracted party's First and Last Name.
- We will waive the 2.5% service charge for final payments **ONLY**.
- Please disregard if you have already made your payment.

Late Payments

- **Any payments made less than 7 days prior to the date of the event: \$500 Late Fee Applies.**
- **\$200 additional for each additional day it is late.**
- Payments must be hand delivered to the Gem Theatre Event Office Monday-Friday from 8-4pm.
- Overnighted to the Gem Theatre Event Office via Fed Ex or UPS.
- Do **NOT** put any late payments in the mail the week prior to your event date.
- We must have payment in **FULL**, 24 hours prior to the event to move forward with your event.

Thank you for selecting the Gem Theatre & Colony Club to host your very special day!

Wedding Day & Load-Out

5 days before event date

Automated Email #9

We have a few items to review for the wedding day set-up and load-out.

Wedding Day Set-Up

- Your contact for the day of your wedding is one of our fabulous on-site Venue Managers.
- Your Venue Manager will review your contract and floor plan with you at either the rehearsal, drop-off or at the start of your event.
- The review process is another opportunity to ensure that all of your contracted information is correct.
- Your vendors can load-in any time after 2:00pm.
- All specialty linen is coordinated directly with your Venue Manager the week prior to the event and must go out with you at the night of the event.
- You are welcome to bring in up to (3) candles per table, except in the summer months.
- We do not recommend candles in the summer months. Candles eat air conditioning.
- All candles must be contained in glass containers or hurricanes. We do not allow tapers (unless they are battery operated.)
- We do not allow tape on the hard wood floors.
- All vendors **MUST** use the freight elevator and not the guest elevators.
- During the summer months at Colony Club, we keep the drapes closed in the ballroom, in an effort to keep the room cool. House staff will then open the drapes after the sun goes down after dinner.

Gifts & Personal Items – The Gem Theatre is not responsible for any personal items, gifts and/or gift envelopes brought into the building. It is the responsibility of the contracted party to secure any personal items or gifts and remove them after their event.

- Please lock up any personal items or gifts. All dressing rooms at the Gem Theatre lock. Your Venue Manager has a key. In addition, there is a hotel style safe in the Gem Theatre dressing room. Keeping rooms locked and the use of the safe is the responsibility of the contracted party.
- Use of the dressing rooms are exclusively used prior to and immediately following a ceremony, or the first hour of the reception. After this time, dressing rooms are locked for security reasons and will not be made available to guests.
- Any type of alcohol brought into the building (including wine favors) is strictly prohibited and will be confiscated and disposed of.

Load-Out

- All vendors have one hour after the reception to load-out.
- If any vendor goes over the (1) hour load-out, a \$300 per hour labor fee applies.
- This can be difficult for live entertainers. Please remind your band, they have **ONE HOUR** to load-out.
- All vendors are responsible for the install and tear down of all items brought in.
- All items brought into the building **MUST** be taken out the night of the event.
- The contracted party is responsible for all personal items, gifts or gift envelopes.
- Gem Colony Events are not responsible for any items left overnight.
- No specialty ordered alcohol is ever allowed to leave the building under any circumstance.
- The Fox Garage & Gem Garage are not locked after events. If you leave a car in the garage overnight, it is at your own liability.
- We do not recommend leaving cars in either garage overnight.

Client(s) agree(s) to the foregoing and acknowledge(s) receipt of the Wedding Day Load-In, Personal Item and Load-Out Policies as set forth in this email and which are incorporated into your contract and which are binding on the contracted party.

Have a great wedding!!!

Meal Breakdown Sheet

Couple's Names: _____

Event Date: _____

Colony Club 3rd Floor Ballroom

ODD TABLES MEAL BREAKDOWN

Table #	Duo	Beef	Chicken	Fish	Veg	Kids	Special	Total
Head Table								
1								
3								
5								
7								
9								
11								
13								
15								
17								
19								
21								
23								
25								
27								
29								
TOTAL :								

	Chicken	Veg	Vegan	Total
Vendor				

**Vendor meals may be provided in the mezzanine*

Meal Breakdown Sheet

Couple's Names: _____

Event Date: _____

Colony Club 3rd Floor Ballroom

EVEN TABLES MEAL BREAKDOWN

Table #	Duo	Beef	Chicken	Fish	Veg	Kids	Special	Total
2								
4								
6								
8								
10								
12								
14								
16								
18								
20								
22								
24								
26								
28								
30								
TOTAL :								

MEAL BREAKDOWN

Couple's Names: _____

Event Date: _____

Gem Theatre or Colony Club 4th Floor Ballroom

Table #	Duo	Beef	Chicken	Fish	Vegetarian	Kids	Special	Total
Head Table								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
TOTAL:								

VENDOR MEALS: _____

VENDOR SHEET

Couple's Names: _____

Event Date: _____

Colony Club 3rd Floor Ballroom or **Gem Theatre** or **Colony Club 4th Floor Ballroom**

Vendor Category	Vendor Name	Mobile #	Email	Estimated Arrival Time	Vendor Meal?
Contracted Wedding Planner					
Florist					N/A
Cake					N/A
Specialty Rental Linen					N/A
Photographer					
Videographer					
DJ					
Band					
Photo booth					
Officiate					N/A
Transportation					

Additional Information:

Local Hotels:
