



WILMINGTON  
CONVENTION CENTER  
business made casual

## *Wedding Packages*

*SAVOR...Wilmington Catering by SMG*



*Congratulations!*

*Thank you for allowing the Wilmington Convention Center  
To take part in your special day!*

*Enclosed you will find our policies, Banquet Capacities & Rental Fees,  
Event Guarantees, Wedding Enhancements, and Menu Packages.*

Revised 6.17.11



Wilmington Convention Center | P.O. Box 1379 | Wilmington, NC 28402 | 910-251-5101 | BusinessMadeCasual.com

## Policies

Should you select the Wilmington Convention Center as the most memorable site for your special day, The following policies will be incorporated as part of your license agreement.

### After Hours Standards

Our prices as listed are for a maximum five hour time period. For events that extend beyond this time a \$3.00++ per person, per hour fee with a \$300 minimum charge will be charged based on your original guaranteed guest count. This overtime fee includes use of the room and bar service. Please note that overtime is at the discretion of management.

### Banquet and Event Order

To ensure our entire team is prepared and all of your needs are accommodated, we require that a BEO is completed and signed no less than 30 days prior to your event date. Your Catering Sales Manager will meet with you to detail your BEO.

### Beverage Service

We offer a complete selection of beverages to complement your event. The North Carolina Alcohol & Beverage Commission regulates alcohol & beverage service. As the licensee, we are responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises to include all areas of the WCC, parking deck, event lawn or Center Drive from outside sources. In compliance with NCABC regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage services, and we reserve the right to refuse alcohol service to intoxicated or underage persons. Cash bar service will conclude at least 15 minutes prior to the contracted completion time of the event with last call occurring at least 30 minutes prior to the bar closing.

### Decorations

SAVOR... Wilmington Catering by SMG must approve in advance all decorations, materials, placement, and location. Decorations must be completed one hour prior to the start of the event to allow staff sufficient set-up time. WCC personnel will not be provided to assist in decorating, unless items are rented from the WCC. In the event staff is needed to assist with external decor, a charge of \$25 per hour per person will apply. The event facilities may be available for decorating at designated times. Rice, confetti or birdseed may not be thrown in or outside the WCC or there will be a \$500 damage fee charged to the final bill. Flower petals, bubbles, sparklers, etc. are acceptable with a cleanup charge of \$75. Decorations, props, flowers, or other equipment belonging to guests must be removed immediately following the event, unless a written agreement is made with SMG prior to the event date.

### Deposit Schedule

- Due upon signing the License Agreement  
25% of the Anticipated Revenue
- 120 days prior to the event  
25% of the Anticipated Revenue
- 90 days prior to the event  
25% of the Anticipated Revenue
- 30 days prior to the event  
Remaining Balance Due

Any increases in the final guarantees will be payable at that time. Any increases during the event must be signed by the approved on-site contact and will be reflected in a final invoice payable at the conclusion of the event.

### Early Arrivals

We strive to provide all our guests with individual attention and dedicated service. Therefore, we must ask your cooperation by adhering to the designated start time of your event.

### Electrical Needs

Your wedding may require electrical needs for the DJ, Band, Microphones, Up-lighting, etc...Electrical will be supplied by the WCC at a rate of \$55 per 110volt/20Amps. Please let your Catering Sales Manager know of your wedding details to determine electrical needs at least 30 days prior to your event. Please note that bands typically require greater needs than a DJ. Please review your band's contract for their electrical needs. Electrical needs determined day-of will be a \$75 fee per 110volt/20Amps.

### SAVOR...Wilmington Catering by SMG

All food served on the WCC's premises must be supplied and prepared by our Culinary Team. We do not allow food or beverage of any kind to be brought into the facility by the patron or patron's guest, with the exception of a specialty wedding cake. For the health and safety of you and your guests, food and beverage items may not be taken off the premises. Any remaining food, following an event, is donated under regulated conditions to agencies feeding the underprivileged at SMG's discretion. Sustainable Seafood, such as the Salmon & Grouper on our menu, comes from fishing practices that allow a depleted or threatened fish population to recover to healthy levels.

Client Signature & Date \_\_\_\_\_



## *Policies Continued...*

### **General Liability Insurance Policy**

The Wilmington Convention Center requires every event to have a General Liability Insurance policy. If choosing one of our wedding packages, the general insurance policy is included in the per guest price. If you are not choosing one of our packages, you are more than welcome to obtain a \$1,000,000 general liability insurance policy on your own or we can provide a one-day policy for \$.60 per person with a \$200.00 minimum. If you would like SMG to provide insurance on your behalf, please inquire with your Catering Sales Manager. See Catering Sales Manager for a sample certificate and designated language.

### **Menu Tasting**

A Menu tasting may be arranged once the event License Agreement has been signed & payment arrangements approved. In an effort to allow our busy culinary team to focus on events taking place, we regretfully cannot provide food tastings on weekends. Tastings are very labor intensive and therefore offered by appointment only and need to be scheduled at least 30 days in advance. Each tasting is \$75 per person and includes up to three entree choices for a minimum of four guests. Each additional guest can be accommodated at \$65 each. Certain menu restrictions apply based on availability.

### **Parking**

The most convenient parking available for your guests is in the attached parking garage which has 578 parking spaces. Current rates for parking are \$2 for the first hour and \$1 for each additional hour, up to a maximum of \$8 per day. If you would like to pay for your guest's parking, please inquire with your Catering Sales Manager for more details.

### **Payment**

Payments can be made by cash, personal check, company check, or cashier's check. A personal check is acceptable up to 14 days prior to the event date and must be made payable to the 'Wilmington Convention Center'. Visa, MasterCard, and American Express payments may be made up to a maximum of \$500.00 per event. Please speak with your Catering Sales Manager for any credit card needs above \$500.00.

### **Pricing**

Prices are quoted in advance of an event, but are subject to change due to fluctuating market prices. Menu prices will be guaranteed for a maximum of 60 days and prices may change without notice unless arrangements are confirmed by a signed Banquet Event Order (BEO). All pricing is based on a five (5) hour event and does not include our 7% State Sales Tax and 21% Service Charge.

### **Rehearsal**

If you are hosting your wedding ceremony at the Wilmington Convention Center, a rehearsal can be arranged at a mutually convenient time for your guests and our staff, based on availability of space. This will be provided at a fee of \$200. If requesting a rehearsal after business hours of Monday-Friday, 8:30am-5:00pm with no other events taking place in the building, the fee will be \$300 per hour.

