

## Welcome to the Lake House family!

Before you even pick up the phone to call another vendor, it is important that you have an idea of what you envision for your event. It is helpful for you to write down what you imagine your perfect day will be like. Doing this simple step can help you come up with a perfectly planned, perfectly orchestrated event that reflects both your style and your imagination.

1. Discuss what is really important.
2. Jot down some ideas here:

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Here at Lake House, our staff are here to make sure every part of your ceremony goes smoothly and exactly how you envision it. We will take care of executing the proper timeline for your ceremony. You do NOT have to hire an outside wedding coordinator. A day of coordinator and assistant are already included in your Lake House package.

For nondenominational ceremonies, which take up to 30 minutes, we will follow this outline. If you are not using one of our Ministers, please provide a copy of your ceremony script.

- Guests asked to be seated 15 prior to ceremony start time
- DJ or Minister makes an announcement for devices to be silenced
- Wedding party and family walking down the aisle will be lined up
- Another announcement to guests that we are starting ceremony
- Coordinator cues DJ or musician for ceremony music to start

### Processional:

Entrance of Minister  
Groom or Fiance's entrance  
Grandparent's entrance  
Parent's entrance  
Wedding Party entrance  
Maid of Honor and Best Man entrance  
Flower Girl and Ring Bearer entrance  
Bride or Fiance and Escort entrance

Welcome: Opening remarks from the Minister/Officiant.

Readings: Opportunity to share meaningful passages.

Minister's Address: A speech by the person leading the ceremony.

Declaration of Intent: Also known as the "I dos."

Vows: Promises to one another, either handwritten or selected.

Exchange of Rings: Ceremonial giving of the sign of love and loyalty.

Blessing or Closing Remarks: Final words from the officiant.

Pronouncement: Official declaration of marriage.

Couple shares a kiss!

Recessional: The exit of the wedding couple and Wedding party

-Wedding Couple, Wedding Party, Parents and Grandparents will come into the Camellia room to sign the marriage license with the Minister.

-Minister or DJ will make an announcement for guests to proceed to the reception area for drinks and butler passed items.

-Photographer will take formal pictures on the porch or another area you have chosen.

-After formal pictures, we will bustle your dress and start your reception with your announcement and special dances.

#### Insights regarding your ceremony:

You don't necessarily need Ushers. We will do our best to get guests seated before the ceremony. If you do have Ushers, we will have them stand by the beginning of the aisle and instruct guests as to what side is appropriate for them to be seated. They will also make sure that the front row is left empty for your grandparents and parents to be seated.

You may suggest some relaxed instrumental music for the 30 minutes before your ceremony starts. Your DJ or Musician may already have appropriate music picked out for this. Your Coordinator will make sure that the DJ plays the music on cue for every part of the ceremony.

Your DJ needs to bring a lapel mic for your Minister. The Minister MUST have a mic whether they have a loud speaking voice or not. We have to make sure that those in the back and the elderly can hear properly. The DJ also needs a wireless mic on a stand between the wedding couple so everyone can hear your vows.

There is normally one song for the Minister and through the parents walking down the aisle to the ceremony location.

You will need another song for your wedding party. We send the wedding party couples out around one minute per couple.

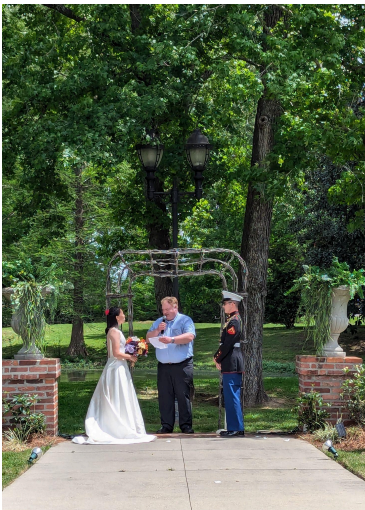
One more song is needed for the final procession. It takes about 2 ½ minutes to get down the aisle. Your coordinator will carry your dress down the steps and fluff your dress and veil before you walk the main length of the aisle.

