



ROCKWOODS
WEDDINGS

My Wedding Planner

Contact Us

events@rockwoodsmn.com

763-441-6375

9100 Quaday Ave NE

Otsego, MN 55330

Typical Office Hours:

Sunday & Monday: Closed

Tuesday & Wednesday: 10am-5pm

Thursday: 10am-7pm

Friday: 9am-3pm *(wedding dependent)*

Saturday: 9am-3pm *(wedding dependent)*

Event Center Director:

Katie Franaschouk

Event Coordinators:

Meagan Gustafson

Laurie Flint

Lisa Peterson

2020

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

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March

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April

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May

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31						

June

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July

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August

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September

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November

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December

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2021

January

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Appointments & Due Dates

Checklist Appointment

(1-2 hours, about 3-6 months before wedding day we plan everything from timeline, food, beverages, décor, etc.)

Email current guest/meal counts on:

(From your contract; just email us where you are at currently with RSVPs on this day, & how many of each meal if plated)

Email final counts on:

(From your contract; counts cannot decrease after this date)

Drop-off appointment:

(Please schedule for Tuesday-Thursday the week of your wedding, bring EVERYTHING!)

You are welcome to set up additional appointments as you wish; these are the only required items from Rockwoods.

Reminder of Included Amenities

- Planning assistance
- Day-of Set up & decorating
- Day-of wedding coordination
- One private day-of dressing room as early as 9:00am
- Private outdoor patio & bonfire after dark
- Coffee Station
- Complimentary décor & centerpiece items
- Custom linen colors & napkin folds
- Unattended coat room
- Free parking, overnight included
- Microphone
- Social hour & dinner music
- Welcoming service at the door
- Customized event signage
 - Outside front chalk board welcoming guests
 - Bar signs on the wall telling guests what is hosted
 - Table Numbers
 - Gift & Card Table sign
 - Name/Place Card instructions
 - Reserved Signs for Tables
- Free Room Fee for your rehearsal dinner. Contact us to book a smaller private room, it is not automatically guaranteed or booked.

You will need to reference our menu for all pricing of add-on items or services. Pricing is not specified in this booklet. We have tried to identify all add-ons with this symbol: (+\$)

Vendors

DJ or Band _____

Email &/or Phone _____

Timeframe Booked _____

If you want to book Midwest Sound – Contact Rockwoods, not Midwest sound. The pricing & package options are in your tour folder, & we can email them to you too. We simply add their fee to your final bill here.

Photo Booth _____

Email &/or Phone _____

Set Up Day/Time: _____

Timeframe Open _____

Midwest Sound has these too!

Photographer _____

Email &/or Phone _____

Timeframe Booked _____

Videographer _____

Email &/or Phone _____

Timeframe Booked _____

Florist _____

Email &/or Phone _____

Delivery Day/Time _____

Bakery _____

Email &/or Phone _____

Delivery Day/Time _____

Other _____

Reception Time Assigned Contacts

These are guests at your wedding that you assign to handle certain tasks on your behalf.

Final Payment _____

You may want to pay in advance to not have to worry about this at the end of the night. But some items could accrue during the event as requested by you, and those would need to be paid at midnight. We recommend that you place a credit card on file for this or assign a family member for final payment.

Bar Contact: _____

This is the person that we will find to ask for permission in tapping reserve kegs, wine, or any other bar related items.

Guest Relations _____

This is someone that must NOT be consuming alcohol during the event that you trust to help us with guest needs. For example, if a guest has had too much to drink we can ask this person how to proceed before we need to take further steps. They can help us to identify guests that do not belong. They can help us speak with people disobeying rules.

Getting Ready

Who is getting ready, where & when?

Rockwoods has a complimentary wedding party room for you to use.