### **Tax & Service Charge**

A customary 21% Service Charge will be added to all food & beverage and equipment rental. State sales tax of 7% will be added to all food and beverage charges, audio visual, equipment rental, and service charge as specified on the contract and BEO. Service fees for bartenders, food station attendants, and other additional staff are applicable. All beverage service and hospitality rooms on the premises require the services of a bartender or attendant.

### **Weather**

For the safety of you, your guests, the WCC staff, any of the following locally forecasted weather conditions may require the relocation of an outdoor event to an indoor location: 30% or higher chance of precipitation, temperatures below 60 degrees or over 100 degrees, or wind gusts in excess of 20 mph. Decisions to relocate will be made no less than 4 hours prior to the scheduled start time. The back-up space must be rented proportionate to the amount of guests in attendance; otherwise we cannot guarantee that space will be available.

Client Signature & Date \_\_\_\_\_

SAVOR...

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CONVENTION CENTER

SMG  
SAVOR... WILMINGTON CATERING BY SMG

## Guarantees

### Event Guarantees

The guaranteed number of attendees is required five business days prior to the date and time of the function. A business day is defined as Monday-Friday. Please review the Guarantee Schedule below:

#### Event Day

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday

#### Entrée Guarantee

Prior Monday  
Prior Tuesday  
Prior Wednesday  
Prior Thursday  
Prior Friday  
Prior Monday  
Prior Monday

In order to ensure the availability of the best possible ingredients we ask that you select your menu at least four weeks in advance of your function date. Menu selections are limited to two (2) entrees per served meals plus a vegetarian option. The Catering Department will prepare food product for seated functions 5% over the total guarantee, 3% of which will include chef's choice of vegetarian selection, to a maximum of 30 people. If you determine that vegetarian requests will exceed three percent of your count, contact your Catering Sales Manager and we will gladly provide additional vegetarian meals.

An exact count is required for each selection and all entrees will be charged at the higher price. If the guarantee is not received as stated, the number originally specified on the contract will be your guarantee. The guarantee is not subject to reduction after the guaranteed deadline. Increases in attendance given after the final guarantee may be subject to a 20% surcharge in addition to the selected menu price. The Catering Department will make every effort to service additional guests based upon availability of product and labor, however, the Catering Department will not be responsible or liable for servicing these additional guests. Additional seating will only be placed if needed. Pre-set salads and desserts will only be provided for the guarantee. Any over set to include the 5% overage, will be charged accordingly. Groups with a guarantee of less than 50 people for plated and buffet meals will incur a \$100.00 service labor fee. When requesting additional seating above and beyond our standard WCC seating of ten guests per 6' round table or adding additional tables per event, an overset fee of \$6.00 will apply for each additional seat and place setting provided.

### Full Cancellation

If the client fully cancels the event, or otherwise fails to take up the space reserved pursuant to this Agreement, SAVOR...shall have suffered damages equivalent to the revenue that SAVOR... would have earned from the space, food and beverages, etc. originally agreed upon. The parties acknowledge that it is difficult to quantify damages and have agreed that SAVOR... shall assess a cancellation (the "Cancellation Fee") against the Group as liquidated damage and not as a penalty. The parties agree that the Cancellation Fee will be calculated as a percentage of Lost Revenue (as defined below) in accordance with the following scale:

Number of Days Prior to the Event	Percentage of Lost Revenue
Prior to 121 Days	25%
120-61 Day	50%
60-15 Days	75%
Less than 14 Days	100%

### Partial Numbers / Slippage

(Slippage is the difference between estimated transaction costs and the amount actually paid.)

"Client" is permitted a decrease in numbers allowance of up to twenty percent (20%) of anticipated revenue from event space and food and beverage functions. This allowance will take place up to and including 14 days prior to the event without being assessed a Cancellation Fee in accordance with the above scale, provided the event is not fully canceled. For example, if the original anticipated revenue is \$1,000 and the final revenue after the guarantee is given totals \$500, the client is responsible for \$300 (20% decreases in number allowance of \$200). "Lost Revenue" is defined as the anticipated total revenue. The Cancellation Fee will be determined prior to the decrease in numbers and/or cancellation from event space and food and beverage functions.

Client Signature & Date \_\_\_\_\_



## Banquet Capacities & Rental Fees

### The Event Lawn

Adjacent to the River Walk and the Wilmington Convention Center, the waterfront Event Lawn offers a wonderful green space ideal for wedding ceremonies, cocktail parties, and receptions. An 11,826 sq. ft. space, the Event Lawn is solid and has electrical capabilities for microphones and musical accompaniment. The Event Lawn rental includes lawn maintenance for friendly critters and freshly cut grass.

The Event Lawn can accommodate up to 1,400 guests seated ceremonial style and your catering sales manager can provide elegant ideas for receptions.

<b>The Event Lawn</b>	<b>73'x162'</b>	<b>11,826 Sq. Ft.</b>	<b>\$750*</b>
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\*In conjunction with a food & beverage event following, i.e. wedding reception

### Ceremony

Our Event Lawn provides a picturesque setting along the Cape Fear River for your ideal wedding ceremony. The Event Lawn rental for only a wedding ceremony is \$1,500. White outdoor folding chairs may be rented through the WCC for \$2 each.

### Pre-Function Space for Cocktail Hour

The River Concourse is adjacent to the Grand Ballroom and the Nutt Street Concourse is adjacent to the Junior Ballroom and are perfect settings for an elegant cocktail hour. Each concourse outside of the event space is complimentary with use prior to a reception event.

### Grand Ballroom

As your guests enter the Grand Ballroom, they will view an 11,800 Sq. Ft. Ballroom adorned with natural red hued cedar Woods, illuminating chandeliers, and our signature colored recessed lights to enhance the color scheme of your event. Your guests will also take in the romantic hints of candlelight and smiles of our well-dressed wait staff "at attention" to greet your guests.

The Grand Ballroom can be divided into six sections with each section accommodating 80 guests with banquet seating. Three sections of our Grand Ballroom will provide ample space for an elegant seated dinner or varietal buffet and accommodate 150-275 people at 72" banquet rounds.

