



**Your Final Visit (5-7 days prior to wedding day)**

We want there to be no unanswered questions on your wedding day, so the final visit is our opportunity to take detailed notes about your day and your wedding reception timeline. Please use this check list as you prepare for your final visit.

- ☐ **Final Head Count**
  - **14 days** before the wedding, call The Grandview with your approximate guest count in these terms:
    - Adults (Remember to include the two of you into your adult guest count.)
    - Children (4-10 years old)
    - Babies (3 and under)
    - Vendors/Professionals - those you have hired that will be eating; (ie. DJ, photographer, etc.)
  - **5 days** before the wedding, your final guest count is due. Per your agreement, the higher of the final count or the guaranteed minimum will constitute the number of guests for which you must pay.
  - You have up until **24 hours** before the wedding to change your guest count. If you are subtracting a guest, you need to provide the name and table number for which that guest was seated at on your floor plan. Email this change to your wedding sales coordinator. Without this information, you will not receive a refund. You will receive a refund for that guest, granted your total guest count does not go lower than your minimum guarantee. Please update your wedding sales coordinator with your current mailing address. The refund check will be issued approximately one month after the wedding.
- ☐ **Final Payment in Cash or Certified Check**
  - **5 days before the wedding**, your final guest count is due with your final payment. Accepted forms of payment for your final payment are cash, certified check or bank check only.
    - We do not accept personal checks or credit cards at the final visit.
    - You are able to make payments by personal check up until one month before the wedding date.
- ☐ **Place Cards** or large seating arrangement board/frame
  - Place cards must be received by the final visit.
  - Bring your place cards in **alphabetical order** by last name
    - If you bring the place cards by table number, it is difficult for your guests to find their place card promptly. Make sure you have the guest name and table number on each place card.
  - If you are naming your tables a special name, please also put a coordinating number on the floor plan and place cards. This will help your guests find their tables faster, and get your party started.
- ☐ **Floor Plan, Completed**
  - You will average 10 guests per table; ranging from 10-12 people.
  - Tables should have a maximum guest count of 12 guests per table.
  - **Ppl** = Number of total people, including children and babies
  - **Fav** = Numbers of favors on the tables. If you do not want favors on the dining tables, leave this line blank.
  - Make sure to include guests that are seated at the head table whether that is a sweetheart table or dais.
  - Take your total number of guests and divide it by 10. This is how many tables, servers and table linens are included in your package.
    - If you have more tables than this calculation, the cost is \$125 per extra staff person and linen.
- ☐ **Table # Sheet for Introductions & Dinner Orders, Completed**
  - Anyone who will be involved in your reception introductions should be listed on this sheet with their table number and their relationship to the wedding (ie, Wedding Party, Parents, etc.)
  - These guests will not be in the dining room when our staff takes dinner orders. We will find these important guests, and make sure we have their dinner selection before introductions begin.
- ☐ **Vendor Liability Sheet, Completed**
  - The Grandview allows you to contract any wedding professional vendor you would like, as long as they send a Certificate of Liability Insurance (COI), one month prior to your wedding date. [sales@grandviewevents.com](mailto:sales@grandviewevents.com).
  - The policy must be for at least \$1,000,000 and name The Grandview as an additional insured.
- ☐ **Special Events Agenda, Completed**
  - The Maître'd will use this to coordinate your timeline with the entertainment company contracted by you.
- ☐ **Your Hired Vendors and The Grandview, Completed**
- ☐ **Final Review Sheet, Completed**
- ☐ **Ceremony Sheet, Completed** (if applicable)
- ☐ **Favors**
  - Please note how many favors will go at each table next to the space, " \_\_\_\_ Fav" on the floor plan.
  - If the favors are not being placed at the tables, please note that in the notes section on the floor plan.
  - Favors involving **ANY** alcohol, must be placed on a favor table, and distributed at the end of the evening.
- ☐ **Cake Knife/Server**
  - If you do not have a set, The Grandview will be happy to provide them.
- ☐ **Toasting Glasses**
  - If you do not have a set, The Grandview will be happy to provide them.
- ☐ **Cake Topper**
  - If you are planning to have fresh flowers on your cake, please make sure the florist gives them to our pastry chef on the day of the wedding at least one hour prior to the start time.
- ☐ **Guest Book and Pen (if applicable)**
- ☐ **Card Box**
- ☐ **Easel (if applicable)**

## Commonly Asked Questions About Final Planning

### How do we bring in items at the final visit?

- All decorations must come with packaging removed, stickers off, fully assembled and ready to be placed out.
- We recommend bringing an inventory list of all you are bringing for the wedding day, so we can check them off as we take notes on your items.