You may want to have some input on what your Minister says during your ceremony. You should speak with that person about details. You can visit [Wedding Ceremony Scripts - Universal Life Church \(themonastery.org\)](http://WeddingCeremonyScripts-UniversalLifeChurch(themonastery.org)) for information on how to write your ceremony script and a ceremony generator. Your Minister or Officiant will also have samples you can choose from. We have samples here at Lake House we can share with you as well.

Private vows are a great way to share your intimate thoughts with each other without getting too personal in front of your guests. This can be done verbally after your first look, if you plan to see each other before. Or you can also write them and we will hand deliver them to each of you before the ceremony.

Your ceremony package includes the arch (the option to remove it from the area is \$75), the large silk ferns for the urns, lanterns/shepherd's hooks.

Arch (included)



Silk Rental Option (\$125)



Fresh Flower Option



Fresh flower options costs are based on the flowers you choose. You may bring flowers, silk or fresh, to be put onto the arch by our staff. There is a labor cost charged in these cases depending on the complexity of decorations. 3rd party vendors are not allowed to decorate or attach anything to our arch.

We will set up white chairs outside and ballroom chairs inside. The amount of chairs will be the guest count minus the wedding party and vendors. No silk or freeze dried rose petals are allowed to be thrown on the property. Fresh rose petals (white only) are allowed. A rose petal border for the ceremony aisle requires a \$100 clean up fee.

Below is the different ceremony location options you can choose from:

By the lake



Inside/Fireplace



Porch rotunda



Garden/Flower Bed area



The ballroom back wall (this option is only available for 200 or more guests)



With this option, all the tables will need to be brought out after the ceremony. You will need a family member or friend available to set up your table decorations. Our staff will set the tables, chairs and linens. This option takes about 10 to 15 minutes to reset the ballroom.

When you fill out your final checklist, you will list your choices for 1st and 2nd. We will set up your ceremony based on your 1st choice. This decision can be made no later than two hours before our event. If there is a threat of rain or other weather event, we will set up based on the 2nd option you chose. There is no extra



charge to move the ceremony because of the weather. If we set up and it starts to rain right before the ceremony starts, we can move the guests inside to either be seated at the reception tables or we can delay the ceremony while we set up in front of the fireplace. Any delay because of additional 2nd set up comes out of your reception time, we do not extend your event. If the guests are seated at the tables, the ceremony is held in the middle of the ballroom. See pictures below.



We have hundreds of wedding ceremony pictures held here. We can show you different set ups, different times of day, certain dates and times, different decorations that we offer. Please reach out to us about these if you need guidance. We have numerous decoration rental options beyond what is included in your ceremony package.

We have outdoor lighting if your ceremony is outside. Even in the winter, there is enough lighting for pictures. Please let your photography know that the ceremony will be outside if it is in the evening. They have certain flashes and equipment they need for evening and dusk.

Spring at 7pm



Winter at 7pm



If it is cold outside, we have patio heaters we can put out for your guests during the ceremony. You must provide the propane for them and there is a \$75 fee for use of the heaters. We will move them to the porches after the ceremony for the guests to enjoy there. If the schedule allows, you may purchase additional time (beyond two that is included) in the dressing rooms for \$150 an hour. This must be booked ahead of time.

We don't have a steamer on-site. Please bring your own and any other special items you need for getting ready. Don't forget your emergency kit with essentials.

Outlining your vision now, with just a few simple keywords and themes will help you communicate with your parents, bridal party and vendors as you move forward with the planning process.

Maid/Man of Honor _____	Best Man/Best Woman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Flower Girl(s) _____	Ring bearer _____
Special attendants _____	

**NAME CHANGE**- Changing your name is a deeply personal decision and friends and family will likely have no shortage of opinions. Do what feels right for you. Places where you may need to file a change of name form include:

Employer	Will & trusts
Bank	Living will
Mortgage Company or leasing agent	Stock and bond certificates
Insurance companies	Department of Vital records
Credit Card Companies	Doctors
Department of Motor Vehicles	Subscriptions
Social Security Office	Professional associations
Investment companies	Library card
Post office (postal delivery)	School and alumni association
Internal Revenue Service	State Taxing authority
Telephone & Utility company	Airline and hotel rewards programs
Voter's registration office	Power of attorney forms

Remember, this is YOUR wedding! Plan according to what you and your partner want, not what everyone else thinks you should do. If you have any questions about anything related to your ceremony, please reach out to us. We have hands-on experience with thousands of weddings.