<b>Grand Ballroom</b>	<b>118'x100'</b>	<b>11,800 Sq. Ft.</b>	<b>\$2,500</b>
<b>One Section</b>	<b>51'x33'</b>	<b>1,683 Sq. Ft.</b>	<b>\$550</b>
<b>Two Sections</b>	<b>51'x66'</b>	<b>3,366 Sq. Ft.</b>	<b>\$1,000</b>
<b>Three Sections</b>	<b>51'x100'</b>	<b>5,100 Sq. Ft.</b>	<b>\$1,500</b>

### Junior Ballroom (Meeting Rooms 106, 107, & 108)

Upon entering the Junior Ballroom, your guests will view an intimate 3,510 Sq. Ft. space. Mirroring the Grand Ballroom, the Junior Ballroom also features natural red hued cedar woods and illuminating chandeliers. Additionally, the Junior Ballroom offers six granite topped credenzas which are perfect spaces for guest favors, an elegant wedding cake display, place cards, and wedding gifts.

The Junior Ballroom can accommodate up to 170 guests at 72" banquet rounds comfortably and provide ample space for an elegant seated dinner or varietal buffet.

<b>Junior Ballroom</b>	<b>90'x39'</b>	<b>3,510 Sq. Ft.</b>	<b>\$850</b>
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### \*Room Rental and Savings Incentive\*

As an incentive, we offer a Food and Beverage credit to offset the banquet room rental. The Incentive does not apply to the Event Lawn and all calculations exclude gratuity (service) and tax. The food & beverage credit is applied post event based on payment and guarantees of function.

If your groups spends \_\_times in food & beverage  
2 times the standard space rental (\$X,XXX)  
3 times the standard space rental (\$X,XXX)  
4 times the standard space rental (\$X,XXX)

Your \$XXX rent is reduced by  
25% (down to \$X,XXX)  
50% (down to \$X,XXX)  
75% (down to \$XXX)

Client Signature & Date \_\_\_\_\_



## Wedding Enhancements

### After Hours

Our prices as listed are for a maximum five hour time period. For events that extend beyond this time a \$3.00++ per person, per hour fee with a \$300 minimum charge will be charged based on your original guaranteed guest count. This overtime fee includes use of the room and bar service. Please note that overtime is at the discretion of management.

### Bridal Suite & Groomsmen Suite

Our Bridal Suite is \$350++ and features a Champagne Station, Tea Sandwiches, and Chef's Selection of Desserts. The Groomsmen Suite is \$350++ and is accompanied with a Beer Tasting of Local Brews and a Selection of Buffalo Wings and Meatballs. Each suite is available two hours prior to the Ceremony and is based on six guests. An additional \$25 per person fee applies for over six guests.

### Cake Cutting and Serving Fee

If the wedding cake is included in one of our wedding packages, the cake cutting service is complimentary. After the ceremonial bride & groom cutting of the cake, our professional staff will plate your cake in our kitchen and then serve to your guests. If the cake is not included in your wedding package, a \$1++ cake cutting fee per person will be charged.

Saving your wedding cake can create a special memory in the future. If you would like to save your cake/cupcakes, please be sure to speak with your bakery directly about providing boxes for remaining product and please give to your Catering Sales Manager. The WCC does not provide to-go boxes.

### Centerpieces & Decor

The WCC provides one complimentary centerpiece for each 6' table that includes one 12" mirrored tile & two votive candle holders with white non-scented tea lights. If you have floral arrangements & décor that is to be delivered, the delivery must be coordinated with your Catering Sales Manager to determine timing & placement.

### Chair Covers & Sashes

We offer white and black chair covers in-house for \$4++ each and are wrinkle-free and custom fit for our chairs. Sashes are available in a color & fabric of your choice for \$2+ each.

### Coat Check & Restroom Attendant Fee

Coat check service is recommended for events of 100 guests or more during the months of November through February. One attendant per 100 guests will be provided for a fee of \$175 per attendant for the length of the event. A restroom attendant is recommended for events of 200 guests or more. A fee of \$60 is charged for each restroom attendant for four hours and \$15 per attendant for each additional hour.

### Columns

- White Empire Column with Cap- 32", 48", 72", \$35++ each  
Columns & Vases are based upon availability.

### Dance Floor Rental

Blonde parquet dance floor 3'x3' sections are \$8++ each. WCC's dance floor is for indoor use only and outdoor dance floor rental for the Event Lawn is permitted and the responsibility of the client. Example pricing: 21'x21' dance floor is 49 pieces x \$8++ per piece= \$392++.

### Event Audio-Visual Options

To share memories with your guests, we offer an LCD package to play your slide show display for \$450+. All slide shows need to be in a DVD format and be able to be played in a DVD player. Our in-house audio-visual provider, The Audio Visual People, will be happy to create your slide show for \$250 plus tax if needed.

### Linen

We provide 120" round linens that are complimentary for every event in white or black. Also, available in white or black are Floor Length Linens for \$12++ per table and Standard Overlays for \$4++ per table. Cloth Napkins are complimentary in your choice of WCC standard colors. Specialty linens will be priced at the fair market value. Your Catering Sales Manager will be able to assist with any customized linen & details at additional charges. The WCC is not responsible for any linen brought in-house.

### Outdoor Pergola

We can provide an outdoor white resin pergola that is a perfect setting for your wedding ceremony. The pergola rental is \$350++ and is 84" L x 84" W x 88" H and can be placed on the Event Lawn at the location of your choice.

### Risers/Staging

Perfect for the head tables, DJ, band, etc...  
\$15++ each for each 6'x 8' piece; choice of 16", 24", 32" in height.

### Tall Cocktail Tables & Café Tables

Our cocktail tables are 48" tall x 30" in diameter and are available to enhance your Event at \$14++ each including white or black linen and sash in a color of your choice. Café tables with seating for four guests are available for \$14++ each and dressed with white or black linen.

### Vendor Meals

Should you wish to provide food and non-alcoholic beverages to these individuals, such as your photographer, wedding planner, DJ/Band, \$15++ per professional will be added to your final total. The meal includes a Hot Sandwich, Starch, and Iced Tea. Please specify with your Catering Sales Manager the amount of meals you will need and what time they would like to be served.

### Wedding Reception Children's Meal

Plated Receptions- \$10++ per child (6 and under) includes Fruit cup, Chicken Tenders, French Fries, Cookie, and Iced Tea. Buffet Receptions- ½ Price for Children 12 and under, complimentary for Children 3 and under.

++ Signifies Service Charge of 21% Applicable

+ Signifies Tax of 7% Applicable

Client Signature & Date \_\_\_\_\_

SAVOR...

