

Congratulations!

We are delighted you have chosen to share your special day with us! The next couple of months will be a whirlwind of dress fittings, appointments, parties and growing anticipation of your big day! In order to help alleviate some of the confusion that you might experience, we have put together a guide to help you during these busy months. Please feel free to contact your Catering Sales Manager if you have any questions or simply need to chat about your big day!

SIX MONTHS BEFORE YOUR WEDDING

- ♥ Make an appointment for your taste test with your Catering Sales Manager if you cannot attend the wedding tasting that the hotel sponsors in April.
- ♥ Contact the bakeries and florists included in our wedding package to set up appointments to make your cake and centerpiece selections
Gerardo's Bakery: 508-835-2200
Joyce's Pies and Cakes: 978-840-4485
Colonial Florist: 978-534-9187
Windmill Florist: 978-342-2347

FOUR TO SIX MONTHS BEFORE YOUR WEDDING

- ♥ Make your second deposit in the form of cash, money order or bank check
- ♥ Make your appointment with your Catering Sales Manager for your detailing appointment. At this time, we will be creating a timeline of events from your ceremony through the end of the reception. You will be receiving a floor plan to help in planning your seating chart and number of tables required

****PLEASE BRING THE FOLLOWING, IF POSSIBLE, TO THIS APPOINTMENT****

1. Your chosen package and menu selections
2. Linen (white or ivory) and napkin color choices
3. Your wedding package vendors that you have selected for your cake and flowers
4. A list of additional vendors such as DJ and Photographer, along with their phone numbers and expected time of arrival
5. Location of ceremony if you are not being married at the Four Points by Sheraton
6. Are you planning on having any of the following?
 - a. toasting glasses
 - b. cake knife and server
 - c. guest book and pen
 - d. cake topper
 - e. favors
 - f. wedding card box/basket
 - g. place cards
 - h. additional decorations
7. Will you be having pictures taken? By Who? Where and when?
8. How would you like your head table setup? One level? Tiered? Sweetheart table?
9. Are you going to be having a cash bar or a hosted bar?
10. Will there be a blessing? Given by whom?
11. Will there be a toast? Given by whom?
12. Will there be a first dance? Bridal party dance? Special dances?

13. Would you like a champagne, wine or sparkling cider toast?
14. Would you like wine service with dinner?
15. Would you like to do a late night coffee service at \$1.00 ++/pp?

THREE MONTHS BEFORE YOUR WEDDING

- ♥ Make your next deposit in the form of cash, money order or bank check
- ♥ Make sure the hotel has your signed Banquet Event Order, Credit Card Authorization form (required for any incidentals and whenever there is a hosted bar or wine service)

TWO WEEKS BEFORE YOUR WEDDING

- ♥ Start working on your seating plan. You will need to bring this to your final appointment.
- ♥ Call the Hotel with your estimated number of people, and any final changes
- ♥ Make your final appointment for the Wednesday or Thursday before your wedding with your Catering Sales Manager

ONE WEEK BEFORE YOUR WEDDING

- ♥ Finish your seating plan.
- ♥ Call the sales department with your final guest count the Tuesday before your wedding by noon at (978) 534-9000. The count given this day may be added to but not subtracted from. Your final bill will be confirmed and a copy will be given to you at your final appointment
- ♥ Make out your place cards – **(Don't forget to do one for every person, including your head table, DJ and Photographer. Fold all of them and put them in alphabetical order)**

TUESDAY BEFORE NOON

- ♥ Call the sales department with your final guest count at (978) 534-9000. **The count given this day may be added to but not subtracted from. Your final bill will be confirmed and a copy will be given to you are your final appointment**

WEDNESDAY BEFORE WEDDING

- ♥ Final payment is due by noon in the form of cash, credit card, money order or bank check. Should be made payable to "Four Points Hotel by Sheraton Leominster" **(Please note: We DO NOT accept personal checks for final payment)**

WEDNESDAY OR THURSDAY BEFORE WEDDING

- ♥ Attend your final appointment with your Catering Sales Manager

WHAT TO BRING TO FINAL MEETING

- ♥ Bring place cards folded and in alphabetical order (Head table cards in a separate pile – in order – One place card for each & every person at head table)
- ♥ Bring floor plan with total number of people at each table and meal choices indicated. Please mark where any children are sitting and if there is a need for high chairs, etc. Please mark where vendors are seated.
- ♥ Bring in all items you have for us to put out for the reception. (i.e. favors, cake topper, toasting glasses, cake knife, guest book.)
- ♥ Settle bill & leave Credit Card Authorization for any additional charges if not given already.
- ♥ Go over Wedding Function Sheet

DAY OF WEDDING

Relax and enjoy the day. Just be sure to keep communication open between your vendors and the hotel.