Our venue has a full staff of licensed and experienced personnel. We have officiants, bartenders, security personnel, and a day of coordinators to name a few. We also have licensed outside vendors we can direct you to as needed!! Please refer to the list below for partner information. Can you imagine having to find and hire everyone needed to make your wedding run smoothly? Don't worry about that, we have got you covered. We can do everything for you through our venue and preferred partners. Bonus, you only have to pay Lake House. We will take care of paying all the other vendors for you. Preferred Partners' packages will be booked through Lake House and added to the event bill. Deposits are not required for most of Lake House preferred partners. Less stress and ease for your planning process!

Clients are invited to organize outside vendors of their choice, with approval, or choose from the list of preferred vendors below. If you book an outside vendor, they are required to sign a vendor agreement with us and provide liability insurance. Visit our website for these agreements and info on insurance.

[Preferred Partners \(lakehousethevenue.com\)](http://lakehousethevenue.com/preferred-partners)

*Lake House Floral Design* All clients having events at Lake House receive specialized pricing.

[Lake House Florist & Design Services \(lakehousethevenue.com\)](http://lakehousethevenue.com/floral-design)

#### Thoughts on flowers....

Email or bring photographs and any visuals (invitations, dress colors etc) with you when you meet with your florist. Remember not all flowers are available during all seasons. Plan to be open to substitutions on certain flowers. Corsages should be provided for Moms and Grandmothers, Aunts of the couple, Flower girls and officiant (if female). Boutonnieres should be provided for groomsmen, best man, ring bearers, groom, fathers, grandfathers and uncles, and officiant (if male). Many Clients purchase silk flowers to save money. You can also use silk and fresh flowers together to cut costs. You can purchase the flowers and we can put your bouquets together for you. Labor costs would be charged. We do our best to help our clients save money. Just let us know how we can help you make your flower vision come to life.

#### Premier Sound Services

✿ DJ Services w/ strobe lighting: \$750 for reception or \$900 for ceremony & reception. Customize all songs & announcements. Online portal, planning tools, playlists provided.

✿ Photo or Mirror Booth: \$750 props included

\*Save \$50 when booking both DJ & Photo Booth

A Digital copy and individual prints for guests will be provided from the photo booth.

360\* Photo Booth Rental is available. Please ask for pricing and details.

✿ Up Lighting: \$300 Ten lights included with your choice of colors.

### Thoughts on DJs....

You should ensure that they have a complete list of the songs you would like played for your entire event. Please remember that your music sets the tone of the event. Please note that our venue does NOT supply DJ equipment. The DJs will work with you to create your song lists. PSS has an online portal to pick out your songs and everything can be finalized on that platform. There are numerous actual DJ employees. We have DJs of all backgrounds of music. We also have a diverse group if you have a preference as to the look, style, voice, etc for your DJ. Just let us know what you prefer and we can book that particular person for your event. Pictures and bios are available.

### Bayou Rose Photography

[Photography \(lakehousereceptioncenter.net\)](http://lakehousereceptioncenter.net)

✿ Full day customized packages for ceremony & reception starting at \$2300.

### Ronnie's Wedding Videos

[Videography \(lakehousereceptioncenter.net\)](http://lakehousereceptioncenter.net)

Magnolia 1 Camera Package - \$1000.00	1 Angle-1 Videographer
Magnolia 2 Camera Package - \$1600.00	2 Angles-2 Videographers
Romance 2 Camera Deluxe Package - \$2350.00	2 Angles-2 Videographers
w/ Highlight Section and Well Wishes from family and Friends and other extras!	

### Thoughts on Photography & Videography....

Photography and videography are art forms, and top quality does not always come cheap. Before you investigate vendors and package options, think about the moments you most want captured. Do you really need or want a photographer for the rehearsal dinner or will family snapshots work? Do you want to be documented having your hair and makeup done? Do you prefer portraiture or action shots, film or digital, color or black and white. When visiting the vendors you are considering for your event, ask to see their work.