WILMINGTON  
CONVENTION CENTER

SMG  
SPECIALTY MANAGEMENT GROUP  
WILMINGTON, DE

# *Wedding Reception Plated Dinner Packages*





## Something Borrowed...

All plated entrees include an assortment of fresh baked rolls with whipped butter, Freshly Brewed Coffee, & Tea Service.  
Champagne Toast for All Reception Guests

### Passed Hors d'oeuvres

Choice of Three

#### -Assorted Tea Sandwiches

Shrimp Salad with Fresh Dill  
Egg Salad with Radicchio  
Smoked Chicken Salad  
Smoked Salmon with Herb Cream Cheese

#### -Smoked Chicken or Vegetable Quesadillas

-Assorted Petite Quiche  
-Franks Wrapped in Puff Pastry  
-Spanakopita  
-Chicken Drumettes

#### -Roma Tomato & Mozzarella Bruschetta

-Baked Brie Crostini with Spiced Apples  
-Pecan Crusted Chicken Tenders/Peach BBQ Sauce

Spicy Buffalo or Sicilian Style

-Crispy Pita Triangles with Roasted Red Bell  
Pepper Hummus

### First Course

Choice of One

-Mixed Field Greens Salad with Pear Tomatoes, English Cucumbers, Carrots and Balsamic Vinaigrette  
-Classic Caesar with Shaved Asiago, Roma Tomato Slices, Creamy Caesar Dressing, Garlic Croutons  
-Baby Spinach with Applewood Smoked Bacon, Roasted Walnuts, Apples and Raspberry Vinaigrette  
-Crisp Iceberg Lettuce Wedge with Ripe Cherry Tomatoes, Red Onion Slice, Crumbled Blue Cheese, and a Red Wine Vinaigrette Dressing.

### Entrée

Choice of Two

**-Pan Seared Frenched Chicken-** Semi-Boneless Breast of Chicken stuffed with Fresh Spinach, Pine Nuts, and Goat Cheese. Served with Lemon-Thyme Risotto and Seasonal Vegetables.

**-Salmon-** Pan Seared Sustainable Salmon crusted in Herbed Panko Crumbs with an Italian Prosecco Champagne Cream Sauce. Served with a Sun Dried Tomato Risotto and Asparagus. \*See Sustainable Food Section under Food Service on Pg. 2.

**-NY Sirloin-** Seared with Dry Rub Seasonings, Sliced and Served medium rare with a Cabernet Reduction. Accompanied with Fingerling Potatoes and Baby Green Beans.

**-Grilled Vegetable Ravioli-** Large Ravioli Filled with Grilled Vegetables, Tossed in Olive Oil and Fresh Basil. Served with Julienne Vegetables and Spinach.

### The Wedding Cake

Custom-Designed Wedding Cake accompanied with Chocolate Covered Strawberries and Truffles

*\$54 per person*

Service Charge of 21% and Tax of 7% Applicable



## Something New...

All plated entrees include an assortment of fresh baked rolls with whipped butter, Freshly Brewed Coffee, & Tea Service.  
Champagne Toast for All Reception Guests

### Passed Hors d'oeuvres

Choice of Three

#### -Spoon Canapés

Tuna Tartar with Wasabi Aioli  
Bay Scallops with Crème Fraiche  
Shredded Duck Ragout & Hoisin  
Lump Crab & Grey Goose Dressing  
Portobello Mushroom with Goat Cheese

#### -Prosciutto & Melon Lollipops

-Mini Chicken Wellington/Orange Demi  
-Southwest Spring Roll with Black Beans  
-Baked Brie Crostini with Spiced Apples  
-Mushroom Tartlet  
-Thai Chicken & Cashew Spring Rolls

#### -Belgian Endive with Boursin & Dried Apricots

with Soy Ginger Sauce

### First Course

Choice of One

-Cold Water Baby Shrimp with Cocktail Sauce and Lemon  
-Smoked Chicken and Corn Chowder with Crème Fraiche  
-Red & Yellow Tomato Caprese with Fresh Mozzarella & Basil over Boston Bibb

### Second Course

Choice of One

-Mixed Field Greens Salad with Pear Tomatoes, English Cucumbers, Carrots, & Balsamic Vinaigrette.  
-Classic Caesar with Shaved Asiago, Roma Tomato Slices, Creamy Caesar Dressing, Garlic Croutons  
-Baby Spinach with Applewood Bacon, Roasted Walnuts, Apples & Raspberry Vinaigrette Dressing  
-Crisp Iceberg Lettuce Wedge with Ripe Cherry Tomatoes, Red Onion Slice, Crumbled Blue Cheese, and Red Wine Vinaigrette.

### Entrée

Choice of Two

-*Pan Seared Frenched Chicken*- Semi-Boneless Breast of Chicken stuffed with Fresh Spinach, Pine Nuts, and Goat Cheese. Served with Lemon-Thyme Risotto and Seasonal Vegetables.  
-*Prosciutto Chicken*- Baked, Filled with Smoked Gouda, Wrapped in Prosciutto Ham, Topped with a Pinot Grigio Cream Sauce. Served with Basil Orzo and Squash Ragout.  
-*Rosemary & Thyme Marinated Pork Chop*- Roasted and Hand Sliced served with a Fresh Apple Chutney. Served with a Sweet Potato Soufflé & Broccolini.  
-*Salmon*- Pan Seared Sustainable Salmon crusted in Herbed Panko Crumbs with an Italian Prosecco Champagne Cream Sauce. Served with a Sun Dried Tomato Risotto and Asparagus. \*See Sustainable Food Section under Food Service on Pg. 2.  
-*NY Sirloin*- Seared with Dry Rub Seasonings, Sliced and Served medium rare with a Cabernet Reduction. Accompanied with Fingerling Potatoes and Baby Green Beans.  
-*Grilled Vegetable Ravioli*- Large Ravioli Filled with Grilled Vegetables, Tossed in Olive Oil and Fresh Basil. Served with Julienne Vegetables and Spinach.

