



## ❖ Helpful Rehearsal Guidelines ❖

- All clients have 2 hours for decorating/decoration drop-off and to rehearse for their ceremony (if client is having their ceremony onsite). It is important that all persons in the wedding party arrive on time. If a client arrives after the start time of their scheduled rehearsal time there will be less time for decorating/rehearsal. We will **not** extend decorating/rehearsal time due to tardiness. **Please arrive on time.**
- Rehearsal/decorating times are typically scheduled from 2pm – 4pm, 3pm – 5pm or 4pm – 6pm, the day prior to your wedding. In the event that there is a wedding on the day of your scheduled rehearsal, your rehearsal and decoration drop off will still be scheduled the day prior to your wedding, but before that day's couple arrives. Typically drop-off/rehearsal for these clients is 10am – 12pm or 11am – 1pm.
- All live flowers/arrangements are required to be brought the day of your wedding, **not** the day of rehearsal. If flowers are DIY, they are required to arrive assembled and ready to place on tables.
- will assist with all aspects of the rehearsal, assisting the officiant with the logistics of the ceremony and overseeing the processional and recessional.
- It is imperative that the Bride and Groom are present at the ceremony rehearsal the day before the wedding. It is helpful if the entire wedding party and parents are in attendance, but we understand this can sometimes be difficult for people who are travelling. We will rehearse with those that are able to and assist those who weren't able to be at rehearsal on the day of the wedding.
- If necessary, we will make an inclement weather decision.



## ❖ Helpful Decorating Guidelines ❖

- If you are unable to decorate because there is a wedding the day of your rehearsal, please bring all decorations in labeled boxes to rehearsal. Your Coordinator will review and store these items for you.
- Your Coordinator will assist with decorating as available. Upon arrival on your wedding day, you can access the building **TWO** hours prior to your wedding ceremony to decorate. If you want access to the building more than 2 hours prior to your ceremony, **there will be a fee associated with this extra time**. Keeping your decorations simple is the best way to avoid having to do any additional decorations the day of your celebration.
- **All** vendors arrive 2 hours before the ceremony, **no earlier**. If a vendor needs access to the building more than 2 hours prior to your ceremony there may be a fee for the extra time; includes hired decorators and/or companies that are supplying decorations/items that you have rented.
- You are welcome to have help decorating during rehearsal or on your wedding day, but it's important to be organized. By having boxes/items labeled, assigning jobs ahead of time to those assisting – will help alleviate stress and ensure that everything gets completed in a timely manor. Sometimes too many hands can create unnecessary stress.
- We recommend that individuals not involved in the wedding or assisting with decorating not attend the rehearsal. Those not involved can plan to meet you at your rehearsal dinner.
- Client is responsible for setting decorations, seating cards, table decorations, etc. Your Coordinator will assist as available.
- At the end of your wedding, Your Coordinator and catering staff do their best to assist in boxing decorations and place boxes/bins at the main entrance for the client to load into a personal vehicle, along with leftover food, gifts and gift cards.



- All decorations, flower arrangements, and personal items must be removed from the property after the wedding. \*\*If you are providing DIY flowers/arrangements, they **must** arrive the day of your wedding, assembled and in vases ready to be placed on tables, etc. Flower arrangements **cannot** be assembled onsite. We do not have an adequate location for storage for any flowers the day prior to your wedding.
- Any trash from day-of setup will need to be <sup>[L]</sup><sub>[SEP]</sub>removed and placed in your vehicle. **Our staff is not responsible for any clean up from decorating on your wedding day.** The building has been professionally cleaned prior to your arrival on your wedding day.
- When decorating, no materials may be used which could cause damage to any surface on the property (nails, tacks, high adhesive tape, commander strips), unless otherwise approved. The use of glitter, all confetti, sparklers, floating luminaires and flower seeds are **not** permitted (certain types of bird seed may be used upon approval).
- Candles are permitted, however, they must be contained and have something to catch the wax. Glass votive candles with 2” candles are great accents and last much longer than small tea light candles.
- You **cannot** hang anything from the beams in the main council room. There are white lights on the beams in the council room, which are there year round. White draping packages are available for an additional fee. Due to liability, the MM@TW staff installs and removes these drapes; the client is not permitted to hang draping.
- The picture that hangs on the fireplace **cannot** be removed and/or covered. Tempering with this picture will result in forfeit of your security deposit.
- If using rose petals for your outside ceremony, they must be **REAL** flower petals.