
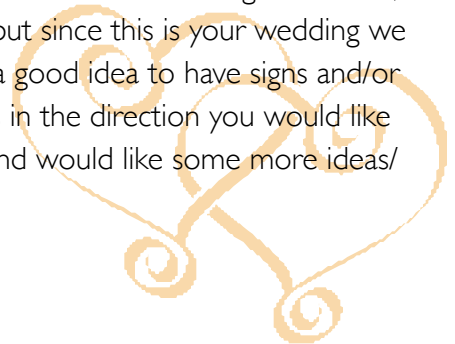


Important Pre-Wedding Details

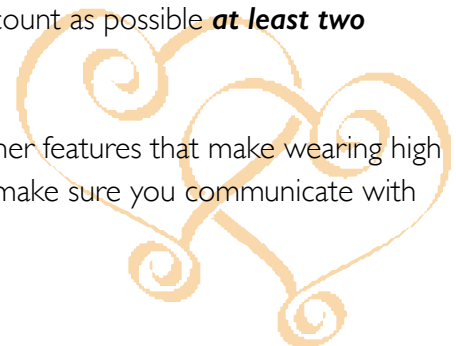


Useful Points to Consider:

- ❖ When your big day arrives, stress levels can be high. You want to make sure everything goes to plan and goes smoothly so you can enjoy this special day. It is highly recommended that you either hire a day of wedding coordinator or have someone designated to help with keeping things on time, communicating with other vendors, making announcements, etc. In many cases, a DJ can be the person who helps keep the wedding on track. Not all DJ's offer this as a service, so it is highly recommended that when you hire your DJ, you discuss with them to make sure that their services also include enforcing timelines and making important announcements.
- ❖ You will be renting our venue, which means you will be responsible for all decorating, clean-up after the wedding, and any extra services you might need. We will be available and present during the entirety of the event, so if you have questions or need guidance in regards to the venue we will be here to help. We do not have the ability to offer any extra services such as day of coordination, decoration services, appetizers, bartending, desserts, or any supplies you might need outside of what we include in your package, etc.
- ❖ Think about how you would like your guests to first enter and move through the venue prior to the ceremony. Do you want to initially direct them straight down the stairs, down the ramp and down to the lower section of the venue or would you like them to head over towards the reception/dining area? Many weddings in the past prefer to keep guests away from the reception/dining area before the ceremony since that is where the groomsmen, bridesmaids, and the bride and groom will be preparing, but since this is your wedding we leave this decision up to you. Whatever you choose, it is a good idea to have signs and/or arrows made up ahead of time to help direct your guests in the direction you would like them to go. Please contact us if you have any questions and would like some more ideas/suggestions.

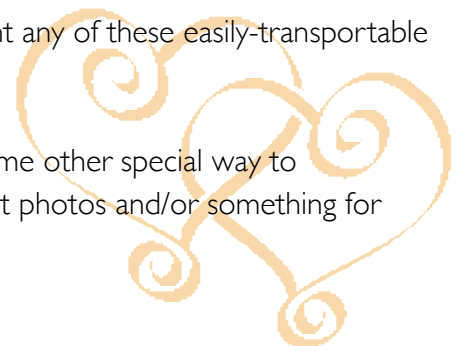


- ❖ Consider creating simple signs/arrows for your wedding to put out near the main highway to direct your guests to our precise location to make it more convenient. We have signs that say “Earthtrek Expeditions”, but your guests might not realize what our venue is called. Google Maps also does not thoroughly route to our parking lot, although it comes close. It is helpful to put out signs that say for example “Joe and Jane’s Wedding” with arrows that point towards the general direction of our parking lot to help your guests locate where they will need to be.
- ❖ We cannot provide large amounts of ice for beverages, kegs, coolers, etc. We will have a freezer you can use to store your own bagged ice in if you need it. Ice should be available for purchase at the Chevron gas station right down the road if you need to buy more.
- ❖ It is recommended that someone in your party (DJ, officiator, family/friend call up your guests by table or in some other organized method. There is not much room to form a long line, so we highly recommend calling up guests in smaller groups to get their food.
- ❖ We do not charge for camping or meals for children 5 years old or younger. We will have that information on the reservation page for your guests if they book camping and breakfast(s), but you may want to remind your guests in your RSVP/invitation or on your online wedding site in case you know there might be a lot of young children at the wedding so guests will know not to count children 5 and under in their guest count for dinner.
- ❖ There is a 10 PM quiet hour/county ordinance. All loud music/noise must be quieted down at 10 PM. You can still play music at a reasonably quiet level and continue the party, but please keep noise levels to a minimum since there are residences near-by.
- ❖ If we are catering the wedding dinner, please make sure you include your vendors and all other people involved in your wedding in the head count if they will be eating dinner. Not all vendors may want to eat dinner, but please be sure to communicate with them beforehand to see what their expectations are.
- ❖ Since we have to pre-purchase all the food and order rental plates in advance, it is very important that we receive the most accurate head count for dinner as possible well ahead of time. We know how tough it is to know exactly how many guests will show up, but if possible, try to provide us with the most accurate head count as possible **at least two weeks in advance**.
- ❖ Our venue has uneven ground, gravel-sized rocks and other features that make wearing high heeled shoes difficult and often times dangerous. Please make sure you communicate with



your guests the nature of the venue and appropriate footwear for the event. Guests can choose to wear high heels, but it is a good idea to make sure they understand the challenges that may come with wearing them.