Questions to ask your photographer and videographer:

1. What style of photography do you prefer? Do you shoot film or digital?
2. Do you prefer to shoot in black and white or both?
3. Do you bring an assistant?
4. What are your rates? What is the rate for extra hours?
5. Does the cost include editing?
6. How many photos and/or albums are included in the price?
7. Does the cost include our engagement and bridal photo sessions?
8. What form of editing do you use?
9. In what format will my video be in?
10. How soon after the wedding will I receive the proofs?
11. Are proofs part of the package or do they cost extra?
12. How will they be delivered?
13. How much are additional prints? Is there a minimum order for prints?
14. Do you retain artistic and copyrights to all the photos and film?
15. What type of clothing and footwear will you and your assistant wear?
17. Do you provide a list of pictures to be taken?



Your photographer may provide you with a form with a complete list of photos you want to make sure they capture, however, make sure if there are specific photos you want, that you cover that with the photographer prior to your wedding day. Your photographer should give you a suggested timeline to make sure they have time to capture all those amazing moments. If not, we can help you do one. Please keep time frames in mind and avoid any delays to make sure you have all the time you need for those photos.

Don't forget what is included in your package from Lake House:

- ✿ Amateur candid video and photography by Lake House staff

Videos and pictures will be edited and emailed to you the following week.

These are pics and videos we take with our Lake House cell phone. We cannot guarantee certain shots or videos of certain moments as we are still working the event and may be busy at particular moments during your event.

#### Ambrosia Bakery

[Bakery Services \(lakehouereceptioncenter.net\)](http://lakehouereceptioncenter.net)

- ✿ Prices starting at \$300 based on the number of servings and the the design.
- ✿ Delivery, setups and rental fees are waived if booking through Lake House.

#### Thoughts on bakeries....

We work with Ambrosia because they are a top notch vendor. They are a local family business like us. They strive for perfection in their products and it shows. They even have refrigerated delivery vans to ensure your cake is delivered to your expectations.

Because the cake is such an integral part of the wedding, make sure you book the bakery of your choice several months in advance. Make sure you bring photos of cakes you like to demonstrate your style for your cake. If you are booking your cake with Ambrosia, you must order directly through Lauren/Lake House. Otherwise, you will not get the Lake House discount. Delivery fees are waived for Lake House clients through our booking process. You only contact Ambrosia for a taste box (order through their website) or to drop decoration items for your cake.

#### Questions to ask your bakery: (if using another vendor than Ambrosia)

1. Are you available for my wedding date?
2. How long have you been baking cakes?
3. Are you licensed by the state and inspected by the health department?
4. What is the deposit, total and terms of my agreement with you?
5. When do you bake the cake? How do you keep it fresh? Do you freeze cakes?
6. Do you deliver? Is there a delivery and setup fee?
7. If I would like fresh flowers on my cake, do you provide them? Do you decorate?
8. Do you provide cake boxes?

Lake House will happily decorate your cake with fresh or silk flowers that you bring at no additional cost. Ask us about details on this.

Cakes may be delivered no earlier than 2 hours before our event. Vendors are not allowed to use our cooler. They must place the cake(s) directly on the table(s). Lake House staff will not take on the responsibility of moving your cake. We will make sure the table/linens are ready when they come to drop it off.

Minister/Officiant Services   [Officiant Services \(lakehouwereceptioncenter.net\)](http://lakehouwereceptioncenter.net)

✿ \$250 for a customized ceremony. All couples' backgrounds and beliefs are respected.

Classic Cars BR

[Limo Services \(lakehouwereceptioncenter.net\)](http://lakehouwereceptioncenter.net)

✿ \$325 for an Antique Rolls Royce or Bentley Getaway car.

Limo and Limo Bus services available.

EWed Insurance

[Event Insurance \(lakehouwereceptioncenter.net\)](http://lakehouwereceptioncenter.net)

✿ Providing Cancellation, Vendor and Liability insurance for all your event needs.

Lake House staff members are happy to answer questions and guide you in the right direction. While we assist in wedding planning and provide day of coordination services here at our venue, for more detailed or focused wedding planning, we highly suggest:

Julia Huglon/Your Dream Proposals

✿ Full service Wedding Planner packages available.