### The Wedding Cake

Custom-Designed Wedding Cake accompanied with Chocolate Covered Strawberries and Truffles

*\$64 per person*

Service Charge of 21% and Tax of 7% Applicable



## Something Blue...

All plated entrees include an assortment of fresh baked rolls with whipped butter, Freshly Brewed Coffee, & Tea Service.  
Champagne Toast for All Reception Guests

### **Passed Hors d'oeuvres**, Choice of Four

- Crispy Asparagus with Asiago Cheese
- Lump Crab Cake with Spicy Remoulade
- Lamb Chop Lollipops with Marsala Mint Sauce
- Iced Stone Crab Claws with Cocktail Sauce
- Smoked Salmon Mousse, Bagel Chips
- Jumbo Scallops Wrapped in Bacon
- Brie with Raspberry & Almonds in Phyllo
- Mini Beef Wellington
- Jumbo Shrimp with Cocktail Sauce
- Peppered Beef Tenderloin on Rye Crostini
- Ahi Tuna, Wasabi Cream Cheese, Sesame Bread
- Pesto Grilled Shrimp on a Skewer

### **First Course**, Choice of One

- Cold Water Baby Shrimp with Cocktail Sauce and Lemon
- Smoked Chicken and Corn Chowder With Crème Fraiche
- Lump Crab with Grey Goose Vodka Dressing in a Martini Glass
- Jumbo Crab Cakes over Wilted Greens,
- Raspberry Aioli, Pommery Mustard Sauce
- Red & Yellow Tomato Caprese with Fresh Mozzarella & Basil over Boston Bibb

### **Second Course**, Choice of One

- Mixed Field Greens Salad with Pear Tomatoes, English Cucumbers, Carrots, & Balsamic Vinaigrette.
- Classic Caesar with Shaved Asiago, Roma Tomato Slices, Creamy Caesar Dressing, Garlic Croutons
- Baby Spinach with Applewood Bacon, Roasted Walnuts, Apples & Raspberry Vinaigrette Dressing
- Crisp Iceberg Lettuce Wedge with Ripe Cherry Tomatoes, Red Onion Slice, Crumbled Blue Cheese, and Red Wine Vinaigrette.

### **Entrée**, Choice of Two

- Chicken Wellington**- Simply Stuffed with a White Wine Mushroom Duxelle, wrapped in Flaky Puff Pastry. Served with Jumbo Asparagus and Wild Rice Pilaf.
- Prosciutto Chicken**- Baked, Filled with Smoked Gouda, Wrapped in Prosciutto Ham, Topped with a Pinot Grigio Cream Sauce. Served with Basil Orzo and Squash Ragout.
- Rosemary & Thyme Marinated Pork Chop**- Roasted and Hand Sliced served with a Fresh Apple Chutney. Served with a Sweet Potato Soufflé & Broccolini.
- Salmon**- Pan Seared Sustainable Salmon crusted in Herbed Panko Crumbs with an Italian Prosecco Champagne Cream Sauce. Served with a Sun Dried Tomato Risotto and Asparagus. \*See Sustainable Food Section under Food Service on Pg. 2.
- Crab Crusted Grouper**- Sustainable Gulf Grouper Crusted with Lump Crab, Drizzled with a Lemon Dill Aioli. Served with Julienne Vegetables and Fingerling Potatoes. \*See Sustainable Food Section under Food Service on Pg. 2.
- Filet Mignon**- Grilled Angus Beef topped with a Shallot & Merlot Butter, topped with Sweet Potato Straws. Accompanied with Garlic Mashed Potatoes and Asparagus..
- Grilled Vegetable Ravioli**- Large Ravioli Filled with Grilled Vegetables, Tossed in Olive Oil and Fresh Basil. Served with Julienne Vegetables and Spinach.

### **The Wedding Cake**

Custom-Designed Wedding Cake accompanied with Chocolate Covered Strawberries and Truffles

*\$74 per person*

Service Charge of 21% and Tax of 7% Applicable

# Wedding Reception Buffet Dinner Packages





## Simply Love...

50 Guest Minimum

### Passed Hors d'oeuvres

- Prosciutto & Melon Lollipops-Assorted Petite Quiche
- Southwest Spring Roll with Black Beans-Spanakopita
- Roma Tomato & Mozzarella Bruschetta-Mini Chicken Wellington
- Crispy Pita Triangles & Roasted Red Pepper Hummus
- Pecan Crusted Chicken Tenders, Peach BBQ Sauce
- Spoons Canapés featuring a variety of:
  - Tuna Tartar with Wasabi Aioli
  - Bay Scallops with Crème Fraiche
  - Lump Crab & Grey Goose Dressing
  - Shredded Duck Ragout & Hoisin
  - Portobello Mushroom with Goat Cheese
- Franks Wrapped in Puff Pastry
- Baked Brie Crostini, Spiced Apple
- Chicken or Vegetable Quesadilla
- Thai Chicken & Cashew Spring Rolls
- Belgian Endive with Boursin & Dried Apricots

### Dinner Buffet

- Mixed Field Greens with Cherry Tomatoes, English Cucumbers, Ripe Olives, Carrots, and Croutons;
- Seasonal Fruit Salad with Honey Yogurt Dressing;
- Antipasto Penne Pasta Salad with Roasted Vegetables & Basil Dressing;
- Assorted Fresh Baked Rolls & Whipped Butter, Sweet & Un-Sweet Tea Service

### Enchanting Sides

- Grilled Asparagus
- Oven Roasted Red Potatoes
- Julienne of Summer Squashes with Carrots
- Wild Rice Pilaf
- Sweet Potato Casserole
- Green & Yellow Bean Medley
- Yukon Gold Mashed Potatoes
- Broccoli with Toasted Almonds

### Chef Carved Roasted Striploin Station

#### Entrée

- Grilled Boneless Chicken Breast with a Sun Dried Tomato-Mint Sauce
- Chicken Scaloppini with Lemon, White Wine, Capers, and Artichokes
  - Hoisin-Ginger Glazed Chicken with Crispy Noodles & Cashews
  - Southern Style Fried Chicken
- Lemon Herb Crusted Salmon with Champagne Sauce
- Farfalle Pasta with Shrimp, Scallops, Mushrooms & Spinach in a Saffron Sauce
- Sliced Strip Sirloin with Roasted Wild Mushroom & Merlot reduction
- Tender Beef Medallions Pan Seared with Caramelized Vidalia Onions

### The Wedding Cake

- Custom-Designed Wedding Cake accompanied with Chocolate Covered Strawberries and Truffles
- Champagne Toast for All Reception Guests

*\$65 per person*

Three Hors D' Oeuvres  
Two Enchanting Sides  
Two Entrees & One Carving Station

*\$75 per person*

Five Hors D' Oeuvres  
Three Enchanting Sides  
Three Entrees & One Carving Station

Service Charge of 21% and Tax of 7% Applicable

SAVOR...

