

THE
VINEYARDS
.....
AT AQUEBOGUE

*FINAL
WEDDING
STEPS*

TIMELINE

6 WEEKS BEFORE WEDDING - Submit Wedding Menu

www.myvineyardswedding.com

4-6 WEEKS BEFORE WEDDING - Final Details Meeting

You will be bringing in or scanning the check-in list, vendor list, ceremony processional (*all attached here*), and a general floor plan. We discuss all of the details of your wedding in an in-person meeting or Teams Meeting to give us ample time to prepare for your special day!

2 WEEKS BEFORE WEDDING - Final Payment

Please email your final floor plan with final guest count (*adults, children, vendors*) to us so we can issue a final invoice. The final payment can be made in a certified cashier's check made to Lessing's and mailed, or as a wire transfer (*ask for bank info*)

WEEK OF THE WEDDING - Drop Off Meeting

You will meet with one of our team members to drop off your items and do a final walkthrough before the big day!

VENDORS

WEDDING OF _____

Music: _____ # of vendors _____

Additional Items: _____

Live Musician? Y N (If yes, circle what time: Ceremony Cocktail Reception)

Ceremony Music? Y N

Contact: _____

Insurance? Y N n/a Preferred

Phone #: _____

Limousine: _____

Bride Drop Off _____ Groom Drop Off _____

Contact: _____

Insurance? Y N n/a Preferred

Phone #: _____

Photography: _____ # of vendors _____

Arrival Time: _____ Videography _____

Drone _____

Contact: _____

Insurance? Y N n/a Preferred

Phone #: _____

Florist: _____

Additional Items: _____

Number of Tables: _____ Contact: _____

Insurance? Y N n/a Preferred

Phone #: _____

Cake: _____ Additional Items: _____

Contact: _____ Phone #: _____

Insurance? Y N n/a Preferred

Officiant: _____

Contact Phone Number: _____ Arrival Time: _____

Favors

Wine Bottles Y N Image _____ Quantity # _____



WEDDING CHECK – IN LIST

Please bring this filled out with your items the day of your drop-off appointment.
All items must be removed at the end of your event.

Place in 3 bins, labeled with your name and date, with detailed directions for placement. Bins are not provided by The Vineyards, and must not exceed 20 gallons each. Please make sure all décor is table-ready. Please remove all unwanted stickers, price tags, and/or extra packaging. All battery-operated and traditional votives must be dropped off fully assembled. If you need more space to write, please type up an additional sheet and be as specific as possible. Photos welcome!

Wedding Name _____ Date _____

Please circle if you have the following items:

Individual, Alphabetized Escort Cards for a Table OR A Seating Chart Board for an Easel
Would you like your seating arrangements placed in: The Lobby OR The Cocktail Hour

Card Box: Y (we do not provide a card box, please supply your own) Cake Topper: Y N

Toasting Flutes: Y N Cake Knife & Server: Y N
(we can provide basic toasting flutes and/or cake knife & server if you do not have your own)

Guest Book or Signature Frame for Guests _____

Sweetheart Table Extra Decor: _____

Centerpieces: _____

Favors: _____

Circle One: Favor Table 1 Per Seat ____ # Per Table

Sketch if unique centerpiece setup:

Ceremony Items: _____

Ring Bearer Pillow: Y N Ring Bearer Sign: Y N Sand Ceremony: Y N
Flower Girl Basket: Y N Own Aisle Runner: Y N Programs: Y N

Restroom Baskets: _____

Memory Table (in hospitality room): _____

Additional Items: _____



CEREMONY PROCESSIONAL

The following is an example of a traditional ceremony processional. If you have anything alternative, please type up the order in which you would like your wedding party to enter.

Wedding Name: _____

Date: _____ Ceremony Start Time: _____ Location: _____

Are Bride & Groom seeing each other prior to ceremony for a "first look"? Yes No
Bride Arrival Time - (2 hours prior to invitation): _____ Groom Arrival Time: _____

Ceremony Line Up: *In Order*

Groom _____

Best Man _____

Bride's Mom with Escort: _____

Parents of the Groom: _____

**The first bridesmaid/groomsman on the list, will line up furthest from the bride and groom at the altar.*

Bridesmaids:

Ushers/Groomsmen:

Maid/Matron of Honor: _____

Ring Bearer: _____ Flower Girl: _____

Bride and Escort: _____

Please answer the following questions by circling your response:

Is the wedding party entering in single file or in pairs? Single File Pairs

Is the wedding party standing at the altar or sitting for the ceremony? Sitting Standing

A microphone from The Vineyards? Yes, \$250 fee No, my DJ is providing

A podium? Yes No A small table for a unity candle or other ceremony addition? Yes No

Does the song change when the bride begins to walk down the aisle? Yes No, same song.

Officiant Name: _____ Phone Number: _____ Arrival Time: _____