



We are so thrilled you are hosting your wedding with us!

The next step is to meet for your preliminary meeting. This takes place with me at Glasserie and lasts about an hour.

In the meantime, I wanted to give you an idea of what to expect as we dive into the funner part of planning. There are a few details to consider which will help you get a head start (only if you are eager to get started!)

Below is a list of the main areas of planning, we are more than happy to handle all of these decisions for you if you prefer to be more hands off, but if you want to make the decisions, please read further.

**Vendors:**

We have attached a list of our preferred vendors here. These are vendors who have been vetted by the venue, but note that you are welcome to bring in other vendors as long as they have the required Insurance Coverage. We usually handle this process with the vendors directly, the explicit Insurance required is detailed in another attachment. We recommend you have them review it before contracting with them. In the event that they do not have the required insurance we can guide them to a service that issues day-of insurance (or you if you are purchasing on their behalf) this typically costs around \$120.

**\*\*Please be sure to mention to your vendor that you are working with Glasserie Events at Sound River Studios location\*\***

Once you have contracted with any vendor, please let us know; your Preliminary Meeting or your Menu Tasting evening will be good times to share this with us so we can update your BEO or feel free to reach out via email.

Reminder the AV vendor is Gala Productions; this is the only exclusive vendor that you are required to use - all DJ / band and lighting must go through Gala Productions and plug into their equipment [JHallquist@Gala-Productions.com](mailto:JHallquist@Gala-Productions.com)

Please connect with James at your earliest convenience - we recommend speaking with him before contracting with any band or DJ to make sure that you are not paying for certain equipment twice over.

### **Day of Coordination**

I will be your contact until the week of the event, but it would also be helpful to CC our coordinator email account ([coordinator@glasserienyc.com](mailto:coordinator@glasserienyc.com)) as we have a team that helps with vendor insurance and delivery questions. Our Day of coordinator steps in the week of the event to make sure that all details needed for your day are included in your BEO (i.e All linens have been ordered correctly and that vendors are all in place, floor plans have been received clearly with dietary restrictions outlined and your timeline works well, along with menu approved by you). Your Day of Coordinator will be the point person for you and your vendors from early in the morning to the very end of breakdown of your event so you are in good hands and can enjoy your day!

### **Floor plans:**

Depending on how many guests you are expecting, there are a multitude of options for the lay out of the event. Tables & chairs, dance floors, welcome table, cocktail tables, bands and DJ locations and ceremonial locations should be considered. We will be going over this during your meeting and assist with layout choices.

### **Timeline & Program:**

Speeches, first dance, mother/son, father/daughter dances, toasts, cake cutting ceremony.

These points and more will all be discussed at your meeting, but helpful to consider what parts of the event are most important to you and relevant to the event you would like. And, if you simply want a delicious dinner and dancing that is absolutely fine, too! A program

is not necessary if you do not want one. We are here to make the party you want, and just flush out what details our team should focus on.

### **Table Linens**

This is discussed in the meetings and will not need to be ordered until you have a floor plan decided upon, so much later in the process! We will help guide you through this process and supply you with quantities and sizes. Please note that we can supply the white cloth napkins, gratis.

In the meantime, feel free to browse products here:

<https://partyrentalltd.com/products/linen/6831>

### **Menu Tasting**

The best part!

This will take place at Glasserie usually at the beginning of the year (pre-season). It is a very important day, where all wine, cocktails, passed bites, sides, main dishes, desserts that you choose are tasted and examined to come to final conclusions as to what you would like to have at your event. (Please come hungry)

In addition, it is a time to dive deep into your event and our aim will be to complete your BEO during this meeting.

The BEO is the document we use to distribute to staff so they understand the full details of the event - an instructional document encompassing all the details. After your preliminary meeting you will receive a link to yours that continues to update as the adjustments are made leading up to your date.

### **Menu Printing**

We offer Menu Printing service for a small fee - to do it with your guests name at the top it is \$2 per guest and without guests name it is \$1 per guest. A sample of what this looks like is attached. Please note that the name atop menu can function as the name card which helps guests find their assigned seat, but that in addition to this you should consider an escort card or escort board as well. We can discuss this further in the meeting.