Typical tasks performed by a wedding planner (varies depending on fee charged):

1. Setting up a realistic wedding budget.
2. Devising a wedding master plan that maps out all the little details.
3. Showing you the best options for your budget and vision.
4. Researching and booking vendors in your price range.
5. Serving as your spokesperson, conveying your every whim and desire to vendors or family members when you just can't deal with doing it yourself.
6. Reading your vendor contracts to make sure everything is there, correct, and in accordance with your best interests and negotiating any amendments on your behalf.
7. Creating a day-of (or weekend-of) timeline.
8. Handling the invitations, from the wording and ordering to the addressing and mailing, as well as tracking RSVPs.
9. Counseling you on proper etiquette as well as what's hot on the wedding front
10. Supervision and instruction for the rehearsal.
11. Managing the wedding day: supervising vendors, setup, and delivery; handling emergencies; and soothing nerves.
12. Suggestion for planning and booking your honeymoon.
14. Some wedding planners offer full setup and cleanup services as well for your personal items.

We offer numerous decoration options that you can use, at no additional cost to you. Our venue has Chivari chairs, Round and rectangle tables, High Top Tables, Lanterns in Silver,

black or rose gold, rhinestone centerpieces with white flowers, tall centerpieces with white flowers, chafing dishes, serving pieces, cake stands, linens and runners in different colors, 3 standing easels, An outdoor arch, shepherd's hooks and ferns for the ceremony area and much more. Imagine renting or purchasing all of that!!! Our décor alone can save you several thousand dollars. Because many of our clients have never planned a wedding, and have very little idea about costs, rentals, décor, setup and cleanup, we offer advice to our clients. From day one of the planning process through completion. Always ask us before you buy something as we may have it.

Suggested website for purchasing items:

[www.orientaltrading.com](http://www.orientaltrading.com) or [www.cvlinsens.com](http://www.cvlinsens.com)

For silk flowers-Michaels & Hobby Lobby. Don't forget to buy when it is 50% off!

Etsy or Amazon are great DIY options for favors, signs and other small items.

We provide licensed bartenders to serve any and all alcohol at your event. Guests may not bring in outside beer, wine or liquor onto the property. Security will ask guests to leave for drinking outside alcohol in the parking lot. All guests served alcohol are required to have a valid state recognized photo ID. No one under 21 allowed will be served. Our bartenders have years of experience bartending events of all sizes. They work hard to make sure you and your guests have a great time. Please keep in mind our bartenders reserve the right to refuse or limit service to anyone they deem as intoxicated or belligerent. Security may be called to escort unruly guests from the venue.

Please note that our staff are NOT a babysitting service. All children must be attended at all times by adults. You may hire a babysitter to mind the children during your event. We have 7 acres here. Children left running around could fall into the lake or canal. Children are not allowed to climb on railings on the porches. We are responsible for the safety and well-being of children.

[Questions to Ask Venue \(lakehousereceptioncenter.net\)](http://lakehousereceptioncenter.net)

ECI maintenance, also another amazing family business, is responsible for:

- Mowing our lawn every week before your arrival to maintain cleanliness and appeal of the 7 acre property
- Tend to bedding plants and trees
- Power washing the venue and concrete areas as needed
- Treating the yard for ants and pests weekly

Due to the unpredictability of rain, ant beds may form on your event day. We keep granules to put on ant beds as a barrier. We will inspect the grounds before the event.

Our staff is well trained to take care of anything that needs to be done. We have a full staff and we all love doing what we do!!! Seeing the happiness of our clients and their families is truly a blessing for us.