Four Points Hotel Leominster Wedding Detail Sheet

Please fill out all information and return to
Catering Sales Manager Three Months Prior to Wedding Date

Brides Name: _____ Grooms Name: _____
Address & Phone Number After Wedding: _____

Wedding Date: _____ # of People Invited: _____
Ceremony Time: _____ Ceremony Location: _____
Length of Ceremony: _____ Travel Time From Church to Hotel: _____
Will There Be a Receiving Line: _____ At Hotel or At Church: _____
Where are Pictures Being Taken: _____
What time will Guests Arrive at Hotel: _____ Time: Cocktail Reception Beginning: _____
Time: Cocktail Reception Ending / Move Guests to Ballroom: _____
Time: Introduction: _____ Time: Dinner Service Beginning: _____

First Dance: After Introduction _____ After Cake Cutting _____ After Dinner _____
Will Bridal Party Join In: _____ When Will Remaining Dances Take Place: _____

Number of People at Head Table: _____ One or Two Tiered Table: _____
Napkin Color: _____ Table Cloth: _____
Will There Be a Blessing: _____ Will There Be a Toast: _____ How Many: _____
Toast: Champagne: _____ Other: _____ (Additional Fees May Apply)
Bar Service For Guests: Open: _____ Cash: _____ Limited: _____
Bar Service for Head Table: Open: _____ Cash: _____ Limited: _____
Credit Card # for Open Bar: _____ Expiration Date: _____

DJ / Band: _____ Phone # _____
Photographer: _____ Phone # _____
Cake Maker: _____ Phone # _____
Florist: _____ Phone # _____
Additional Decorations: _____ Phone # _____

Will You Be Bringing Centerpieces: _____ Will You Be Bringing Favors: _____
Will You Be Using the Hotels Mirrors: _____ Will You Be Using the Hotels Candles: _____

****PLEASE NOTE: HOTEL POLICY DOES NOT ALLOW SMOKING IN PRIVATE FUNCTION ROOMS****

Wedding Menu Selections

Please fill out all information and return to
Catering Sales Manager Two Months Prior to Wedding Date

Hors d'oeuvres Selection

1. _____ Pieces _____
2. _____ Pieces _____
3. _____ Pieces _____
4. _____ Pieces _____
5. _____ Pieces _____

Please Indicate if Hors d'oeuvres are part of a package or being purchased additional.

Dinner Selection

Appetizer: _____ Salad: _____

Intermezzo: _____ (Included with Royal Treatment Package Only)

Late Night Coffee Station or Glass of Wine With Dinner: _____

(Included with Royal Treatment Package Only)

Entrée Choice #1: _____

Entrée Choice #2: _____

(Please Keep In Mind That There Is An Additional \$1.85 Split Fee For A Choice of Two Entrees.)

Potato or Rice: _____ Vegetable: _____

Dessert: _____

When Will You Cut the Cake: After Salad: _____ After Dinner: _____

Cutting the cake after salad will allow the cake to be cut and served immediately after dinner and served as dessert. Cutting the cake after dinner will mean that it comes out later in the evening.

Please remember to include head table, DJ and Photographer in your guarantee. Be sure to ask Photographer and DJ if they would like to sit at a table in your reception room or if they would prefer to be seated in another room.

