

Shades of Green 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 understand the services we can provide and the decisions that need to be made.

Our Process

Several key people will help ensure your special day runs smoothly and is everything you've planned. You will work closely with your Sales Manager throughout the planning process. As you know, they will 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 in making your final menu selections and determining the 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 after booking and again approximately 60 days before your wedding to help finalize the details of the day's flow. They will be there for the wedding day to ensure everything runs as planned. Our Banquet Manager will ensure your requests in the banquet order are fulfilled. They'll oversee the room setup and manage the event from the resort's side to ensure everything happens on schedule (doors opening, food service, bar service, staffing, etc.) Your Sales Manager is not typically scheduled on the day of your wedding, so it is essential to review your banquet event order documents (BEO, room diagram, and final invoice) for accuracy before signing, 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 (with minor exceptions for close-in bookings). The date was included in your original agreement, and in your 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 using their credit cards. The code will guarantee the availability of those rooms until the cutoff date, at which point 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 select the Platinum Package, it includes a room for the night prior and the night of the wedding. Your Sales Manager will take care of the reservation on your behalf and send over the reservation information.
- 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 that room assignments can change, so bags cannot be placed into 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 complimentary on a 'space available' basis. This is subject to relocation based on the sale of event space or inclement weather. The Wedding Coordinator included in the Palm Package includes rehearsal coverage. If you wish to have your officiant at the rehearsal, you must arrange that directly with the officiant for an additional cost paid to the vendor directly.

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 Mangino's restaurant; Mangino's is a table service restaurant with an Italian-style menu. Group Reservations are available in Mangino's for up to 30 people for a seating at five o'clock in the evening in a semi-private dining area. If you require a later reservation, we may be unable to offer an 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 if you are interested 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 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 (at no additional cost). You or an approved vendor must provide all other decorations and not damage the site (no adhesives, nails, tacks, etc.). Only genuine, fresh rose petals may be thrown in our outdoor locations. Silk must be used indoors.

Celebrations by Allie provides a day-of coordinator as part of your package. She will contact you soon after booking to confirm if you wish to add additional planning services. If not, she will check in around the 60-day mark to begin compiling the details needed to facilitate your event.

Phone: 407-637-7888

Email: allie@celebrationsbyallie.com

Website: www.celebrationsbyallie.com

A Beautiful Ceremony will officiate your ceremony. Please contact them with details regarding the type of ceremony you wish to have. Their website (listed below) is beneficial for ceremony ideas and information about obtaining your Florida Wedding License.

Phone: 407-521-8697

Email: revkev@abeautifulceremony.net

Website: www.abeautifulceremony.net

CONSIDERATIONS & QUESTIONS

- Will you need a table for ceremony elements (sand or unity candle ceremony)?
- How will music be provided (DJ, live musician, etc)?

The Cocktail Hour

Shades of Green cocktail receptions are set with a mix of high and low cocktail round tables unless otherwise specified. The tables measure 36" across and are dressed in black or white fitted linen with brushed bronze tops. The Sales Manager will determine the number of tables needed for catering based on the guest count.

Please consult the menu and consider what three hors d'oeuvres you want to serve during your cocktail hour. Additional hors d'oeuvres or displays can be added to the menu at an additional cost.

CONSIDERATIONS & QUESTIONS

- Background music is included. However, you can add on cocktail hour services with your DJ.
- You can add specialty linen for the cocktail tables to customize the color.
- Do you need tables for the following items?
 - Gifts and/or Card Box
 - Escort Cards
 - Guest Book

The Bar

The bar will begin at the cocktail hour. Please consult the beverage menu to determine what type of bar you want to offer your guests. A cash bar is where each guest purchases their beverages. A hosted bar can work two ways: both are billed on consumption. You can pay immediately following the event or place a dollar limit on the bar in advance. The banquet manager can chat with you as you are nearing that figure to see if you want to extend the dollar amount or switch to a cash bar. All hosted bars must be settled at the end of the event with a major credit card.