WILMINGTON  
CONVENTION CENTER

SMG  
SPECIALTY MANAGEMENT GROUP

# Wedding Reception Hors d'oeuvre Package





## Endless Love...

50 Guest Minimum, Items Replenished as needed for up to Two Hours

### **Beverage Station**

Regular and Decaffeinated Coffee, Sweet and Un-Sweet Teas,  
Non-Alcoholic Punch Fountain, and Champagne Toast

### **Delicious Displays**

#### Crudités, Cheese, and Fruit

A selection of Fresh Seasonal Garden Vegetables with Assorted Dipping Sauces, Sliced Fruits & Berries with Honey-Yogurt Dip,  
and an Assortment of Domestic & Imported Cheeses served with Grapes, Crackers, Baguettes, and Flat Breads.

-Spoon Canapés featuring a variety of:

Tuna Tartar with Wasabi Aioli

Bay Scallops with Crème Fraiche

Shredded Duck Ragout & Hoisin

Lump Crab & Grey Goose Dressing

Portobello Mushroom with Goat Cheese

### **Exciting Action Station**

#### *Choose One*

**Pasta Bar-** Penne, Farfalle & Cheese Tortellini. Served with Marinara, Alfredo, Basil Sauce, Shaved Parmesan & Garlic-Rosemary Bread Sticks.

**Potato Martini Bar-** Yukon Gold & Sweet Potatoes Served in Martini Glasses with Whipped Butter, Shredded Cheddar, Sour Cream, Chives, Bacon, Caramelized Vidalia Onions, Brown Sugar, Raisins, And Chopped Pecans.

**Risotto Bar-** Italian Short Grain Rice, Sautéed to order with Lump Crab, Wild Mushrooms, Goat Cheese, Parmesan Cheese, Roasted Red Bell Peppers.

**Southern Grits-** Southern-Style grits served with a collection of enhancements including blackened bay shrimp, andouille sausage, jalapenos, sautéed mushrooms, caramelized onions, bacon, cheddar cheese, cinnamon sugar, and butter.

**Scampi Station-** Classic combination of garlic, wine, butter, and capers sautéed with your choice of shrimp or chicken and presented with grilled Italian vegetables and herb garlic pasta.

### **Chef Carved Roasted Striploin Station**

#### **Butler Passed Hors d'oeuvres, Choose Three**

Spanakopita

Southwest Spring Roll with Black Beans

Lump Crab Cake with Spicy Remoulade

Smoked Chicken or Vegetable Quesadillas

Pecan Crusted Chicken Tenders

Mushroom Tartlet

Franks Wrapped in Puff Pastry

Pesto Grilled Shrimp on a Skewer

Brie with Raspberry & Almonds in Phyllo

Mini Chicken Wellington

Chicken Drumettes

Assorted Petite Quiche

Mini Beef Wellington

Prosciutto & Melon Lollipops

Crispy Asparagus with Asiago Cheese

### **The Wedding Cake**

Custom-Designed Wedding Cake accompanied with Chocolate Covered Strawberries and Truffles

*\$64 per person*

Service Charge of 21% and Tax of 7% Applicable

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## *Chef Attended Stations*

All Stations require a uniformed Chef Attendant at \$75 per every two hours  
All prices are based per person and require a minimum of 50 guests.

### **Crudités, Cheese, and Fruit...Oh My! \$11**

A selection of Fresh Seasonal Garden Vegetables with Assorted Dipping Sauces, Sliced Fruits & Berries with Honey-Yogurt Dip, and an Assortment of Domestic & Imported Cheeses served with Grapes, Crackers, Baguettes, and Flat Breads. Chef Attendant Not Required.

### **Seared Ahi Tuna Bar \$11**

Sustainable thinly Sliced Tuna, pan seared rare. Served with Soy Sauce, Wasabi Aioli, Pickled Ginger & Crispy Wontons

### **Pasta Bar \$10**

Penne, Farfalle & Cheese Tortellini. Served with Marinara, Alfredo, Basil Sauce, Shaved Parmesan & Garlic-Rosemary Bread Sticks

### **Potato Martini Bar \$10**

Yukon Gold & Sweet Potatoes Served in Martini Glasses with Whipped Butter, Shredded Cheddar, Sour Cream, Chives, Bacon, Caramelized Vidalia Onions, Brown Sugar, Raisins, Chopped Pecans

### **Risotto Bar \$11**

Italian Short Grain Rice, Sautéed to order with Lump Crab, Wild Mushrooms, Goat Cheese, Parmesan Cheese, Roasted Red Bell Peppers

### **Southern Grits \$11**

Southern-Style grits served with a collection of enhancements including blackened bay shrimp, Andouille sausage, jalapenos, sautéed mushrooms, caramelized onions, bacon, cheddar cheese, cinnamon sugar, and butter.

### **Scampi Station \$11**

Classic combination of garlic, wine, butter, and capers sautéed with your choice of shrimp or chicken and presented with grilled Italian vegetables and herb garlic pasta.

### **Sweet & Savory Crepes \$11**

Made to order crepes with your choice of sweet or savory accompaniments.

Sweet fillings- Nutella, Marshmallow Crème, warm fruit compotes, drunken bananas, candied nuts, whipped cream, and graham crackers.

Savory fillings- Creamed wild mushrooms, creamed spinach, ratatouille, smoked ham, smoked turkey, blackened bay shrimp, and marinated grilled chicken.

Service Charge of 21% and Tax of 7% Applicable

## *Sweet Displays & Cake Enhancements*

50 guest minimum      All Prices are based per person

### **Candy Land \$8**

Assorted Old Fashioned Candy Jars & Scoops, Seven Varieties of Candy to Coordinate with your Color Scheme, Favor Boxes or Candy Bags.

### **Sweet Escape \$6**

Pecan Diamonds, Mini Éclairs, Cream Puffs, Lemon Bars, Chocolate Dipped Strawberries, Petit Fours, Mini Cheesecakes, Mousse Cups.

### **Put On Your Sundae Best \$8**

Make your own Sundae with Chocolate, Vanilla & Strawberry Ice Cream, Hot Fudge, Strawberries, Butterscotch, Maraschino Cherries, M&M's, Oreo Cookie Crumbs, Chocolate Sprinkles, Crushed Pineapple & Whipped Cream.

