

Shades of Green Magnolia Wedding Guide

Below is helpful information and items to consider when planning your wedding at Shades of Green. These items will be discussed with the Sales Manager during your planning session. Preparation will help you know the services we can provide and the selections that must be made.

Our Process

Several key people will help ensure your special day runs smoothly and is everything you've planned. You will work with your Sales Manager throughout the planning process; as you know, they schedule your wedding date, assist in selecting your wedding package, and set up your room block. Along the way, they are there to answer any questions. They will also help you make your final menu selections and make decisions regarding room setup. You will work directly with the wedding officiant in the package to develop your ceremony during this time. Once all the details are final, the Sales Manager will communicate with the Day of Coordinator and Banquet Manager. The Day of Coordinator will contact you for an introductory call post-booking and again around 45 days before your wedding to help put the final details around the flow of the day together. They will be there for the wedding day to ensure everything runs as planned. The Banquet Manager will manage the event from the resort's side to ensure everything happens on time. Your Sales manager is not typically scheduled on the day of your wedding, so it is essential to read before signing your final banquet event order documents for accuracy, as that is what the banquet team will work from.

Guest Rooms

First and foremost, please remember your guest room cutoff date. The cutoff date is 60 days before your check-in date. The date was included in your original agreement, and your sales manager sent the detailed booking instructions. The room block puts the rooms on a courtesy hold, and people must still call or book online to claim and confirm their reservations. The code will guarantee the availability of those rooms until the cutoff date when they will be released back into our general inventory to sell. Remember that this block of rooms is a quantity, not a specific location. We are happy to put notes on the reservation requesting particular locations. We do our best to accommodate but cannot guarantee these requests.

CONSIDERATIONS & QUESTIONS

- If you plan on bringing gift bags that you would like the front desk to hand out at check-in, please advise your Sales Manager.
 - Remember, room assignments can change, so bags cannot be placed in the room in advance.
 - Label each bag with the first and last name of the lead adult on the reservation.
 - Be sure to inform your guests ahead of time of any information that you are sharing with them in the welcome bag (i.e., don't let the welcome bag be the first time they see any itinerary details).

The Rehearsal

If you'd like to have a rehearsal before your ceremony, Shades of Green offers your ceremony site venue complimentary on a 'space available' basis. This is subject to relocation based on the sale of event space or inclement weather. The wedding coordinator and officiant are not included in the rehearsal, but you must have one of them present to oversee your rehearsal. You must arrange that directly with the officiant and/or coordinator for an additional cost paid to the vendor.

Rehearsal Dinner

There are two options on-site to host your rehearsal dinner. The first option is to host a catered dinner in one of our banquet spaces based on availability. You'll work with your sales manager to choose the private space for your dinner and select the menu from our banquet menu. Second is our Mangino's restaurant; Mangino's is a table service restaurant that features an Italianesque menu. Reservations are available in Mangino's for up to 25 people. We can seat your guests together in the same area but cannot offer any exclusive space. We ask that your entire party arrive within the 15-minute reservation window; your party will be seated once everyone has arrived. Let your Sales Manager know of your interest in having your rehearsal dinner at Mangino's, and they will put you in touch with our Food and Beverage Manager to arrange the details of your dinner.

The Ceremony

The ceremony site is the Magnolia Patio. It is set for weddings with white folding chairs in a chevron style so that all guests face the bride and groom. We have an arbor available for your use if you choose. You or an approved vendor must provide all other decorations and not damage the site (no adhesives, nails, tacks, etc.). Only genuine rose petals may be thrown in our outdoor locations.

The ceremony wedding coordinator is included in your package and provided by **Just Marry**. They will reach out to see if you have any questions and if you wish to add any additional services. If you do not, they will reach back closer to the 60-day mark to begin finalizing the details of your big day. They will create the flow of your day and will be on-site the day of to oversee execution. They will check back around the 60-day mark to begin to compile the details needed to facilitate your event.

A Beautiful Ceremony will officiate your ceremony. Please contact them to discuss the details regarding the type of ceremony you wish to have. Their website is a beneficial resource for ceremony ideas:
www.abeautifulceremony.net.

Please advise your sales manager if you need a table for ceremony elements (a unity candle set or sand ceremony). Please bring a lighting device if you plan to do a unity candle, as we are a flame-free facility, and we do not have any lighters on hand.

Additional Information

As a military resort, safety is always our chief concern. A guest list for your wedding should be submitted to your Sales Manager at least two weeks before event day so that our Security team can have it at the Welcome Center. For the same reason, we will also need a complete list of the vendors with arrival times coming on-site.

The Spa

The **Magnolia Spa** is our on-site spa facility. Your package includes a choice between a manicure & pedicure or a 50-minute massage (gratuity is included). Please get in touch with the spa directly to schedule your services.

Phone: 407-827-3529

Email: viviansdayspa@aol.com

Website: shadesofgreen.org/wellness/magnolia-spa

Wedding Flowers

You will work with **Kissimmee Florist** to customize your bridal bouquet, bridesmaid's bouquet, groom, and best man's boutonnieres. Special requests and additional services are available for an additional charge.

Phone: 407-846-4113

Email: kissimmeeflorist@aol.com

Website: kissflowers.com

Wedding Cake

Your wedding package includes a customized two-tier wedding cake. You can choose round, square, or hexagon shapes in 18 flavors. Special requests are available at an additional charge. Wedding cake vendor information will be available soon.

Photography Services

Provided by **Chapman Photography**, the wedding package includes one and a half hours of coverage, 100 retouched digital images, and a copyright release. Images will be sent via a sharable website.

Phone: 407-841-2300

Email: info@chapmanphotography.com

Website: chapmanphotography.com

Wedding Coordination

The ceremony wedding coordinator is provided through **Just Marry**, a well-respected Orlando planning company. They will assist with the small tasks to ensure your special day runs smoothly and stress-free, from pinning on boutonniere to bridal floral distribution, escorting the wedding party to the ceremony site, and acting as the liaison between the officiant and photographer to begin the ceremony.

Phone: 407-259-2388

Email: info@justmarry.com

Website: justmarry.com

Wedding Officiant

The ceremony will be performed by an officiant from **A Beautiful Ceremony**, who will work with you before the wedding day to customize the ceremony you wish to have. Their website is a beneficial resource (marriage license information, ceremony planning kit, rehearsal videos, etc) and is listed below.

Phone 407-521-8697

Email revkev@abeautifulceremony.net

Website abeautifulceremony.net