Below is an itemized list of items you may need for your wedding/reception or event:

Venue ✓ Booked Lake House	Handbag
Officiant/Minister	Other accessories
Marriage License	Tuxedo
Catering ✓ Booked Lake House	Shoes
Beverages ✓ Booked Lake House	Other accessories
Beverages ✓ Booked Lake House	Bridesmaids dresses
Catering staff ✓ Booked Lake House	Groomsmen tuxedos
Event Manager ✓ Booked Lake House	Hair Stylists
Wedding cake	Makeup artists
Grooms cake	Manicure and pedicure
Bartender(s) ✓ Booked Lake House	Facials and spa
Day of coordinator ✓ Booked Lake House	Ceremony flowers
House	Bouquets
Hotel Block	Boutonnieres
Wedding night hotel	Corsages
Honeymoon	Wreath & petals
Limo service	Reception flowers
Save the Date cards	Miscellaneous flowers
Invitations	Photographer
Announcements	Additional prints
Postage	Videographer
Thank you notes	Lighting
Menus	Guest book and pin
Programs	Chair covers
Seating cards	Chair sashes
Place cards	Party favors
DJ, Band, or Musician	Bridesmaids gifts
Rings	Flower girls gifts
Wedding gown	Ring bearer gifts
Alterations	Parents gifts
Shoes	Shower hostess gift
Undergarments	Gifts for ushers/helpers
Jewelry	



### 12 to 18 Months before-

Book the venue ✓ Booked Lake House  
Book the caterer ✓ Booked Lake House  
Book the photographer  
Book the musicians or DJ  
Start on guest list

### 12 Months before-

Book the officiant  
Choose your wedding gown and bridesmaid dresses (These can take months to order and alter)  
Book the florist (they fill up fast too)  
Compile the guest list with addresses  
Renew your passport  
Have engagement photos done

### 6 Months before-

Order invitations, thank you notes, maps to the wedding, or reception  
Book hotel room blocks for guests and wedding party.  
Book your honeymoon  
Book location for rehearsal dinner (Lake House offers rehearsal dinner options)  
Order veil and headpiece  
Compile guest list for showers and bachelor/bachelorette parties  
Book limo services  
Hire hairstylist and makeup artist  
Meet with florist (3 Months before if booking with Lake House)

### 3 Months before-

Schedule ceremony rehearsal  
Order wedding announcements if you plan to send them  
Set up wedding registries  
Choose your menus for the wedding and rehearsal dinners  
Choose your bakery  
Meet with the officiant  
Dress fitting  
Choose gifts for shower hostesses  
Mail invitations (final guest count for Lake House is due 30 days before your event)  
Do a trial run for hair and makeup

## 2 Months before-

Confirm hotel room for wedding night.

Buy gifts for bridesmaids, groomsmen, flower girl, and ring bearer.

Research marriage license requirements in your locality.

Buy undergarments, shoes and accessories for your gown and wedding night.

Order bouquets, boutonnieres, and other personal flowers from florist

Make a list of songs and prepare a do-not-play list for the DJ or band

Start wearing wedding shoes around on carpet to break them in

Dress fitting

Book finalization appointment with venue

Decide on wedding favors

Make a shot list for the photographer

Make a list of guests you would like the videographer to interview (grandparents, friends, parents, etc)

Buy accessories

If you are writing your own vows, finish these.

Choose ceremony readings

## 1 Month before-

Final payment due for venue

Lake House starts scheduling, ordering food, beverages, linens, etc. for your event

Finalize details with venue [Lake House Floor Plan \(lakehousereceptioncenter.net\)](http://lakehousereceptioncenter.net)

Contact guests who did not RSVP

Create final schedule of events and sent to all vendors (Lake House will do this for our preferred vendors)

Have final dress fitting

Print ceremony programs if you choose to offer them

Meet/call the photographer and go over the schedule and shot list

Meet/call the videographer to go over schedule and review the details

Check registries to make sure enough gifts remain at all price levels

Gather the guest book, pen, handkerchief, garter, something old, new, borrowed, and blue.

Make sure you have the unity candle if you are doing that ritual.

Review honeymoon reservations

Book manicure and pedicure appointments for the day before or morning before

Buy thank you gifts for parents and wrap them.