### **Chocolate \$14**

Assorted truffles and Hershey's Kisses, giant chocolate chip cookies, chocolate fondue served with assorted fruits, toasted pound cake, graham crackers, and marshmallows, chocolate dipped frozen banana bites and pineapple rings, and milk chocolate shooters with fresh whipped cream.

### **Flambé \$12**

Classic combination of cherries jubilee, bananas foster, flaming peaches or pears served over vanilla bean ice cream with candied almonds and candied walnuts to top. Chef Attendant Required.

### **Blanc & Noir \$10**

An elegant combination of decorated strawberries, our black & white petite four selections, and creamy New York cheesecake with fruit compotes.

### **Coffee Complement \$9**

Freshly Brewed Regular & Decaffeinated Coffee and Assorted full-leaf teas complemented with shaved chocolate, nutmeg, cinnamon sticks, whipped cream, rock candy stirrers, mint sticks, flavored granite brown sugar, orange zest, and assorted flavored syrups.

Service Charge of 21% and Tax of 7% Applicable



## *Beverage Services*

### **Hosted Bar**

Charges are based on the actual number of drinks consumed.  
Prices subject to 7% N.C. Sales Tax & 21% Service Charge.

Call Brands	\$5.50
Premium Brands	\$6.50
Domestic Beer	\$3.50
Non-Alcoholic Beer	\$3.50
Imported/Premium Beer	\$4.50
House Wine	\$5.00
Imported Cordials	\$7.50
Soft Drinks/Bottle Water	\$2.00

### **Cash Bar**

Guests are responsible for purchasing their own drinks.  
Price includes N.C. Sales Tax

Call Brands	\$6.00
Premium Brands	\$7.00
Domestic Beer	\$4.00
Non-Alcoholic Beer	\$3.00
Imported/Premium Beer	\$5.00
House Wine	\$6.00
Imported Cordials	\$8.00
Soft Drinks/ Bottle Water	\$3.00

### **Call Brands**

Smirnoff Vodka, Beefeater Gin, Seagram's 7 Whiskey, Jim Beam Bourbon, Dewar's Scotch, Bacardi Silver Rum, Malibu Rum, Jose Cuervo Silver Tequila, Christian Brothers Brandy.

### **Premium Brands**

Absolut Vodka, Tanqueray Gin, Crown Royal Whiskey, Jack Daniels American Whiskey, Mt. Gay Rum  
Jameson Irish Whiskey, Maker's Mark Bourbon, Chivas Regal Scotch, Jose Cuervo Gold Tequila, Courvoisier

### **Ultra-Premium/Imported Cordials**

Gentleman Jack Whiskey, Glen Livet Scotch, Bombay Sapphire Gin, Grey Goose Vodka,  
Captain Morgan Private Stock Rum, Patron Silver Tequila



## *Beverage Services Continued...*

### **Open Bar Packages**

Prices Subject to 7% N.C. Sales Tax & 21% Service Charge  
All Open Bars are stocked with Scotch, Bourbon, Gin, Vodka, Whiskey, Rum, Beer, Wine and Soda

	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours
House Liquor	\$12	\$19	\$24	\$29	\$34
Premium Liquor	\$14	\$23	\$30	\$37	\$44
Ultra-Premium Liquor	\$16	\$26	\$34	\$42	\$50
Beer, Wine, & Soft Drinks	\$9	\$15	\$19	\$23	\$27
Unlimited Soft Drinks	\$6	\$9	\$11	\$13	\$15

### **Additional Beverage Selections**

Other Liquors and Wines Available upon request and availability  
Prices Subject to 7% N.C. Sales Tax & 21% Service Charge

House Chardonnay, Merlot, Cabernet Sauvignon, Pinot Grigio, or White zinfandel	\$20 per Bottle
House Champagne	\$20 per Bottle
Premium Champagne	\$30 per Bottle
Non-Alcoholic Fruit Punch	\$30 per Gallon
Champagne Punch	\$75 per Gallon

### **Drink Tickets**

Soft Drinks	\$3 each	Beer & Wine	\$5 each
House Brand Liquor	\$6 each	Premium Brand Liquor	\$7 each

### **Bartender Fee- \$75.00 per Bartender**

Bartender fee is waived with Beverage Revenue exceeding \$500.00 in beverage sales per bar.

Groups of 75 people or less, the bartender fee will apply.
























Our standard service is one bartender per 100 guests on hosted bars  
and one bartender per 150 guests in cash bars.

Additional Bartenders will result in an automatic fee of \$75.00 per bartender, per event.  
The beverage laws of North Carolina hold The Wilmington Convention Center responsible for the consumption of all alcoholic beverages on premise; therefore we cannot permit any non-premise purchased beverages to be consumed on premise/licensed event lawn.
















# Wilmington Convention Center Wedding Checklist

It doesn't necessarily take more than six months to plan a wedding, but most brides say that the earlier you make your decisions, the more likely you are to be able to schedule the locations and suppliers of your choice.









## 6 – 12 months before your wedding day

-  Shop with your fiancé for your wedding ring
-  Announce your engagement to family and friends
-  Research sites and availability for the wedding ceremony and reception-The [Wilmington Convention Center Grand Ballroom, Junior Ballroom, or Event Lawn!](#)
-  Decide whether you will plan the wedding yourself or hire a consultant
-  Meet with and confirm availability of the person who will perform the ceremony
-  Set a date for the wedding
-  Prepare and send your engagement announcement to your local newspaper
-  Create a budget and determine who will pay for what
-  Reserve locations; making deposits and returning contracts according to terms specified- [Your Catering Sales Manager at the Wilmington Convention Center will have this information](#)
-  Determine the style of your wedding (formal, semiformal, informal)
-  Determine the size of your guest list
-  Ask both families to draw up their tentative guest lists
-  Select members of your wedding party
-  Meet with your stylist to discuss your best colors and wedding "look"
-  Decide on your wedding color scheme
-  Select your dress, headpiece and accessories
-  Shop for bridesmaids' dresses
-  Interview the professionals and contract for their services:
  - Photographers
  - Bakers
  - Musicians
  - Videographers
  - Florists
  - Rentals
-  Schedule initial fittings for you and your bridesmaids
-  Check out special transportation choices such as horse and carriage or special limousines
-  Choose invitations and stationery
-  Discuss honeymoon plans with your fiancé. Pre-book honeymoon if possible
-  Begin looking at china, silver and crystal choices













