

Pinnacle Center Bridal Planning Timeline

2-3 MONTHS PRIOR:

- **First Planning Appointment:** We will contact you approximately 75 days prior to your event to get an appointment scheduled. This appointment will take approximately an hour.
- At this meeting you will need to provide menu decisions, bar selection, decoration and timing information, and vendor names and phone numbers. We will give you your invitation maps, food and bar estimate, room layout and music selection forms. We will also schedule your final appointment.
- 50% payment on your food estimate is due 60 days prior to your event.

1 MONTH PRIOR:

- **Music Selection Forms:** You can fax these to us at 616.662.3333 (please make sure the writing is dark and legible), mail them, or drop them off. Your event planner will contact you if you need to supply any of your song selections.

2 WEEKS PRIOR:

- **Bar Changes:** Any changes to your original bar chosen at your first meeting are due. This can be done by a phone call or email to your event planner.

1 WEEK PRIOR:

- **Final Appointment:** All final menu decisions will be made at this appointment. All final payments will be due.
- You will need to bring your seating charts (room and head table), DVD production (photo montage), and any song selections that you need to provide.
- We will set up a time the following week for you to drop off name cards, favors, toasting glasses, cake knife, etc...

**We look forward to working with you –if you have any questions
please contact us at 616.662.3330 or donna@thepinnaclecenter.com**