### Who do we tip?

- Staff gratuity is at your discretion. We're happy to give you a range based on guidance from *Hudson Valley Wedding Planners*.

Wait Staff - \$25-\$75 each (1 server to every 10 guests)

Bartenders - With a tip jar at your discretion, without a tip jar \$125 each

Maître 'd- \$2-3 per guest attending the event

Captain - \$100-\$150

Wedding Attendant - \$100-\$150

Sales Coordinator - \$100-\$150

- If you are going to tip anyone who went above and beyond for you, a suggestion would be is to make up envelopes and distribute them that way, as to not have to think about it at the end of the evening. We are happy to provide envelopes for you. Most couples give the envelopes at the final visit so they don't have to think about them on the wedding night, but of course, that's up to you both.

### When do we bring our items home after the wedding night?

- We will use your final checklist as an inventory of items that need to be packed up for you. All gifts, wedding décor and personal items must leave the property at the conclusion of your reception.
- We can store the top tier of your wedding cake overnight, for pick-up the next morning ONLY.
- The Grandview is not liable for any items left behind, under any circumstance.

## Other Important Notes

### Ceremony Site Décor

- All decorations for your ceremony, besides the unmatched views of Hudson River, are provided by you and your florist/decorator. The Grandview does not provide the service of decorating the ceremony area. This includes hanging items from the pergola/gazebo, fresh flowers or flower petals, and hanging bows on chairs.
- The Grandview will certainly distribute bubbles, fans, sand ceremony sets, unity candles, yarmulkes, programs and/or tissues for your convenience. **Please bring these items to the final visit.**
- If you plan to have an aisle runner, let us know who will be pulling it before you walk down the aisle.
  - If you want it pre-taped down, your florist will do that and you should give the runner directly to them.
- The Grandview does not permit Confetti, Bird Seed, Glitter, Artificial Flowers or Lavender to be thrown.
- Flameless candles must be used for outside ceremony, and if any candles will be on the floor level.

### Flowers in the Cocktail Area

- The Grandview decorates your cocktail stations with silk flowers and candles. These flower arrangements are property of The Grandview and are subject to seasonal availability.
- If you wish to have your own florist or decorator provide arrangements in the cocktail area and not use The Grandview's flowers, please let us know at the **final visit**.

### Votive Candles

- The Grandview includes the following votive candles: one on every cocktail table, several around your cake table, place card table, gift table, head table and two on every dining table. The votives are white, 6 hour candles in a clear cylinder glass.

### Wedding Decorations

- All decorations must come with packaging removed, stickers off, fully assembled and ready to be placed out.
- Unfortunately, it is impossible to set up your wedding prior to the day of the event. One of the reasons is that our ballrooms are not secure locations. After your final appointment, your items will be tagged with your names, secured in a locked room, and taken out on the day of the wedding for setup.
- Permission from The Grandview is required if you need us to set-up anything beyond what is listed on this sheet. Additional costs may be charged for increased labor.

### Centerpieces

- Don't bring your centerpieces to the final visit.
- The Grandview does not provide the service of setting up any floral or non-floral centerpieces.
  - We will certainly light your candles.
- Centerpieces must arrive the day of the wedding. You should give them to whomever is setting them up directly.
- Flowers from your florist can arrive through the service entrance on the day of the wedding. The Grandview does not allow a florist to drop flowers off prior to the day of the wedding.
- All vases and floral décor must be picked up by the florist the night of the wedding. If the florist cannot pick up vases after the wedding, then the vases will go home with you at the end of the night.
- Candelabras are not permitted in the outdoor ballroom. You can use flameless candles. If you are booked in the Grand Ballroom and using candelabras, candles must be dripleless.

### Arrival Time on the Day of the Wedding

- Your wedding attendant will greet you at your contracted arrival time; champagne will be available in your wedding suite. If you would like service before this, you can reserve a **Pampered Package**. Please ask your wedding sales coordinator for Pampered Package options. Beer, wine, and liquor will be available at the start of your cocktail hour.

### Parking

- To promote responsible driving, The Grandview allows you or your guests to leave their vehicle in our lot overnight and retrieving it the next day.
- If a guest does not retrieve their valeted car keys; they will be at the front desk of The Grandview the next morning.