- Hours available: 9am-Midnight
- No outside Food or Beverages are Allowed
- NO GUEST MAY BRING IN ANY ALCOHOL TO ROCKWOODS

Set up Options:

- Complimentary Option
Tables, chairs, a garbage can, a mirror
- The Man Cave Option (+\$)
Tables, chairs, a garbage can, a mirror, a suit/tux valet stand, a wardrobe rack, an extra full length mirror, a steamer, a privacy screen.
- The Premium Suite (+\$)
Tables, chairs, a garbage can, a mirror, 2 lighted vanity mirrors, a Diva Ring makeup light, a swivel chair, a premium bar stool, a deluxe full length mirror, a privacy screen, a wardrobe rack, a gown holder, a steamer
- The Deluxe Suite (+\$)
Tables, chairs, a garbage can, a mirror, 2 lighted vanity mirrors, a Diva Ring makeup light, a swivel chair, a premium bar stool, a deluxe full length mirror, a privacy screen, a wardrobe rack, a gown holder, a steamer, a sofa & 2 matching chairs, an area rug, 2 accent tables.

Ceremony

If your ceremony will NOT be at Rockwoods:

Location: _____

Start Time: _____

Length: _____

Drive time to Rockwoods: _____

If your ceremony WILL be at Rockwoods:

Half Room Centered (+\$)

(in front of wall of lights, chairs in rows with an aisle, tables in sight, but pushed to the sides)

Half Room Wall Closed (+\$)

(room divider wall is closed down the center of the space, tables hidden on one side, ceremony with rows of chairs on the other)

Full Room (+\$)

(Guests sit at their dinner tables during ceremony, head table is

Outdoors (+\$)

(white chairs are rented and set up in rows in our grassy patio area on the other side of the building)

Officiant Name: _____

If you are bringing in your own officiant, please note that they will be in charge of running a rehearsal and/or letting everyone know how and when to walk, etc. Please hire a professional.

If you would like to request our in-house officiant (+\$), Katie Franaschouk, please email us at events@rockwoodsmn.com to see if she is available, and to start the process of writing your custom script.

Rehearsal/Run Through: Most ceremonies at Rockwoods will have a quick run through of the ceremony on the day of the wedding. It works best to do this either right before or right after pictures. The bride does not participate in this except to maybe watch from the sidelines. If you would like to do a rehearsal a day or so prior, we will need to check availability of the space. We cannot guarantee space availability due to other events onsite that may book. YOUR OFFICIANT IS RESPONSIBLE FOR RUNNING YOUR CEREMONY, WHICH INCLUDES TELLING EVERYONE HOW TO WALK IN, WALK OUT, & WHERE TO STAND, ETC. If you are not hiring a professional officiant that will run your rehearsal and keep everyone where they need to be, we recommend that you hire one of our event coordinators to run your rehearsal (+\$).

Music: Please hire your DJ to perform the music for your ceremony, or other professional service. Like live music. Our outdoor ceremony space does not have any sound equipment, but does have power and space for your DJ.

Receiving Line: This is an optional tradition where you, and typically your parents, greet and hug each guest as they exit the ceremony. (If yes, expect to add 20-30 minutes to timeline) _____

Wedding Party Plans between ceremony & dinner: Are you going anywhere in between ceremony and reception (pictures, bar hopping, party bus, etc.)? _____

The Bar & Beverages

Water: Will be plentiful and complimentary on each table!

Coffee: Will be plentiful and complimentary at a station!

Soda: Our unlimited soda package (+\$) This does not affect soda that is mixed with drinks as that is always included with the cost of an alcoholic beverage.

Kegs of Beer (+\$): _____

+ Reserve? _____

Bottles or Cases of Wine (+\$): _____

+ Reserve? _____

Hosted Bar (+\$):

Who is it for (everyone or select people): _____

Time Limit (specific time frame or until it's gone): _____

Dollar Limit (cut it off when it hits this amount): _____

Approved items to go on this tab: _____

Champagne (+\$): _____

Is anyone in the wedding party at the head table under 21?