### 4 months before your wedding day

-  Follow up with key professionals who will help you with your wedding and contract for their services- Your Catering Sales Manager at the WCC
-  Locate hotels and put a temporary hold on a block of rooms for out-of-town guests to make reservations- We suggest at least two hotels in separate locations (for example, one hotel at the beach and one hotel downtown, different price points is helpful for guests as well)
-  Make menu selection with the WCC
-  Choose wedding cake and groom's cake- WCC's wedding packages include your wedding cake!
-  Decide on song selection with musicians
-  Sign up for dance lessons
-  Begin flower selections for bouquet, corsages, boutonnieres and room decorations
-  Proofread invitations before they are printed
-  Register for gifts at your favorite stores
-  Find out how to get a marriage license. Make appointments for a medical exam and blood tests, if necessary.
-  Apply for passports, if needed, for your honeymoon
-  Select wedding rings
-  Send thank you notes for shower gifts
-  Decide whether or not to hire a calligrapher to handle invitation writing.
-  Visit your dentist for a teeth cleaning/whitening












### 2 months before your wedding day

-  Address and stamp invitations
-  Send out invitations- Include a parking voucher given by the WCC if you are paying for your guests' parking
-  Discuss rehearsal dinner plans with groom's family
-  Schedule wedding rehearsal
-  Meet with your clergy
-  Double check all details with wedding vendors
-  Make salon appointments for yourself and bridesmaids for the day of the wedding
-  Arrange for wedding day transportation




### 1 month before your wedding day

-  Shop for honeymoon wardrobe
-  Meet with the wedding guild chairperson from your church if you are planning a church wedding
-  Get forms for name change (Social Security and driver's license, etc.)
-  Send change of address form to post office if necessary
-  Prepare wedding announcements to be mailed if appropriate
-  Purchase gifts for the wedding party
-  Purchase groom's gift
-  Record wedding gifts as they arrive, and write thank you notes
-  Attend final dress fittings
-  Select a guest book
-  Ask a friend to handle the guest book at the wedding
-  Make arrangements for flowers and gown preservation




### 1 week before your wedding day

-  Call guests who have not responded
-  Double check with your wedding professionals- WCC needs your final headcount
-  Try out the hairstyle and makeup for your wedding day
-  Plan a seating arrangement for the reception
-  Prepare reception place cards- Provide place cards or table cards to the WCC
-  Discuss ceremony seating with the best man
-  Prepare and send wedding announcement to the paper
-  Check to be sure you have all the details
  - Ring pillow
  - Cake knife and toasting goblets
  - Favors for guests
  - Flower petals or confetti for guests to throw- Only permitted on the Event Lawn
  - Directions from church to reception
-  Invite bridesmaids out for a luncheon- The WCC has suites that are perfect for a luncheon!
-  Pack suitcases for honeymoon
-  Confirm logistics of getting flowers to the preservation artist




### **Day before your wedding**

-  Have your hair and nails done
-  Attend the rehearsal and dinner
-  Get a good night's sleep








### **Your Wedding Day**

-  Have your hair and makeup done for the wedding- The WCC offers a Bridal Suite & Groomsman Suite that are available two hours prior to the ceremony
-  Enjoy the anticipation and allow yourself plenty of time
-  Make an entrance, say "I do" and enjoy this wonderful occasion






### **After the honeymoon**

-  Have your gown cleaned and readied for storage
-  Finish your thank you notes
-  Finalize photo album choices

### **Responsibilities of the Maid of honor or Matron of honor**

-  Help the bride organize her attendants, getting their dresses fitted and to the ceremony and Reception on time
-  May also assist with addressing invitations, shopping or making favors
-  Pays for own attire, travel expenses and a wedding gift
-  Attends all pre-wedding parties, she may throw a shower herself, often with other attendants.
-  Holds the groom's ring during the ceremony. She may also arrange the bride's train at the altar and hold her flowers
-  Witness the marriage certificate
-  Is part of the receiving line and is seated in a place of honor at the reception

### **Responsibilities of the Bridesmaids**

-  Help with pre-wedding tasks such as addressing invitations or running errands
-  Pay for own attire, travel expenses and a wedding gift
-  Attend all pre-wedding parties, she may throw one with other attendants
-  A Planning Notebook
-  A Card File for guests names, responses, and gift information

***To help you get started organizing for your wedding...  
These two planning tools can make the process a lot easier...***

*As you plan your wedding you'll find yourself referring to these two resources time and again. Once you have your notebook set up, you will want to keep it with you all the time so that you can add information whenever you receive it. The card file also is easily transportable. You probably want to take it with you when you sit down with your family or your fiancé's family to review guest responses and last minute follow-up calls.*

*Start with a big notebook with 2 ½ to 3" rings. Get at least enough tabs so that you can have a tab for each of the following (arrange alphabetically for easy access)*

<i>Accessories</i>	<i>Legal</i>
<i>Attendants' Dresses</i>	<i>Music</i>
<i>Attendants' Gifts</i>	<i>Newspaper Announcements</i>
<i>Bridal Registry</i>	<i>Photography</i>
<i>Ceremony</i>	<i>Reception Sites</i>
<i>Favors</i>	<i>Rentals</i>
<i>Flowers</i>	<i>Stationery Items</i>
<i>Menu Selections</i>	<i>Thank You Notes</i>
<i>Gowns</i>	<i>Transportation</i>
<i>Honeymoon Ideas</i>	<i>Valet Parking</i>
<i>Guest List</i>	<i>Videography</i>
<i>Invitations</i>	

*Add a three-hole punched 9"X12" envelope behind each tab. These envelopes are your keys to keeping all the brochures, magazine clippings, fabric swatches and odd-sized notes that you accumulate organized by category.*

*Put several sheets of lined notebook paper behind the envelope in each tab with an extra supply of paper at the back of the notebook for fill-in as you need it for certain categories. You will want to use a separate piece of paper to keep notes from each person you talk to about a particular wedding item. For example, you might head one sheet for each bridal salon visited. You can take notes, staple the associate's card to the page, and keep all your thoughts organized. Brides who have gone through the process warn: don't trust your memory. Write everything down, including notes from lunch break calls.*

*Next add to the back of each section any items that you have saved that are large enough to be three-hole punched. This could include magazine pages, planning pages, flyers and other printed materials that you have saved from bridal shows and publications, etc.*

**Now you are ready to plan your wedding. It's a big job, but if you go at it bit by bit, it will be totally enjoyable!**