



Branch River Timeline

*What does Branch River need to know and when do they need to know it??
The following is a timeline of needs for The Golf Course at Branch River.
When planning your event, keep these dates on your calendar as a reminder.*

12 Months Prior (Or as soon as possible)

- _____ Selected Date of Banquet
- _____ Signed Banquet Agreement
- _____ Security Deposit
- _____ Set appointment with Banquet Coordinator and Head Chef to discuss theme, time, menu options etc.

6 to 9 Months Prior

- _____ Select the appetizers, meats, starches, vegetables, wines, etc. you wish to taste
- _____ Set appointment with Banquet Coordinator and Head Chef to hold a menu tasting. A minimum of two weeks notice is required. Tastings are an additional cost to the client and payment is due the day of the tasting. See Banquet Agreement for full details and pricing
- _____ Tentative headcount for the event (final head count is not required until 1 week prior)

1 Month Prior

- _____ Final Menu Selections (Salad, dressing(s), meat(s), starch, vegetables, dessert, etc.)
- _____ Final Beverage Selections (Hosted bar (time frame), Cash Bar, preferred beverage level, wine, champagne, tap beer, etc.)
- _____ Final Linen Color Selection (tablecloth & size, napkin color & folding style, table skirting color, etc.)
- _____ Vendor Names, Contact & Contact Numbers (Ceremony musicians, ceremony officiant, DJ/band, Lighting, Photographer,
- _____ Head Table Count, Family Tables (how many & count at each), Type of service for tables (buffet, family style, plated, etc.)
- _____ Finalize Floor Plan for Event (Head table, family tables, gift table, cake table, display table, podium, screen & projector, etc.)
- _____ Finalize Times for all Parts of Event (bridal party arrival, guest arrival, ceremony, cocktails, appetizers, dinner service,
- _____ Any last minute changes need to be made at this time. Any changes after this timeframe are subject to additional staff and/
- _____ Schedule Rehearsal at this time, if ceremony is being held on site. Rehearsal Dinner is also available with advance notice

1 Week Prior

- _____ Final Head Count (this is what you will be billed, unless guest count is higher the day of, see Banquet Agreement for full

Day Before

- _____ Arrive for rehearsal if applicable, be sure all participants are present or a representative is there, bring ceremony program to ensure rehearsal is practiced in the proper order
- _____ Decorative items may be brought to the venue with advance authorization. Client will be made aware that not all locations will be secured. Limited items may be stored in a secure location with advance notice and authorization.
- _____ If previously authorized, client may begin decorating the facility for the event. If no advance notice was given or the facility is booked the day prior, decorating may begin the day of, no earlier than 8:00am