

# *Congratulations on your engagement!*

Thank you for considering Emerald Ridge for your wedding ceremony and reception! You've waited all your life to make your wedding dreams come true. For your special day, choose Menomonie's most engaging, enchanting location – Emerald Ridge!

Emerald Ridge makes a remarkable impression for your big day. But the location is just one piece of the event planning puzzle. At Emerald Ridge, you'll have a dedicated coordinator ready to help you create a day that's more than memorable.

The Legacy Barn Venue Reservation Includes  
Rental Fee \$2750.00

- ❖ Occupancy of venue Wednesday - Sunday
- ❖ On Site Accommodations
  - Bride and Groom Free
  - Additional guest \$20.00/person/night
- ❖ On site Camping
- ❖ RV Sites with electric - \$15.00 per night
- ❖ Ceremony Site – The Legacy Barn
- ❖ Rehearsal
- ❖ Reception Hall
- ❖ Dinner Tables and chairs
- ❖ White tablecloths
- ❖ White Chair Covers
- ❖ Cake Table, gift table, late night snack table, place card table
  - (all with white linen upon request)
- ❖ Background music provided by our in-house sound system
- ❖ Rustic Spools
- ❖ Two Bonfire areas
- ❖ Firewood
- ❖ Clean up
- ❖ Setup and teardown
- ❖ Complimentary Group Taste Testing
  - In April from 12 noon to 5 pm
  - For you and your fiancé and 4 guests

The Legacy Venue features 14-foot ceilings, beautiful lighting and white flowing fabric. Maximum capacity for this space is 320 people for dinner using rectangle tables of 8 – 10 (with tables on dance floor). The Legacy Venue has rectangle, round, octagon, oval tables and rustic spools available for your use. This space is perfect for your ceremony, reception and dance all in one place.

Rustic Oaks Venue Reservation Includes  
Rental Fee \$2750.00

- ❖ Occupancy of venue Wednesday - Sunday
- ❖ Brides Room
- ❖ On site Camping
- ❖ RV Parking
- ❖ Ceremony Site
- ❖ Rehearsal
- ❖ Reception Hall
- ❖ Cocktail Tables for patio
- ❖ Dinner Tables and chairs
- ❖ Head table, parents tables, cake table, gift table, late night snack table, place card table
  - (all with white linen upon request)
- ❖ Background music provided by our in-house sound system
- ❖ Rustic Spools
- ❖ Bonfire Area
- ❖ Firewood
- ❖ Clean up
- ❖ Setup and teardown
- ❖ Complimentary Group Taste Testing
  - In April from 12 noon to 5 pm
  - For you and your fiancé and 4 guests

Rustic Oaks features 10-foot ceilings and beautiful lighting. Maximum capacity for this space is 288 people for dinner using rectangle tables of 8 – 10 (with tables on dance floor). This space is perfect for your ceremony, reception and dance all in one place.

Entire Venue Reservation Includes  
\$4950.00 Rental Fee

- ❖ The Legacy Barn Venue
- ❖ Rustic Oaks Venue
- ❖ Grandview Point
- ❖ Occupancy of venues Wednesday - Sunday
- ❖ On site Camping
- ❖ RV Sites with Electric \$15.00 per night (Grandview Venue)
- ❖ RV Parking (Rustic Oaks Venue)
- ❖ Brides Room
- ❖ Brides Tent
- ❖ Ceremony Sites
- ❖ Rehearsal
- ❖ Reception Halls
- ❖ Cocktail Tables for patio
- ❖ Dinner Tables and chairs (Linens and chair covers on Grandview)
- ❖ Rustic Oaks - head table, parents tables, cake table, gift table, late night snack table, place card table
- ❖ Background music provided by our in-house sound system
- ❖ Rustic Spools
- ❖ Bonfire Areas
- ❖ Firewood
- ❖ Clean up
- ❖ Setup and teardown
- ❖ Complimentary Group Taste Testing
  - In April from 12 noon to 5 pm
  - For you and your fiancé and 4 guests

