

IMPORTANT DATES TO REMEMBER

As your wedding date draws near there are so many details that you need to attend to. To help you with your preparations during this busy time we have made a list of things that we will need from you.

You can fax any of this information to 631-483-5023, submit it through our website (my360eastwedding.com) or call us at 631-483-5025 to ask questions or make an appointment to meet with the GM.

Three to Four Months Before:

- Finalize your menu choices
- Think about any enhancements you would like to add to your menu
- Be sure to include:
 - Any beer selections you'd like to add
 - Any additions to liquor/wine selections
 - Your linen selection-please specify table cloth and napkin
- Confirm Ceremony and Reception start time
- Will you need a Bus Permit? (NYS Parks require a bus permit for vehicles over 12 seats, \$75 each)
- Will you need a Drone Permit? (NYS Parks require a drone permit \$100)

60 Days Before:

- Payment of 50% of balance should be made by now
- Contact the Bakery if you have not yet done so
- Decide if you are renting the Arch and/or Amp for Ceremony
- Decide if you are adding "Up Lighting"
- Confirm your menu and enhancements
- Provide Vendor information

Ten days Before:

- Schedule your final meeting with us
 - Tuesday, Wednesday, or Thursday the week of your wedding
- CALL US with your FINAL guest count
 - Number of ADULTS including Bride and Groom (please note we are preparing for your event based on this count, from this point on, the count can only increase)
- Be sure to include:
 - The number of children ages 5-10
 - The number of children under the age of 5
 - The number of house vendors and outside vendors
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Ten days Before FAX:

- A copy of your floor plan
- Be sure to include:
 - The table numbers for each table
 - The number of people at each table
 - The number of favors at each table
- Note tables where the parents of the bride and groom are seated
- If the Wedding Party is seated together please note the tables

Four Days Before Event

- Final Payment is due in the form of Cash OR Cashiers Check payable to Lessing's
- Bring any party favors, place cards (in alphabetical order), cake knives, champagne flutes or other items you wish for us to display for you to 360° East
- Bring any Special Instructions, written in detail
- Bring an inventory list of all your items we are collecting and returning to you once your event is over
- Please provide a master guest list in alphabetical order with the table number
- Please bring in a copy of your floor plan to your final meeting
- Bring a list of your Bridal Party with the name & order you would like them introduced into the reception
- Bring a list of your Bridal Party with the name & the order you would like them to be lined up/process into the Ceremony

Get some sleep! Relax!