Stock up on any medication you may need on your honeymoon

Enjoy your bachelorette/bachelor party

Make sure bridesmaids have their outfits completely put together including shoes and accessories

### Two weeks before-

Make arrangements for any pets during your wedding and honeymoon  
Write toasts and speeches for rehearsal dinner  
Wrap gifts for groomsmen and bridesmaids  
Have final pre-wedding hair color.  
Have final meeting with florist  
Confirm hotel room for wedding night  
Check in with anyone scheduled to make a toast at the rehearsal dinner or wedding  
Pick up wedding dress  
Write list to pack for the honeymoon  
Prepare tip envelopes for 3rd party vendors. (The 20% service fee you pay to Lake House is not gratuity. It used to make sure we can pay our staff members a fair wage and goes towards venue expenses. Our staff do not make an hourly wage plus tips like a server/bartender at a restaurant does. If you feel they have gone above and beyond, please consider tipping them. The bartender will put a tip jar out for their services at the event. Your Day-of Coordinator works on salary from Lake House. Again, if you feel she has gone above and beyond, feel free to tip her. She will probably decline and say "please just give us a 5-star review!" We work extremely hard to make your day perfect. We hope that you feel welcomed and loved at our venue. Whether you give us a tip or not, we will give you the same service, no matter what.)  
Get marriage license  
Make arrangements to hold mail and stop newspapers during the honeymoon  
Arrange transport to airport for honeymoon  
Write thank you note to parents for their support  
Get emergency kit [Wedding Day Emergency Kit \(lakehousesereceptioncenter.net\)](http://lakehousesereceptioncenter.net)

### 3 Days before-

Check the weather forecast (Don't freak out if it says it is going to rain! The weather changes daily. You just need to be prepared for plan B.)  
Practice vows  
Pack bag for wedding day, including emergency day kit and a pair of comfy shoes for dancing  
Pick up rental tuxedos  
Confirm flight reservations for honeymoon  
Confirm pickup times and address with Limo Company

### One Day before-

Practice speeches and vows  
Get manicure and pedicure

Give bridal party gifts at rehearsal dinner  
Go over special jobs for bridal party and friends  
Rehearse ceremony  
Enjoy rehearsal dinner  
Charge your cell phone  
Get a good night's sleep!!!!

Day of-

Eat Breakfast whether you are hungry or not  
Drink lots of water  
Do not drink alcohol before the ceremony  
Relax and enjoy the day

What happens in preparation/behind the scenes at Lake House the day of?

- All food is prepared fresh by our kitchen Chef and staff
- Meetings with staff members and vendors to ensure execution of your event
- We get out any decor from our storage facility that you have chosen
- Tables, chairs and linens are setup
- We restock all paper products
- We make sure chairs and tables, inside and outside, are clean for your guests
- Porch and benches are cleaned before the event
- Venue is cleaned "top to bottom" for your event

From the moment your guests begin to arrive until after the reception is over.

- Our security officer makes sure your guests have parking spaces that allow them to leave at any time and keeps critical pathways open.
- We make sure the wedding party, parents & guests feel comfortable and have fun.
- We assist in carrying drinks and food to your elderly or handicapped guests if needed.
- We work with the DJ, Photographer and Videographer to keep the timeline on track.
- We ensure vendors don't have last minute needs.
- We mop up spills.
- We ensure your cake top is packed and placed with your personal items.
- We pack up all leftover food and place it in the dressing room.

Please designate a family member or friend to collect your personal belongings and food/cake from the venue. Everything that belongs to you or an outside vendor must be taken after your event. You cannot leave items till the next day or week. We will most likely have another event after yours.

You may leave vehicles in the parking lot after your event if it is in the evening time slot. We do have cameras on the property but we do not have a gate on our driveway.



Lake House is not responsible for any vehicles on our property. Please make sure vehicles are picked up by 9am the next morning as we will have guests coming in for the next event. You must notify your day-of coordinator that guests will be leaving vehicles after your event.

Please review our website as we have lots of information and pictures for you. This is the link to our page on our staff members: [About Us \(lakehousereceptioncenter.net\)](https://www.lakehousereceptioncenter.net)  
Reach out to us at any time if you need anything!

Again, if you have not already, please follow us on our social media to stay up to date with us.

- Website: <https://www.lakehousereceptioncenter.net/home.html>
- Instagram: <https://www.instagram.com/lakehousereceptioncenter/>
- Facebook: <https://www.facebook.com/LakeHouseReceptionCenter>
- Youtube: <https://www.youtube.com/@LakeHouseReceptionCenter/featured>
- TikTok: <https://www.tiktok.com/@lakehousereceptioncenter>

**\*\*\*Please refer to our policies and procedures for detailed information regarding your booking and event.**