



Wedding/Reception Planning Checklist

Your wedding day will be a day you always remember! Our caring staff will work with you to ensure that your special day is a reflection of your lives together. We have helped plan many ceremonies and receptions for 50 to 280 guests and are ready to help you. Here is a short checklist of items that are important to keep in mind as you plan your wedding and reception in Nevada County.

- Meet with Foothills Event Center staff, tour facility, discuss options for ceremony and reception:
 - _____ Number of people
 - _____ Audio/Visual/Lighting equipment
 - _____ Food/Bar needs
 - _____ In-House Rentals (linens, décor, props, and more!)
 - _____ Your theme and colors
- Decide on type and tone you desire (e.g. religious, fun, elegant, spiritual, etc.) This may include the type and style of décor too!
- Select the vendors/services you desire
 - _____ Caterer
 - _____ Cake
 - _____ Music/DJ
 - _____ Photographer and/or Videographer
 - _____ Florist
 - _____ Wedding Planner/Stylist
 - _____ Rentals and Photo Booth
 - _____ Lodging for guests
 - _____ Officiant
- Create the ceremony and reception timeline.
- Work with your coordinator to finalize the floor plan and layout.
- Set up time for rehearsal and/or final walk through.
- Arrange with your coordinator early drop off of décor and rentals, if available.
- Purchase and prepare needed items such as guest book, programs, basket for cards, etc.
- Reserve seating for family members and any special guests. If desired, plan to gather in the Bridal room prior to the ceremony/reception to be together, get ready, prepare, and relax.
- Designate a contact person who can, if needed, make decisions on your behalf during the event and can serve as a main point of contact.
- Relax and enjoy your beautiful Nevada County Wedding!