

## Welcome to the Princess Manor Event Planning Tips & Tricks Page.

We want you to enjoy planning your event as much as we will! As such, we have listed some ideas and tips to get you on your way...



### **Budget:**

#### ***We're engaged! Now what?!***

Congratulations! Now comes your busy preparation for your wedding day and the start of your life together! First, you should decide how much you can spend on your wedding and who is paying for what – this will help you with the next very important step – deciding on how many people to invite...after you have secured your banquet hall and worked with one of our professional event planners, you can sit back and enjoy the fun of selecting your dress, your color schemes, bridal party, flowers ... the list goes on – and so will your love! The Princess Manor looks forward to helping you get started on this most important journey together...

#### ***Help! I am not sure how much of my entire overall wedding budget should go towards my reception!***

No problem! As a point of reference, your reception should consume about 45-50% of your overall wedding budget and in this percentage, should be included food and beverage, the cake, and other items you may need. Luckily, Princess Manor is pleased to offer many decorative items at very reasonable costs. Keep in mind that centerpieces are not included in packages. Flowers and decorations should account for approximately 8% of your overall budget and should include: the bride's bouquet, bridesmaids' bouquets, boutonnieres, corsages, and ceremony and reception arrangements. Remember – to cut costs on flowers – get flowers that are in season! Another way to save money – skip the Saturday wedding and ask us about our Friday and Sunday specials. For more cost saving tips, contact our event coordinators who can guide you to a cost effective, but luxe wedding!

### **Décor :**

#### ***What color should my bridesmaids dresses be?***

Now, we are at the fun part! Here is where you can let your imagination run wild, inspired by a special theme, a season or even the color of your groom's eyes. Luckily, Princess Manor is decorated in a way that there is virtually no color that would not work with our décor - inspired by European elegance, paired with modern chic. So you can feel comfortable dressing your ladies in any color of the rainbow...and beyond!

#### ***What type of flowers should my reception centerpieces be?***

Flowers are such an important part of any wedding – not only because they use up to 10% of your overall wedding budget, but because flowers lend a sense of romance and whimsy to any spot you place them in. Remember to try and tie your flower selection into your overall color scheme, noting not to make the flowers too obstructive on the tables – you want your guests to be able to see and speak with each other and not be blocked by a big vase! And to save money, make sure your florist uses blooms that are local or in season – enjoy this sweet scented part of your planning!

#### ***What about music?***

Music is not included in your packages, however, we welcome Dj's, bands, harpists, violinists, dance performers...you name it. Please contact us regarding the vendor you are using so we can coordinate schedules and go over all the details.



***How will my guests know where to sit in the main banquet room?***

We will give you a seating chart and go over all the details about the room. We have placecards available for you to fill out, and those cards will be placed on a table outside of your banquet room. Your guests can find their name and table number before moving to their place.

***What about my party favors?***

Bring in your favors to our hall and we will be happy to assist with all set up and layouts. We work closely with you to decide where to place the special items for your guests to take home with them. Your guests will be sure to know how happy you were to have them join you on your big day...

***We need a few minutes of privacy – how can we set aside a special moment?***

We understand how crucial those few moments of wedded bliss are for you to connect with each other and your closest family, friends and bridal party. Princess Manor is pleased to include a private suite for your use on the day of your wedding or other event.

***What other touches, besides flowers should I decorate with?***

We're glad you asked! Princess Manor offers many options to dazzle your guests. We offer state of the art LED lights, gobo lights, and many decorative options to enhance the atmosphere of your event. You might also consider a balloon arch, ice sculpture – or even a decorative (and tasty) chocolate fountain!

**General Questions:**

***What should I do with all of my gifts?***

What a wonderful burden to bear! We strongly suggest that someone in your wedding party be placed in charge of getting the gifts from Princess Manor to your home or desired location. One of our event planners will work with your designated party to get the gifts from Point A to Point B so that you can relax and look forward to coming home to some new treasures!

***What if my party runs over?***

We understand that sometimes you have to let the good times roll...while there is a minimal charge to extend the rental of your banquet space (and related services) we are more than happy to assist in this task, and not disrupt the flow of your party. Our Event Team will be on hand to help and remain through the end of the event – whenever that may be!

***Where can my guests park?***

We are located in the heart of Brooklyn and while you may think that parking is hard, you can rely on the expert valet services of Princess Manor to park your guests cars and then return their car before heading home after a memorable event.

# Princess Manor Catering Hall

## Planning Makes Perfect



### 6-12 Months Before The Wedding

- \_\_\_\_\_ Announce your engagement.
- \_\_\_\_\_ Choose a wedding date.
- \_\_\_\_\_ Decide with your fiancé the type of wedding ceremony you want.
- \_\_\_\_\_ Plan a budget.
- \_\_\_\_\_ Shop for your wedding gown. Keep in mind the time of day when choosing a style.
- \_\_\_\_\_ Decide on your wedding color scheme.
- \_\_\_\_\_ Choose your honor attendants and other wedding party members.
- \_\_\_\_\_ Select your bridesmaids' dresses. Take along your maid of honor to help make decisions on dresses.
- \_\_\_\_\_ Make your guest list. Decide whether to invite many friends and family to the reception.
- \_\_\_\_\_ Register your wedding gifts.
- \_\_\_\_\_ Choose a florist and photographer.
- \_\_\_\_\_ Decide on the type of musical entertainment for the reception and book musicians, singer or DJ
- \_\_\_\_\_ Reserve limousine service for the wedding.

### 3-6 Months Before The Wedding

- \_\_\_\_\_ Order invitations, thank-you notes, and wedding announcements.
- \_\_\_\_\_ Meet with your clergyman to discuss the ceremony and other preparations required by your church.
- \_\_\_\_\_ Plan your honeymoon and make all necessary arrangements (travel, lodging, etc.).
- \_\_\_\_\_ Select your wedding rings and have them engraved.
- \_\_\_\_\_ Plan the music for your ceremony. Your church's music director or organist can assist you with this.
- \_\_\_\_\_ Assist the mother of the bride and the mother of the groom in selecting their dresses.
- \_\_\_\_\_ Rehearsal dinner plans should be made at this time by the groom's family.

### 1-3 Months Before The Wedding

- \_\_\_\_\_ Confirm details with catering hall, photographer, limousine service and musicians.
- \_\_\_\_\_ Confirm details for honeymoon.
- \_\_\_\_\_ Experiment with makeup to be used on wedding day.

### 1 Day-1 Week Before The Wedding

- \_\_\_\_\_ Pack for the honeymoon.
- \_\_\_\_\_ Pick up wedding gown and check for proper fit.
- \_\_\_\_\_ Give the clergyman's fee to the best man, along with delivery instructions.
- \_\_\_\_\_ Arrange to move belongings to new home if necessary.

### Day Of The Wedding

- \_\_\_\_\_ Attend a wedding breakfast or have breakfast at home.
- \_\_\_\_\_ Begin dressing about 1 1/2 to 2 hours before the ceremony.
- \_\_\_\_\_ Bring the ring to ceremony.
- \_\_\_\_\_ Wedding party should be dressed about 1 1/2 hours prior to ceremony if photographs will be taken before the wedding