

## **Reminders for Your Wedding Party/Coordinator**

- None of our decorations may be altered, taken apart or removed from the chapel \_\_\_\_\_
- All personal items/decorations must be removed from the chapel immediately after the ceremony \_\_\_\_\_
- Before leaving chapel, please blow out or turn off all candles \_\_\_\_\_
- All vehicles parked at the chapel during the ceremony must be brought down to the event center after the ceremony \_\_\_\_\_
- Glitter, confetti, rice, birdseed or sparklers are not allowed inside or outside any of Pinecrest's buildings \_\_\_\_\_
- No additional decorations may be nailed, glued or screwed into the walls of any of our buildings \_\_\_\_\_
- No smoking is allowed at the chapel. Smoking during events is only permitted on the event center deck \_\_\_\_\_
- Lodge smoking is permitted only on lodge back porch \_\_\_\_\_
- No overnight RV parking is allowed due to Pinecrest HOA \_\_\_\_\_
- All directional signs, balloons, etc. must be removed before the end of your event \_\_\_\_\_
- Your caterer must stay to refill food and beverage lines throughout the time that food and beverages are being provided during the event \_\_\_\_\_
- A bussing staff of 1 busser for every 50 guests must stay throughout the entire event and remove all dishes, glasses and trash and from all tables.
- Pinecrest's Event Manager has authority to close the bar early if deemed necessary \_\_\_\_\_
- DJ's or bands must keep music/noise levels to no more than 90 decibels \_\_\_\_\_
- All decorations, food, cake or any items brought in by the wedding party must be removed immediately after the end of the event \_\_\_\_\_
- Please bring at least 6 AA batteries for wireless mic usagae \_\_\_\_\_
- Pinecrest does not provide tape, scissors, pens, markers or sharpies so please plan to provide your own for decorating purposes \_\_\_\_\_

## Event Time Line

Arrival: Chapel \_\_\_\_\_ Event Center \_\_\_\_\_

Ceremony: \_\_\_\_\_

Cocktail Hour: \_\_\_\_\_

Introduction: \_\_\_\_\_

Dinner: \_\_\_\_\_

Toast: \_\_\_\_\_

Cake: \_\_\_\_\_

Last Call: \_\_\_\_\_

Bar Closes: \_\_\_\_\_

End Time: \_\_\_\_\_

Mixed drink bar: Bar closes 45 minutes before end time

Beer and wine only: Bar closes 30 minutes before end time