You can also customize what you offer your guests. If you anticipate your guests preferring a specific drink, we can limit the offerings to your liking. Along these same lines, we can offer a specialty drink. Speak with your Sales Manager to discuss your options and pricing.

With the Palm Package, your bartender is included. Bartenders are provided one per 100 guests. You can add a bartender for an additional cost. The mobile bar can move from the cocktail hour into the reception if you want, space permitting. Please note that there is setup time involved if you elect this option.

The Reception

Your wedding package includes a four-hour reception, which will take place in a full, half, or quarter of the Magnolia Ballroom. The number of attendees will determine the space reserved for your event. You can upgrade to a larger space for an additional fee based on availability.

Also included in your package are two hours of setup time before the ceremony for you and/or your vendors to decorate the room. Additional hours can be arranged (pending availability) at an additional cost.

All necessary tables, chairs, appropriately sized dance floor (determined by the room size and guest count), LED up lights, floor-length polyester tablecloths in various colors, and white cotton napkins are provided. The tables that we use are 72" round tables that seat 8-10 guests comfortably. Your Sales Manager will determine the number of tables needed for your reception. Additional tables may incur an extra charge.

Our chairs are round-backed with a dark brown frame and taupe striped fabric. They have dimensions of 19.5" wide x 20" deep and 38.5" in height. The seat is 19" x 17.5" and is 19" high. This means they are larger and more comfortable than a standard event chair. They do require an extra-large chair cover.

Here is a breakdown that outlines the room size based on the number of guests and the included dance floor and LED up-lights.

Number of Guests	Size of Ballroom	Size of Dance Floor	Number of LED Up-lights
0-52	Quarter	12 ft x12 ft	4
53-120	Half	16 ft x16 ft	8
121-140	Half with Corridor	20 ft x 20 ft	8
141-240	Full	20 ft x 20 ft	16

Available Up Lighting Colors: Red, Yellow, Green, Light Blue, Pink, Purple or White

Additional items are available to rent from Shades of Green, including staging, black or white draping (other colors are available through our vendor list), or audio-visual equipment, including a screen and projector. Your Sales Manager can connect you with an appropriate vendor if you have extensive AV needs.

CONSIDERATIONS & QUESTIONS

- What color would you like for your table linens?
- Will there be a sweetheart table or head table?
- Do you need tables for the following items?
 - A Groom's Cake
 - A Favor Table
- Considering the menu:
 - Are there any vegetarians, allergies, or special diets in your party?
 - For children, we offer a child's menu for guests 4 to 9 years old, or they can dine from the meal option you selected for your adult guests. If you choose a buffet or children's plate, you will receive a \$15.00 credit per child.
 - Do you need to provide any vendor meals? You can provide your vendor with the meal you've selected for your reception or a boxed lunch. Please keep in mind the contract agreements you've made with your vendors. Your Sales Manager can provide you with the cost of each.
 - We will box any remaining cake along with your topper and return it to you at the end of the reception.

The Spa

The **Magnolia Spa** is our on-site spa facility. Included services and discounts vary per package.

- Silver - 50 Minute Massage (Gratuity Included)
- Gold - 80 Minute Massage (Gratuity Included)
- Platinum - 50 Minute Couples Massage (Gratuity Included)
- All Packages - 10% Discount on Spa Services for the Wedding Party (Gratuity not included)

Please get in touch with the spa directly to schedule your services.