- ❖ Although the decision is completely your own, an ideal time to begin the ceremony is around 4:00/4:30. You must also decide when you want to begin the after-ceremony appetizers and drinks and for how long that period will last. Typically, the best time to begin serving dinner is around 6:00 PM but this also depends on how long you want the actual ceremony to be as well as how long you want to allocate to the appetizer period. We have learned from past weddings that it is a good idea to allocate enough time in between the end of the ceremony and dinner for guests to mingle and enjoy drinks and appetizers. But you also do not want to wait too long in case you have some eagerly hungry guests. You also do not want to wait until too late to start dinner since you will need to budget in extra time for toasts and speeches before the dancing begins. Since there is a 10 PM quiet hour, you want to realistically begin the dancing around 8:00 PM to get the most out of your DJ and dance party time. All of this timing is up to you to decide, but we do recommend you plan this timing out in advance to best fit your event.
- ❖ For guests that are camping overnight, please be sure to communicate with them that we are not like a typical campground where you can drive your vehicle right up to your site. Guests will need to transport their gear a few hundred feet down a set of stairs and ramp to their tent. We do have several wagons available guests may use to assist in transporting their gear, but it is important that your guests know in advance how our campground is laid out so there are no surprises when they arrive. We will include this information in our literature we send out to your camping guests as well, but it is a good idea to provide this information to your guests in your invitation or online wedding site.
- ❖ If you are having a wedding in the spring, mosquitos and other insects may be present. It is a good idea to supply a few spray cans of repellent in case your guests forgot to bring some of their own. Past weddings have kept them in a basket on a tabletop for their guests to use as needed.
- ❖ For the ceremony, please do not use any non-natural materials to put on the ground such as plastic-based flower petals, leaves or confetti, even if the package says they are bio-degradable. Please only use real flower petals/plants or other materials. Since our ceremony location is right along the river, we do not want any of these easily-transportable materials to blow in the wind and end up in the river.
- ❖ Most wedding couples like to provide a guestbook or some other special way to commemorate their wedding. If you would like to put out photos and/or something for



guests to sign, it is recommended that you have this as a welcome station when your guests first walk down the stairs. Most couples have brought in their own table or easel, or they simply use our redwood tables near the base of the stairs to set this location up. Another ideal place if you want to first channel your guests down the ramp, is to set-up a table/area near the base of the ramp next to the dance floor. If you need any more suggestions or ideas, please send us an email.

Questions we will have for you after you book with us

1. Where do you plan on serving your appetizers and dessert? If you would like some suggestions please let us know and we can discuss.
2. Where will your DJ, bartender, and/or other vendors (if you have them) set up? Please make sure your vendors know where they will be setting up in advance or have someone in your party available to show them when they arrive. Please also let them know ahead of time they will need to supply their own extension cords and other materials needed for their services.
3. Please confirm the ceremony time as well as what time you would like dinner served. If we are providing breakfast(s), please let us know what time you would like us to begin serving. We typically keep the breakfast out for approximately an hour and a half. If you think many of your guests would like to sleep in, we recommend having the main breakfast served around 8:30 or 9:00 and we can have continental breakfast items (bagels, cereal, etc.) as well as coffee/tea ready earlier for the early risers.
4. Will any of your guests be in wheelchairs or require to be driven down to the ceremony-level of the venue? Or are there any other special accommodations you might require or details we need to know about regarding handicapped guests?
5. What time do you anticipate your guests arriving on both Friday and Saturday?
6. How much refrigerator space will you be requiring? We will have room in our Camp 1 refrigerator (the kitchen next to the stairs when you first walk in to the venue) to store a reasonable amount of flowers, appetizers, desserts, beer/wine, etc. Please let us know what you plan on storing so we can be sure we have enough space available.
7. Do you plan on using our altar or are you bringing your own?
8. You get to use 5 tents as part of the wedding package for your immediate wedding party (bridesmaids, groomsmen, close family/friends, etc.). We estimate the wedding party to



include around 20 people. What size tents would you like as part of the package? You can choose 5 of any sized cabin tent, river tent, or a combination of the two. For more information on the tents, please refer to our website.

9. How many of your immediate wedding party guests that are included in those 5 included tents will be staying overnight and how many will be eating breakfast? We do not charge for camping for your wedding party guests, but the charge for breakfast (\$14 per person) still applies for each wedding party guest. We will need to know the exact number in the wedding party who will be having breakfast each morning and we will add that onto your final invoice.
10. Do any of your guests have any specific dietary requests (vegan, vegetarian, gluten-free, etc.)? We can easily accommodate most requests, but we will need to know in advance in order to be prepared (at least a week ahead of time). It is also a good idea to ask this question in your RSVP invitation.
11. Will you be having a rehearsal dinner at the venue on Friday? Please let us know in advance what any rehearsal plans may be.
12. If you would like coffee for your guests after dinner, please let us know in advance and we can have that available. We will only supply coffee after dinner by request.

We are eagerly looking forward to your big celebration and want to make sure we try to get the majority of your questions answered prior to your wedding date so the event runs as smoothly and stress-free as possible!

Thank you kindly,

Coloma Weddings at EarthTrek Expeditions

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