### Grandview Ceremony Only

\$650.00 Rental Fee

- ❖ Brides Tent
- ❖ 100 Chairs Included
- ❖ Friday Rehearsal

### Other Rental Fees

- |   |                  |
|---|------------------|
| ❖ Chairs for ceremony – Rustic Oaks Only                                      | \$2.00 per Guest |
| ❖ TV's  | \$50.00          |
| ❖ Stereo System for dance   | \$100.00         |
| ❖ Toilet Trailer with Flushing Toilets/Urinals, Sinks<br>And Air Conditioning | \$300.00         |
| ❖ Dinner Place Setting  | \$2.50 per Guest |
| ❖ Rinsing Rental Dishes if brought in by Couple                               | \$175.00         |

### Bar and Liquor Arrangements

- ❖ The sale and service of alcoholic beverages is regulated by the State Of Wisconsin. Emerald Ridge currently is not licensed by the state; therefore alcoholic beverages must be provided by you, the client.
- ❖ Host Liquor Liability Insurance is required with Emerald Ridge Weddings named as an additional insured and to provide a Certificate of Insurance to the venue

## Catering

Emerald Ridge provides on-site catering. For health and safety reasons no food or beverage (carry ins) is permitted from outside vendors with the exception of a late night snack, alcoholic beverages and special event cakes

## Decorations

You may use the decorator of your choice. Feel free to decorate with free-standing flowers, flower petals on the tables, centerpieces, and chair attachments, as long as no adhesive is used. Please do not affix decorations to the walls, windows, floor or ceilings unless prior approval. If you are using candles in your room décor, each candle must be placed inside a non-flammable container and the flame of the lighted candle must be below the rim of the container. We recommend non-scented candles for the enjoyment of your guests. Emerald Ridge reserves the right to charge an appropriate fee if there is any damage to the facility or if extra cleanup is required. Access to the event facility for decorating must be coordinated with the event coordinator.

## Move-in / Move-out

The client booking the event can move-in on Wednesday after 3 p.m. to start your set-up and decorations. Anytime after that is when your DJ, florist and baker can access the space. The end time of the event will be 12 a.m., and your move-out time is no later than 3 p.m. on Sunday. All décor must be removed from your venue space at the end of the event unless other arrangements have been made in advance.

## Parking

Each venue has its own parking and is separate from the other. Please notify the event coordinator if arrangements are necessary for overnight parking.

## Financial Arrangements

An initial non-refundable deposit of \$500.00 is due when signing your venue contract. This secures your venue and date. Emerald Ridge charges an additional damage security deposit of \$150.00 which is refundable as long as there is no damage. Two weeks prior to your event, the remaining balance of the venue fee and total catering estimate is due. There will be no money exchanged the day of your event. After your event takes place there will be a walk-through to determine if there is any damage to the facility.

