



Helpful Hints

Of course, being organized as much as possible will ensure that you can relax when your big day arrives. Below you will find several hints to help make your day memorable, fun, and without worries and stress.

1. Have family/friends that are not in the wedding party assist you with small tasks (guest book, gift table) and errands on the day of the event. Most people really like to help the bride and groom, and feel a part of their special day.
2. Use glass votives with tea candles on your dining tables. It makes for lovely atmosphere, and the reflective light with glassware is beautiful. Make sure the votive holders are large/deep enough so the candle will stay lit. Test them on a windy afternoon.
3. Assign one family member or friend who is not in the bridal party to be the liaison with the Event Coordinator, Caterer, DJ or Musicians. They can even attend the final walk-through. This ensures that the bride and groom will not be interrupted during the event.
4. Use Bounce dryer sheets under your table linens. It helps keep away pesky yellow jackets. (Usually they are only present late Aug. through Oct.)
5. Have a timeline or spread sheet of the special day. Have all errands and tasks outlined, i.e. who is supposed to be where at what time, what time to arrive at the ceremony, who is bringing the flowers, taking home the gifts, left over alcohol, food...etc.
6. One to five days before your event or at your rehearsal, drop off event day items. Votives, programs, etc. Make sure it's labeled with your name and date of event. Food, flowers or floral arrangements cannot be stored at the Museum, they must be brought in on the day.
7. Purchase your alcohol in advance from Beverages and More, and they will deliver it chilled and ready to go. The Museum can store a minimum amount of items in the refrigerator the day of your event. Please check with the Museum's Event Coordinator to make sure this service is available.
8. Have the wedding cake arrive after 4:15pm. This way the Gallery will be set-up, the cake table will be ready and the cake will not have to be moved.
9. Visit the Gardens and Gallery in the coming weeks before your event. See what flowers and plants are in bloom. If possible come by in the evening and view other events from the perimeter of the property.
10. If you are using the Museum Gallery A/V system make an appointment with the Event Coordinator prior to your event and test out any presentations/slide shows you will show.



11. If you will be tipping the DJ, musicians, caterers, coordinators and other vendors have all of your tips in pre-marked envelopes. Handing these out is a good job for one of the Dad's, either brides or grooms.
12. Have someone in the bridal party/family assigned to take home the wedding gifts (make sure you ask them to tape the cards to the gifts so you know who they are from!), and left over alcohol/food. This will ensure they have proper space in their car and you've thought out in advance where the items will go.
13. Consider your floral table centerpieces. Can they go home with the guests after the event? Does the florist need the receptacles back? Put a trusted relative or friend in charge of the flowers. If you need to decide who takes home any centerpieces after the event, why not make it a fun surprise. Offer the centerpiece to the youngest person at the table, the oldest, or the person whose birthday is closest to your wedding date.
14. Flowers can be delivered to local senior centers. Please arrange this with the Museum's Event Coordinator prior to your event.
15. What about left over food? Do you have an agreement with the caterer? Do you want to take some home? If so, bring large plastic ware containers to transport it home. (Some caterers will provide these items. Please check with them.) If not, consider donating it to a local shelter, or our police department next door. Make arrangements for vendor meals (DJ, Photographers, coordinator/staff, videographer).
16. If you will have small guests ages 1-3 consider renting high chairs and or boosters. These can be arranged through your caterer.
17. Have a decorative box with a small hole in the lid placed on the Gift Table for cards and envelopes.
18. Make sure you let your guests know if your event will be held outdoors. Specify on your invitation, "Garden Ceremony and Reception" so guests are not surprised and can dress accordingly.

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