



WEDDING & SPECIAL EVENT PLANNING GUIDE

Congratulations on your upcoming celebration event, and thank you for choosing Westerbeke Ranch! To help ensure that your event goes smoothly and is a wonderful experience for you and your guests, we've created this guide to the key steps that need to happen prior to and during your time here. We are here to help you with these steps; please call us if you need assistance. The documents mentioned in this guide (except for your contract and the menu options) are available for download from the 'Event Documents' section of our website, at www.thewesterbekeranch.com/events/details/.

SPECIAL NOTE: It is essential to confirm in advance if anyone in your group is disabled, in a wheelchair, or uses a walker. Since the Ranch was constructed in the 1930's, and is located on a hillside, we have limited disabled access, especially for overnight guests.

Upon Receipt of Contract

- Sign and return your **Reservation & Payment Contract** as soon as possible.
- **Send in your deposit by the deposit due date.** If we do not receive your deposit by the deposit due date, we will call to remind you. If we do not hear back from you or receive your payment within a few days, we will cancel your reservation and open up the date to other interested parties.
- Read, sign and send us a signed copy of the **Statement of Responsibility**. This document outlines your role as liaison between Westerbeke Ranch and the guests in your group.
- Begin selecting the **outside vendors** you wish to hire. Even though the Ranch will be providing many services, for weddings you'll need an officiant, wedding cake, photographer, décor and floral arrangements, and your entertainment. We encourage you to use the vendors listed in our "Guidelines, Policies, and Preferred Referrals" because we feel the services they offer best suit and match the standards of Westerbeke Ranch. You may also choose to use your own private vendors.
- This is a perfect time to **begin choosing your menus** for the weekend. Please peruse the dinner menus we have provided and begin building your weekend meal plan. Complete your weekend menus by selecting your breakfasts. Lunch will be Ranch Chef's Choice.



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Several Months Before Your Date

- If you will be here for the “Two Night Wedding Package” you’ll need to select your first night rehearsal/welcome dinner, two breakfasts, and your wedding dinner/celebration meal. Once you’ve decided on the celebration meal, then select your rehearsal meal, being careful to not duplicate food items. Complete your weekend menus by selecting your breakfasts.

After you’ve made your celebration meal selections, please send them to the Ranch wedding coordinator, who will schedule a time for you to come and sample your dinner. It’s best that the couple attend this tasting together. This tasting is included in your wedding package. After your meal, you’ll sit with our Ranch chef to review what you liked and what you’d like to modify or omit. Once you’ve made final menu revisions, you will be notified of your final price-per-person rate. We’ve learned that the earlier you decide on these menus the easier it is for all.

- You’ll most likely wish to visit the Ranch a few times prior to your wedding/event. This visit might be to show your vendors various locations, for you to determine flow, or you might want to show a friend or family member the site. It is important to be sure to call ahead and make an appointment for visiting, as there will most likely be a group on-site.
- During the months prior to your ceremony, you and your wedding/event coordinator will be spending a fair amount of time planning the “look” and timing of your weekend. You will be formulating an accurate program for the weekend, which everyone will follow. This “Event Program” will include your menus, the agenda, floor plans for various locations, the dinner seating chart, vendor lists, beverage inventory, final headcounts, and many other instructions that service personnel and vendors should be aware of. Speaking of vendors, you’ll most likely have some separate “programs” that you’ll develop with each of your various vendors, such as photography lists, music playlists, personal floral deliveries, makeup timing, etc., etc. Your preliminary “Event Program” document will be emailed back and forth, and we’ll be making revisions and adjustments as we go along, with each revision being dated so that we all have the most current information.
- Review the **Event Music & Drumming Guidelines** with the providers of your entertainment and music. Be sure to have each vendor read and sign a copy of this form before they arrive. It is important that you send us the signed originals of these forms prior to your event.
- Request that your insurance company (homeowners, workers’ compensation or business insurance) fax or mail us a **Certificate of Insurance** listing Westerbeke Ranch as the “Additional Insured.” We need a minimum coverage of two million dollars. If you cannot use your home or business owner’s policy, consider using a family members’ or securing coverage through one of the many online special event insurance companies. We’ve had good experiences with www.SpecialEventInsurance.com, www.WedSafe.com, and www.TheEventHelper.com.



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Two Weeks Before Arrival—Very Important!

- Send us your completed **Room Assignment** sheet.
- Send us your completed **Final Head Count** sheet. **This is very important.** We NEED these numbers two weeks before your event. It is from these head counts that we'll be ordering and staffing to best serve you. These are also the numbers that we'll be using to calculate your final invoice, so be sure to be as accurate as possible as we will not be able to decrease your numbers after you submit them.
- Make sure all of your guests read the **Guidelines for Ranch Guests**, which is available on our website. It is important that you and everyone who will be part of your party reads this guide. It answers many questions and provides important information guests need to know. Also, please direct your guests to our website where they can obtain travel directions.
- Since you'll now have final head counts, for weddings this is the perfect time to finalize your celebration meal seat assignments with the Ranch event coordinator. Please remember to allow for appropriate seating spaces for children 4 to 12 years old, as well as for those 3 & under. We only have four highchairs, so parents will need to bring their own if more are needed. Also include mention of any vendors you've agreed to offer dinner. We will see they are charged at half price and they will have their own seating in a nearby, but different, location from your guests.
- Schedule your event beverage delivery day and time. Your beverages cannot arrive earlier than the Monday before your event.
- Confirm arrival times for all of your vendors, and see that they have directions.

Five Days Before Arrival

- Deliver your identified and marked beverages. Please designate on the outside of your boxes what's inside and when its contents are to be served. Also give your Ranch event coordinator an inventory of your beverages and reiterate instructions concerning when and where you wish particular beverages to be served.
- You may also deliver some of your weekend supplies, as long as they do not take up too much room and do not contain perishable food items.

Day of Arrival

- Wedding couples, you may arrive at the Ranch, and your bedroom, at a prearranged time, earlier than the rest of your guests. Please remind all other guests that they cannot arrive until the time stated on your contract—4:00 PM.



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Day of Arrival, cont'd

- Check your cabins and ceremony site for final changes. Also, review your “Room Assignment Sheet” on the welcome table in front of the Adobe, and make any changes that might have occurred since you faxed it to us. Guest rooms are available at 4:00 PM.
- Trust your planning, trust your team, let go and enjoy your celebration!

During Your Stay

- Be sure to discuss any changes in plans or needs that arise for your group with your Ranch event coordinator. The sooner we know about changes, the sooner we can adjust.
- Confirm your arrangements with outside vendors. If you need us to see that your payment gets to them, we can assist you.

Final Day

- **Re-confirm the 10:00 AM bedroom check-out time with your guests at breakfast.** Even though your guests may stay beyond 10:00 AM, we need the bedrooms vacated by this time to allow housekeeping enough time to clean the rooms. 1:00 PM is final Ranch departure time.
- If your final invoice has not been paid prior to your arrival, please allow time on your last day to come to the office to review and make payment. Final payment can be made with cash, check or credit card.
- Please pack up your weekend supplies, remove all personal decorations, gather any leftover beverages, floral arrangements, etc. Please see that you have organized ample vehicle space to place your belongings, as we cannot house leftover items and supplies.
- Check with the office staff regarding lost and found items before you leave, and make arrangements on where to send things if and when they are found.

Congratulations & Thank You!