****PLEASE NOTE: HOTEL POLICY DOES NOT ALLOW SMOKING IN PRIVATE FUNCTION ROOMS****

Wedding Reception Worksheet

Please fill out all information and return to
Catering Sales Manager Three Days Prior to Wedding Reception

Head Table Seating for One Tiered Head Table

Flower Girl: _____

Brides Maid: _____

Brides Maid: _____

Brides Maid: _____

Brides Maid: _____

Brides Maid: _____

Brides Maid: _____

Maid of Honor: _____

Bride: _____

Groom: _____

Best Man: _____

Usher: _____

Usher: _____

Usher: _____

Usher: _____

Usher: _____

Usher: _____

Ring Bearer: _____

Blessing Will Be Given By: _____

Toast Will Be Given By: _____

****PLEASE NOTE: HOTEL POLICY DOES NOT ALLOW SMOKING IN PRIVATE FUNCTION ROOMS****

Wedding Reception Worksheet

Please fill out all information and return to
Catering Sales Manager Three Days Prior to Wedding Reception

Head Table Seating for Two Tiered Head Table

Best Man

Groom & Bride

Maid of Honor

Usher

Usher

Usher

Usher

Bridesmaid

Brides Maid

Brides Maid

Brides Maid

Blessing Will Be Given By: _____

Toast Will Be Given By: _____

****PLEASE NOTE: HOTEL POLICY DOES NOT ALLOW SMOKING IN PRIVATE FUNCTION ROOMS****

Instructions for Seating Plan

Although it is tempting to begin arranging your guests at tables early, it is best to wait until all the response cards have been returned. One month prior to your wedding please call your Sales Manager to request a copy of the floor plan for the Ballroom. At your convenience we will email, mail or fax this map to you or have it ready for you to pick up.

To assist you in the task of your seating arrangements we have enclosed worksheets for your convenience. All weddings are required to have place cards or similar seating methods. After you write your place cards, they must be put in alphabetical order by you, so that your guests can find their name quickly. Place cards must have the following information on them: Name of guest, table number and dinner choice if applicable.

We have invested in 60' round tables for your dining comfort. These tables can hold up to 10 guests. We do have three (3) tables that can hold up to 12 guests each, and they may be reserved on a first come first serve basis. Please try to keep all tables between eight to ten guests. Check with your Sales Manager prior to your event to see how many tables your room can hold.

If more than one entrée choice is being offered, indicate under the C (chicken), F (Fish), B (Beef), K (Kids), or V (Vegetarian) each persons choice. Whether there is one choice or two, a total for each table must be entered.

Please remember to include the head table and outside service people who will be having dinner in your service count as well as in your seating plan.

Good Luck! Don't hesitate to contact me if I can be of any assistance.

EXAMPLE 1: One Entrée Choice

Table #1 C,F,B,K,V

MR & Mrs. Alan Casey

M S. Jessica Simpson

M r. John Reilly

Mr. & Mrs. Sy Rattavong

Ms. Marissa Lopez

Total: C 7 F B K V

Table #1 C,F,B,K,V

M

M

M

M

M

M

Total: C F B K V

EXAMPLE 2 : Two Entrée Choice, Kids & Veg.

Table #2 C,F,B,K,V

MR & Mrs. Gianni Pizzicone C,F

MR, & Mrs. Anthony Morino & Family C,F,K

MS. Isabella Guliani & Guest C, C

Miss. Michelle Lee V

MR, John Doe F

Total: C 4 F 3 B 0 K 1 V 1

Table #2 C,F,B,K,V

M

M

M

M

M

M

Total: C F B K V

Table #3 C,F,B,K,V

M

M

M

M

M

M

Total: C ___ F ___ B ___ K ___ V ___

Table #5 C,F,B,K,V

M

M

M

M

M

M

Total: C ___ F ___ B ___ K ___ V ___

Table #7 C,F,B,K,V

M

M

M

M

M

M

Total: C ___ F ___ B ___ K ___ V ___

Table #9 C,F,B,K,V

M

M

M

M

M

M

Total: C ___ F ___ B ___ K ___ V ___

Table #4 C,F,B,K,V

M

M

M

M

M

M

Total: C ___ F ___ B ___ K ___ V ___

Table #6 C,F,B,K,V

M

M

M

M

M

M

Total: C ___ F ___ B ___ K ___ V ___

Table #8 C,F,B,K,V

M

M

M

M

M

M

Total: C ___ F ___ B ___ K ___ V ___

Table #10 C,F,B,K,V

M

M

M

M

M

M

Total: C ___ F ___ B ___ K ___ V ___

Table #11 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #13 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #15 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #17 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #12 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #14 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #16 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #18 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #19 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #21 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #23 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #20 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #22 C,F,B,K,V

M
M
M
M
M
M
Total: C ___ F ___ B ___ K ___ V ___

Table #24 C,F,B,K,V

M
M
M
M
M
M
Total: C ___

Relax and Enjoy Your Big Day!