



Congratulations! This is such an exciting time in your lives. Brennan, myself and the members of the Carlyle Club staff are honored that you have chosen us the help you create your special day. So, what now....

A plan of action follows along with a time line.

Hopefully this answers many questions as we plan together.

First things you should be thinking about. Create a supporting team of vendors. These may include musicians: i.e. pianists, string players, etc. You may wish to have a DJ host your event or expand to a band. Creating a lasting memory of the day may be achieved through photography and/or videography. A current trend is a photo booth that results in a guest memory book or uploaded to social media.

To personalize your event, you may choose a theme for your wedding it is certainly not required but may create a framework for planning the day. Think about your budget. Think about what is truly important to you. The internet is your friend. Wedding Wire has a plethora of ideas and vendors to choose from. Read reviews. Look for patterns of reviews anyone can have an off day. There are also several print options to choose from including some that are specific to the DMV area. We have a list of preferred vendors, most of whom we have worked with for years. You certainly are not required to use them, but they have made our list based on their professionalism, skill sets and feedback from couples who used them at our venue.

Think about what time of year you will be getting married. Think about what is in bloom or readily available to add to any professionally arranged flowers. Craig's List is a great source for locating items you may wish to use only one time...who needs 35 lanterns or 60-cylinder vases. It is cost effective to use and then resell these items or pass them along to a friend or colleague. Facebook has a wedding market place. Etsy.com is also a great website to familiarize yourself with. Be careful, you may lose hours at a time as you trove through the website.



After researching and shaping your vision for your day you will be ready for your tasting. Schedule your tasting 3 to 4 months prior to your wedding day. You will need to schedule with Sharon at sreilly@thecarlyleclub.com. Tastings are typically held on Wednesday or Thursday evenings at 6:00 p.m. If these days do not work for your schedule, other arrangements can be made. At the tasting the couple will taste the most popular items typically chosen from the package selected. Tastings are complimentary. These typically last about two hours.

We will discuss food preparation and develop a personalized menu for the event. At this meeting will discuss and start thinking about linen selection and floor plan development for the wedding day.

We will also discuss the facility amenities i.e. easels, cake stands, table décor, etc. This meeting will set the ground work for the logistics meeting. If you are having your ceremony at the venue we will schedule the rehearsal at this time.

The next step is the logistics meeting. The logistics meeting is scheduled 4 to 6 weeks prior to your event. At this point you should have a good idea of your guest numbers and your time line. Plan on about two hours for this meeting as well. During this meeting we will create a mock table scape if desired. We will finalize the time line for the event. The couple will provide a list of vendors and we will plan on delivery schedule and plan of action from vendors. We will select linens and finalize a floor plan. We will also schedule a time the day of or days prior to the event to drop off items used for the event.

The week of.....

- 5-7 days prior to event provide final counts to Brennan Reilly - breilly@thecarlyleclub.com
- 3 days prior to event receive final invoice via email
- 1-2 days prior to event remit payment to the Carlyle Club - certified check preferred, but Discover, Master Card and Visa accepted. A credit card authorization form must be filled out. Also, it is suggested that you contact your banking institution to preauthorize the charge as it typically will not reflect your spending activity and will automatically be declined for payment.
- 1 day prior to the event Rehearsal for Wedding Ceremony if applicable.
 - Rehearsal time for Saturday weddings is usually scheduled for Friday from 3:00-4:00 p.m. or 11:00 a.m. - 12:00 p.m.
 - Rehearsals can be scheduled earlier based on space availability but are not offered for a later time.
 - Sunday wedding rehearsal times are scheduled for 10:00 a.m. on Saturday.
 - Rehearsal time is complimentary and is limited to 1 hour.
- 1 day prior to the event drop off items to be used for wedding reception. (All items must be labeled)

At the conclusion of the event, all personal items must be removed from the facility. The Carlyle Club staff will help pack up items, vases, etc. Some items (props) may be left over night depending on the facility requirements for the next day. This will be determined as part of the logistics meeting.

We are thrilled that you have selected the Carlyle Club to host one of the most important events in your life. We will do everything in our power to make sure it is one of the most memorable.