Names: _____

Social Hour Appetizers

- We are NOT doing pre-meal apps
-then social hour should be only 1 - 1.5 hours maximum
- We will just do SNACKS (+\$)
-then social hour should be 1.5 - 2 hours maximum
- Yes, we will do appetizers before dinner (+\$)
-then social hour should be 1.5 - 2.5 hours maximum

Item	# of orders	Butler Passed	Station Style
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>

Slideshow(s)

- None
- Lobby TV (+\$): *Bring in jump drive of photos, our DVD player will rotate through them without sound.*
- Screen & Projector (+\$): *Create a video or presentation with music and have it played in front of all of your guests. You may bring in your laptop or bring it in on a flash drive for our laptop.*

No matter what format you choose, we need to have the slideshow here at Rockwoods to test during your drop off appointment. No exceptions. We cannot guarantee we will be able to play something if we do not have proper time to test it.

Grand Entrance & Welcome

Wedding Party Grand Entrance: 10-15 minutes before dinner, your DJ/Band can announce you and your wedding party into the room. You will communicate these details to your DJ or MC:

Song(s): _____

Order: _____

Blessing or non-religious welcome: We want to get everyone settled into their seats, and if necessary, give them directions about dinner. This is typically a parent, pastor, grandparent, uncle or aunt, but could also be your DJ, officiant, or Rockwoods coordinator. Who would you like to assign?

Name: _____

Dinner & Speeches

What is your plan for the meal?

Plated Buffet Heavy Appetizers

Details: _____

Kids Meals: _____

Speeches will begin once the last guest has been served and the head table is finished eating. Your coordinator will come tell you when to begin! If you wait too long, you will lose your audience, so it is important to try to begin speeches while many guests are still eating. Also, make sure the speakers understand that brief is best! Who will be giving a speech?

Dessert

Describe the type of dessert you are having:

Rockwoods Service Options:

- Station Style with Handhelds (+\$): *cupcakes, doughnuts, etc. that guests will just need napkins for & a display table.*
- Station Style with Plated (+\$): *staff will cut the dessert and set it out at a station for guests to pick up.*
- Served to each guest (+\$): *staff will cut, plate, and serve dessert to each guest – MUST all be the same dessert/same flavor of cake.*

Name of Bakery (list Rockwoods if ordering through us):

Delivery Day & Time (if applies):

Are you having a ceremonial cake cutting?

(where the two of you cut a piece of cake together while everyone watches and pictures are taken): _____

Are you planning on saving the top part of your cake

(traditionally done to save in your freezer and eat on your 1st wedding anniversary): _____

Are you bringing your own special cake cutting utensils?

(Rockwoods does have simple ones you can use for free)

Seating options:

- Unassigned: I want my guests to be able to sit wherever they would like with the exception of a couple of reserved tables for immediate family.
 - You will need 10-15% extra place settings/chairs in the room (this could affect cost of chair covers, favors at each place setting, etc)
 - Do assign specific people to the reserved tables up front
 - If you have plated entrées with more than one option, you still need meal cards they can bring to the seat of their choice.
 - We will have high chairs and booster seats readily available upon request

- Assigned: I want my guests to have assigned tables, but they can sit at whichever seats at their assigned table.
 - Your tables do not have to all have the same amount of chairs. (Tables seat between 8-12 each) We will set out the exact number of chairs you assign per table so your chair covers, and favors, etc. will align almost perfectly with your final guest count.
 - You will need name cards indicating the guest's name, assigned table number (and meal choice if applicable – a different color paper for each meal).
 - We will pre-set high chairs and booster seats at tables with children if you indicate to us where needed.
 - You can name or number your tables as you please. We provide complimentary labels for this.

Although we do not recommend assigning specific chairs at each table for all guests, you are welcome to do this for your reserve tables, and we always do this for your head table and have name cards pre-set. Just bring us a diagram of where to set each name card at those tables.

RSVP Cards

You can have fun with the design, but these are important items to include! Rockwoods has an in-house invite & program designer, Meagan Gustafson! Email us at events@rockwoodsmn.com to explain what you are looking for and she will provide you with a quote.