## *10 Tips for a Perfect Outdoor Wedding*

- 1. Make your guests comfortable** Think about what the weather will likely be at the time of day and month of the year of your outdoor wedding. Sunny and hot? Don't leave your guests uncomfortably melting – have your ushers give guests ice-cold bottles of water as they are seated. Consider printing your wedding program on a fan so that guests may cool themselves. Don't forget to have plenty of sunscreen on hand as well. For a very warm location, look into renting large electric fans (don't forget a generator) and/or a tent to shade the sun's rays. If it will be cold and damp, make sure you tell guests that so they can wear extra layers. A simple Xeroxed insert will do. You might want to have lap blankets on hand, or rent portable heaters.
- 2. Have a backup plan** What will you do if it rains? The ideal outdoor wedding location has an indoor location waiting just in case. Many brides and grooms opt to have their ceremony outside and reception inside. In a pinch, the tables can be scooted to the back of the room during the ceremony. A tent is another option, but only for light to moderate rain storms. A heavy rain will soak the ground underneath, leaving guests with soggy and muddy shoes. Make sure any tent you rent is sturdy so it won't flip over, and that it has thick and weighted sides.
- 3. Plan for Wind** Many outdoor weddings suffer from windy conditions. Avoid light fabrics like chiffons and china silks in your dress and the bridesmaid dresses. Tell your hairstylist that you'll be having an outdoor wedding so she/he can plan a style that won't leave you looking like Cousin It! Men in the wedding party should use pomade or other styling product. Again, tell your guests in a printed insert so that they can plan accordingly. And of course, make sure your tent will stand up to gusting winds or find an indoor backup plan.
- 4. Can everybody hear?** When you picture your dream wedding at the beach, you're probably not hearing the roaring of the waves, the rushing wind, or the local kids running and screaming around you. Look into renting a sound system with clip mikes for the bride, groom and officiate. Your DJ or band may be able to easily arrange this for you.
- 5. Decorations** One of the bonuses of an outdoor wedding is the natural beauty around you, lessening your need to decorate. But you still need to do some work. Visit the site a week before your wedding to make sure the grass is mown, the ground raked, and the flowers have bloomed. If your wedding is at a public park, you may want to ask the groomsmen or friends to do this the morning of your ceremony. If it's been an especially cold season, you may need to supplement the flowers with some potted bulbs from a florist. Other decorations you may want to consider include an arch or trellis to focus the ceremony and frame the bride and groom as they say their vows; strings of lights or lanterns in the trees; luminaries; torches; or farolitas.
- 6. Make things tasty outside** Does your caterer have experience planning an outdoor wedding menu? Make sure they're planning things that will keep well outdoors in the heat. Avoid things like mayonnaise salads or dishes which must be served cold.
- 7. Don't leave your guests parched** Since alcohol is dehydrating; consider serving a variety of lemonades, teas and punches. Be sure to have plenty of ice and water around as well. For a fancy cocktail, why not serve a classic mint julep or a mojito? The mint will refresh and cool your guests.

8. **Those pesky flying things** be sure to put out citronella candles or a bug zapper so that your guests won't spend the whole ceremony swatting at the air.
9. **Here comes the sun** Consider timing your outdoor wedding for sunset where your guests will see you take your vows surrounded by the warm glow of the sun. Those having a daytime outdoor wedding should orient the ceremony so that the sun will be on guests' backs rather than in their eyes.
10. **Permits** Don't forget to contact your city parks department or other local government to get a permit for an outdoor wedding. Be sure to ask about rules concerning trash removal, candle or torch lighting, and pre-wedding photography.

# Brides Checklist

## 6 to 12 Months

- Announce Engagement
- Select Wedding Date
- Discuss Budget With Parents
- Decide On Kind Of Wedding (Formal, Informal)
- Consider Hiring A Bridal Consultant or Director
- Reserve Wedding Site
- Reserve Reception Site
- Meet With Officiant (with your fiance) To Discuss Premarital Counseling & The Ceremony
- Discuss Any Restrictions With The Officiant
- Develop Guest List (Bride & Groom) & Determine Size Of Guest List
- Gather The Guest List Addresses
- Select Your Gown, Veil & Accessories
- Choose Your Attendants And Their Attire
- Select Photographer/Videographer/Florist
- Select Caterer/Musicians
- Pick Gift Registry - China/Silver/Crystal
- Choose Groom's Attire
- Choose Flower Girl & Ring Bearer/Attire
- Discuss Where You Are Going To Live After Marriage

## 3-5 Months

- Be Sure All Bridal Attire Is Ordered By Now
- Bride's Mother Selects Attire Followed By Groom's Mother
- Order Invitations, Thank You Notes, Napkins, Place Cards & Personal Stationery
- Select Ceremony Music & Meet Organist Soloist
- Select Wedding Rings & Have Engraved
- Plan Honeymoon
- If Traveling Abroad - Passports/Shots
- Shop For Your Trousseau
- Discuss Hair Style Choices & Make-Up w Professionals

