



## CONGRATULATIONS!

We are thrilled to be working with you to create an unforgettable day for you and your guests!

To help you get started, we have included you with some information and frequently asked questions to guide you in your planning process

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### **KRISTA LEWIS, DIRECTOR OF SALES - [kl@thecandlewoodinn.com](mailto:kl@thecandlewoodinn.com)**

Contact Krista if you have any questions about:

- Contract, i.e guest minimums, ceremony, dates, etc.
- Operational Charges
- Gratuities

### **CHRISTIAN SOTELO, GENERAL MANAGER - [cs@thecandlewoodinn.com](mailto:cs@thecandlewoodinn.com)**

Contact Christian if you have any questions about:

- Menu questions
- Event Details
- Tripleseat Floorplan (the table layout program)
- Overall Reception Timeline

### **HALEY KIRK, WEDDING & EVENT COORDINATOR - [hk@thecandlewoodinn.com](mailto:hk@thecandlewoodinn.com)**

Contact Haley if you have any questions about:

- Menu questions
- Event Details
- Tripleseat Floorplan
- Overall Reception Timeline
- Vendor Insurance
- Wedding Week Details (drop off appointment, rehearsal, final social tables seating chart, etc).

### **MARLENE MORGADO, OFFICE COORDINATOR - [office@thecandlewoodinn.com](mailto:office@thecandlewoodinn.com)**

Contact Marlene if you have any questions about:

- Payments & Invoicing
- Guest & Food Counts

## PLANNING TIMELINE:

### 8 MONTHS OUT:

Schedule Menu Meeting

- Friday, Saturday PM, Saturday enhancement packages & Sunday weddings – with Christian
- Thursday & Saturday AM weddings – with Kirsten

### 6 MONTHS OUT:

Menu Meeting – please send Haley & Christian a copy of your planning meeting worksheet (filled out to the best of your ability)

### 6-8 WEEKS OUT:

We will schedule a phone call with Haley, your Event Coordinator to go over any last-minute questions/concerns you may have

### 3 WEEKS OUT:

Preliminary guest & food counts are due

### 2 WEEKS OUT:

Final guest & food counts are due as well as you floor plan & master guest list on Tripleseat

### 1 WEEK OUT:

Final Payment is due in the form of exact cash, wire transfer, or a bank/certified check

### THE WEEK OF YOUR EVENT:

Meet with Haley, have your drop off appointment, and go over last-minute detail questions you may have

## INCLUDED DÉCOR

### LOCKED MAIL BOX:



### TABLE NUMBERS:



### HURRICANE & GLASS VOTIVE CENTERPIECES:

