



## **Lake Arrowhead Resort and Spa General Wedding Information**

### **Resort Tour**

*We welcome engaged couples to view our beautiful property! Please call in advance to schedule an appointment to allow our Wedding Specialist to provide the time to discuss all of your wedding options.*

### **Seating Arrangements**

*Seating will be at round tables of 8 or 10 persons unless otherwise requested. A floor plan will be drawn and sent with the Banquet Event Orders for your review and approval. Your Wedding Specialist will gladly set out place cards for assigned seating. The place cards must be delivered in alphabetical order (by last name) no less than 24 hours prior to the wedding reception. The Resort will provide table numbers for each table at your request.*

### **Prices and Labor Charges**

*All prices listed are subject to change. Confirmation of menu prices will be made by your Wedding Specialist. Additional labor charges could apply for unusual set up requirements. For served meals, one server per 20 guests will be provided. For buffets, one server per 25 guests will be provided. Should additional servers be requested, a charge of \$25.00 per hour per server will apply. Discounts are available for off-season weddings and Friday and Sunday weddings, excluding holidays and holiday weekends.*

### **Wedding Cakes**

*A beautifully decorated wedding cake is included in the package. The bridal couple will meet with the cake baker to discuss the style, flavor and size of the cake. Cake flavor choices are: Champagne, golden vanilla, lemon, toasted almond, spice, carrot, banana, marble, dark chocolate, chocolate peanut butter swirl, chocolate banana swirl and strawberry swirl. Cake filling choices are: lemon, strawberry, raspberry, Bavarian cream, chocolate dobash, banana cream, chocolate fudge, Champagne, mocha and chocolate hazelnut. Icing choices are: butter cream and whipped cream (weather permitting). Wedding cake size will be determined by the final meal guarantee. A larger cake or upgraded details to the cake are available at an additional cost, i.e., fondant, chocolate designs and sugar sculptures.*

### **Linens**

*White and ivory floor length linens are included in all wedding packages. Specialty linen and chair covers in an array of colors are available at an additional fee.*

### **Decorations**

*A minimum of two (2) hours will be allowed for decorating. Any special requirements for your decorating must be coordinated in advance. Candles must be enclosed in glass. Dark rose petals or flowers, confetti, rice and birdseed are not permitted in the hotel or outside areas. Bubbles are allowed at outside areas only. All decorations must meet the approval of the San Bernardino County Fire Department.*

### **Audio Visual**

*We offer a full range of audio visual services to enhance your special day to include theatrical lighting, video projection, sound systems and microphones.*



**Resource List and Services**

*A complete resource list is available upon request; consult with your Wedding Specialist. A pre-determined time for setup or delivery of items must be established a minimum of three (3) days in advance of your wedding reception. We ask that the vendors you contract are made aware that they need to contact your Wedding Specialist within three (3) days if they have any questions, special requests or directions. The Resort is not responsible for any vendors that you have contracted with.*

**Outdoor Functions**

*The Resort reserves the right to make the final decision to use indoor banquet space in case of inclement weather on the day of your wedding ceremony and/or reception. All receptions must end before 10:00 p.m. For receptions at the pool area or Resort beach, acrylic or plastic ware will be provided; no glass allowed.*

**Parking**

*Complimentary self-parking is available at the Resort. Valet parking is also available at the cost of \$15.00 per vehicle. If you wish to host the valet parking for your guests, you may add this to your final bill. The cost will be based on the final meal guarantee at a rate of \$3.00 per person. It is suggested that a valet parking card be included with your wedding invitations. The guests would then present the card to the parking attendant the day of the wedding.*

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**Preferred Resource List for the Lake Arrowhead Resort and Spa**

*The Lake Arrowhead Resort and Spa accepts no responsibility for the preferred resource list.*

*This list is provided as a courtesy to our wedding clients for information on vendors familiar to the Lake Arrowhead Resort and Spa.*

**Cake**

- Niki's Custom Cakes..... (909) 337-2172
- Tasteful Cakes.....Additional \$75.00 Delivery Fee Applies..... (951) 270-0949

**Entertainment**

- Celia Chan Valerio~Harpist..... (909) 798-2210
- The Genevieve Duo~Flute and Harp..... (909) 709-1064
- Wedding DJ and Live Music Services ..... (909) 844-2377
- Paid 2 Party Wedding DJ's..... (800) 399-6655
- Inland Empire Live Music..... (909) 887-6913

**Florists**

- Fleuris Flower Studio..... (909) 881-1399
- The Bent Willow ..... (909) 337-1713
- Flowerloft International..... (951) 787-8720
- Eufloa Floral Design..... (909) 337-4900

**Officiants**

- Reverend Mike Giordano..... (909) 645-2199
- Reverend Mike Hibbard..... (909) 844-1942
- Reverend Bill Stanley..... (909) 336-1502
- Reverend Midge James..... (909) 337-0157

**Photographers**

- Love One Another Photography..... (951) 907-3293
- TK Jones Photography..... (951) 682-1768
- Marianne Lozano Photography..... (310) 801-4434
- Julie Wilson Photography ..... (909) 744-8137

**Specialty Services**

- Rumors Hair Salon..... (909) 336-5757
- The Spa of the Pines..... (990)744-3000

**Videographers**

- Alpha Omega Productions..... (909) 422-2574
- Cannon Video Productions..... (909) 685-5530
- Vantage Point Custom Films..... (909) 592-4231
- Mountain Video Service ..... (310) 922-1224

**Overnight Guest Room Accommodations**

- Janese Gray..... (909) 744-3020



## ***Planning Timeline*** ***“Things to-do”*** ***At a Glance***

### ***Nine months before or earlier.....***

- Select your ceremony and reception location*
- Select your wedding date; maybe a choice of two dates*
- Discuss your budget with each other, and family, if contributing*
- Select attendants; ask them to be in your wedding party*
- Compile guest list*
- Select officiant, musicians, band or DJ for reception*
- Select photographer/ videographer*
- Meet with florist to discuss bouquets, arrangements and table designs*
- Meet with wedding cake designer to discuss flavors and style designs*

### ***Six to nine months before.....***

- Select attendant's dresses, suits and accessories*
- Plan menu and schedule tasting, for entrees and cake flavors*
- Order invitations and other wedding stationery*
- Send “save-the-date” cards*
- Hold block of rooms for out-of-town guests*
- Register for wedding gifts*
- Plan rehearsal dinner for family and attendants*

### ***Two to four months before.....***

- Plan post-wedding brunch for the day after your wedding*
- Obtain marriage license*
- Meet with officiant to discuss ceremony*
- Select vows, readings, songs for ceremony*
- Select songs for reception, first dance, mother-son, father-daughter*
- Send wedding invitations six to eight weeks before wedding day*
- Select thank you gifts for parents*
- Do a trial run with make-up artist and hairstylist*
- Schedule Spa appointments for the day before the wedding*



### ***Four to six weeks before.....***

- Create ceremony and reception programs*
- Plan bridesmaids' luncheon*
- Put together welcome baskets for out-of-town guests*
- Have final dress fitting*
- Pick up ordered tuxedo, if purchasing*
- Start arranging seating plan*
- Pick up wedding rings*
- Mail invitations for brunch and rehearsal dinner*

### ***Two weeks before.....***

- Provide final guest count and guarantee to Wedding Specialist*
- Finalize seating plan, write place cards*
- Compose toasts for rehearsal dinner and reception*
- Make a detailed schedule of the wedding reception events and timeline (cocktail hour, hors d'oeuvres, first dance, dinner, cake-cutting)*

### ***One week before.....***

- Pick up dress, if not delivered*
- Pick up tuxedo, if renting*
- Make a list of everything you need to bring for your wedding day*
- Host bridesmaids' luncheon, often the day before the wedding*
- Confirm final details for your wedding day with the Wedding Specialist and provide final payment*

### ***One day before.....***

- Drop off welcome baskets for the out-of-town guests staying at the Resort*
- Drop off place cards, gift amenities, special decorations and anything else needed for your wedding day to the Wedding Specialist*
- Get a manicure, pedicure and massage, or body treatment*
- Attend rehearsal dinner; hand out your gifts to the wedding party*
- Assign attendants said responsibilities and tasks for your wedding day*

### ***Day of.....***

- Eat a good breakfast*
- Have make-up and hair done; and any last minute beauty treatments*
- Switch your engagement ring to your right hand*
- Get dressed*

***Congratulations...your Wedding Day is finally here!***