## 2 Months

- Address Invitations & Mail
- Finalize All Details With Photographer/Videographer/Florist/Caterer/Musicians
- Order Wedding Cake/Groom's Cake
- Finalize Ceremony Specifics With Officiant
- Make Arrangements for Rehearsal
- Plan Rehearsal Dinner With Groom's Family
- Check With Local Hotels For Out-Of-Town Guests
- Consider Welcome Baskets
- Finalize Honeymoon Plans
- Make Wedding Night Reservations/ Guarantee Late Arrival
- Make Appointment For Physical Exam

## 1 Month

- Finalize Wedding Gown Fitting & Attendants' Fittings
- Have Bridal Portrait Taken
- Finalize Transportation For Wedding Day
- Buy Groom's Wedding Gift
- Buy Attendants' Gifts
- Purchase Accessories (Toasting Goblets, Ring Pillow, Garter, Candles, Cake Knife, etc.)
- Purchase Guest Book
- Make Appointment For Make-Up, Manicure, Hair, Massage, Facial, etc.
- Finalize Flowers For Church, Attendants & Reception
- Acknowledge Each Wedding Gift As It Arrives
- Plan Celebration With Attendants (Brunch, Luncheon, Tea, etc.)
- Finalize Living Arrangements

## **2 Weeks**

- ❑ Finalize Your Rehearsal Dinner Arrangements
- ❑ Confirm Rehearsal Dinner Plans With The Officiant & Attendants
- ❑ Have Printed A Wedding Program For The Ceremony
- ❑ Confirm Accommodations For Out-of-Town Guests
- ❑ Pick-Up Wedding Rings, Check Engraving & Fit
- ❑ Arrange For Moving
- ❑ Together With Your fiancé Get The Marriage License - Enjoy Lunch Together
- ❑ Celebrate With Your Attendants
- ❑ Change Name-License, Social Security, Credit Cards, Bank Accounts, Insurance
- ❑ After The Wedding Day Arrange For Preservation Of The Bridal Bouquet
- ❑ Have Your Bride's Day Of Beauty (Manicure, Pedicure, Facial, Massage, etc.)
- ❑ Have Your Rehearsal. Make Sure Everyone Knows Their Duties
- ❑ Write As Many Thank-You Notes As Possible Before The Wedding
- ❑ Send Your Wedding Announcements To The Newspapers
- ❑ Arrange For Wedding Gifts To Be Transported From The Reception To Your Home
- ❑ Arrange With Hotel To Deliver Welcome Baskets To Guests' Rooms Before The Arrive

## **1 Week To The Day Before**

- ❑ Contact Invited Guests Who Have Not Responded
- ❑ Give Final Guest Count To Reception Facility/Caterer & Review All Details
- ❑ Review Final Details With Florist/ Photographer/Videographer
- ❑ Finalize Music Choices With Musicians For Ceremony & Reception
- ❑ Confirm Honeymoon Plans And Start Packing
- ❑ Confirm Wedding Night Accommodations
- ❑ Purchase Travelers Checks For Your Honeymoon
- ❑ Pick-Up All Wedding Attire
- ❑ Make Sure Everything Fits
- ❑ Arrange For Wedding Gown To Be Cleaned & Preserved

## **Your Wedding Day**

- ❑ Relax & Pamper Yourself - Take A Leisurely Bubble Bath
- ❑ Make Sure You Eat Something Before All The Excitement Begins
- ❑ Have Hair & Nails Done (3-4 Hours Before The Ceremony)
- ❑ Allow Plenty Of Time To Dress And Apply Your Make-Up
- ❑ Give Your Honor Attendant The Groom's Wedding Ring
- ❑ Have Wedding Programs Delivered To Ceremony Site
- ❑ Make Sure Your Father Has The Appropriate Fees For: Organist, Soloist, DJ/Band & Reception
- ❑ Have A Wonderful Day & Enjoy Every Moment