Phone: 407-827-3529

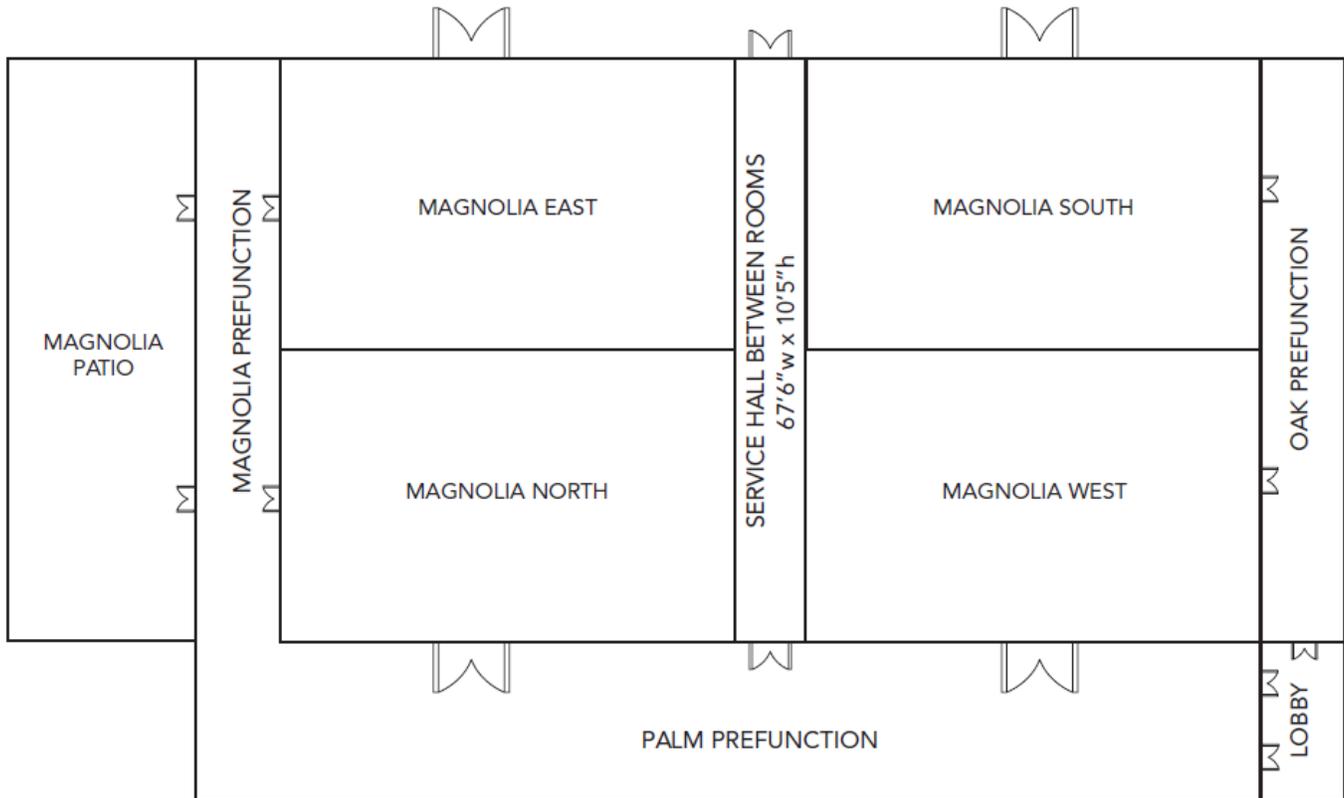
Email: www.viviansdayspa@aol.com

Website: shadesofgreen.org/wellness/magnolia-spa

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 so that our Security team can have it at the Welcome Center at least two weeks before your event. For the same reason, we will also need a complete list of the vendors coming on-site.

Banquet Event Space



QUARTER BALLROOM

11,700 Square Feet
33'-7" Wide x 49'-2" Long
Banquet Rounds of 10 - 80 Guests

FULL BALLROOM

17,453 Square Feet
67'-6" Wide x 108'-9" Long
Banquet Rounds of 10 - 450 Guests

HALF BALLROOM

3,400 Square Feet
67'-6" Wide x 49'-2" Long
Banquet Rounds of 10 - 180 Guests

MAGNOLIA PATIO

Banquet Rounds of 10 - 50 Guests

The room's ceiling height is 14' - 1" at the lowest point and 17' in the recesses.