Due Date: *make it big and bold! We recommend your due date is about 2-3 weeks before the wedding date.*

Name: *The "M" is the beginning letter of Mr. or Mrs. and the guest completes the rest of the name. If you do not include the formal M, be sure you request they write who it is from somewhere, or label each card for your guests before you send them.*

Decline Option: *If they are not coming, you still need to know.*

Who is having which meal: *For plated you need to request each guest's meal choice separately and not just a total number of each meal or you will not know which family member gets which meal, and the meal card situation can become very difficult.*

Dietary Restrictions: *Vegetarian, Vegan, Dairy-Free, etc.. We want to know who needs a custom meal.*

Example for a Buffet, Heavy Appetizers, or only 1 meal choice:

<p>The favor of a reply is requested by due date.</p> <p>M _____</p> <p><input type="checkbox"/> Delightfully Accept <input type="checkbox"/> Regretfully Decline</p> <p>_____ Number of Adults</p> <p>_____ Number of Children</p> <p>Please list any Dietary Restrictions & who they apply to:</p> <p>_____</p>

Example 1 for a Plated Meal:

The favor of a reply is requested by **due date.**

M _____

Delightfully Accept Regretfully Decline

Please list each guest name under their meal choice:

Chicken Champagne:

Petite Top Sirloin Steak: *(is gluten-free)*

Children's Chicken Strips:

Dietary Restriction: *(also list the restriction, vegetarian, allergy, etc)*

Example 2 for a Plated Meal:

The favor of a reply is requested by **due date.**

M _____

Delightfully Accept Regretfully Decline

Full Guest Name	Chicken	Beef	Child	Special
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If special was selected, please indicate the dietary restriction;
vegetarian, vegan, lactose intolerant, peanut allergy, etc)*

Name Cards

If you are having more than 1 meal choice, &/or assigned tables for your guests, you will need name cards. If you are not having more than 1 meal choice, but want assigned tables, you could skip the name cards and simply have a display in the lobby telling guests what table they are assigned to. You do not need both.

□ We don't need name cards

□ We will have Rockwoods make our name cards (+\$)

You simply email us your guest list in an Excel Spread sheet format as shown below. We supply the paper, do the printing, cutting, folding alphabetizing and set them out beautifully.

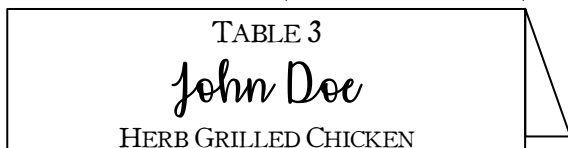
Use this template to create your Guest List Spreadsheet

First Name	Last Name	Meal Choice	Table (if assigned)

□ We will make our own name cards

- You must deliver them to us, ready to go, in alphabetical order (not grouped by table!!).
- Each meal choice needs to be a completely different paper color. A sticker/stamp/gem or other symbol will NOT be visible enough for servers to see and will delay dinner.

Name Card Template/Example (*you get to choose colors*)



Event Room Set Up

Linen Color: White Black Ivory

Napkin Color: White Black Ivory Navy Tan Maroon
Red Green Brown Grey

Head Table:

Style: Traditional Sweetheart Harvest Other

Number of People: _____

Do you want the head table raised up on staging? _____
(this is an additional rental fee- see the menu for pricing)

Guest Tables:

Our large round tables seat 8-12 people each (72" diameter)

Wedding Favors: _____

Other Items: _____

"Guest Book" Description: (you can bring in whatever format you would like) _____

Lighting (+\$):

Ceiling Draping Lights Back Wall Draping Lights
 Head Table Skirting Lights Colored Up-Lights

Chair Covers(+\$):

None

Renting from Rockwoods

Cover Color (circle): Light Black

Sash Color: _____

Brining in own: Rockwoods Install(+\$) Self Install

Centerpiece details:

Rockwoods Items (you receive 1 accent napkin, 1 base, 1 vase, 1 candle free per table):

Any free:

- Accent Napkin (color(s): _____) options on prev. page
- Plastic diamond scatters (aka bling)
- Table Numbers

+1 free:

- 12" square mirror tile
- 6" square mirror tile
- 13" round silver plate
- 13" round gold plate

+1 free:

- Cylinder Vase (6.5", 7.5", 9")
 - Colored beads
 - Floating candle
- votive candle

Optional Additions (+\$ see rentals page of menu for pricing)

- 12" wood slices
- votive candles
- cylinder vases
- floating candles
- crystal candle stand assortment

