

# Summit Chalet Final Planning Meeting Guideline

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Four weeks prior to your event date we will have a final planning meeting to go all over the details, timelines, and final numbers for your event. This meeting can be done by telephone or in person, it is most usually done by phone.

Below is an outline of the items we will be covering, it is helpful to print out this form to gather your answers prior to this meeting.

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## Head Count and Guest Information

What is your final number of guests? We will want to break this down by adults, children ages 6-12, children ages 5 and under, and vendors that you will be including in your meal count.

Do you have any guests who require handicap access?

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## Food and Beverage

Would you like to do any welcome items? These are set out on the ceremony deck as your guests arrive for the event.

Would you like to do any passed Hors D'oeuvres for the cocktail hour? Our butler passed items are passed once the majority of the guests have entered the chalet after the ceremony and the platters are set out with the crudité trays that are included buffet meals.

What menu did you decide to go with and what are your selections? If you are doing a plated dinner we will need to know which selection each guests has ordered and can provide ideas on how to handle that.

What would you like to do for the kid's meals? It will need to be one selection for all children.

What are your beer and wine selections? We can accommodate up to three kegs and suggest wine to be one red and one white selection.

Are you doing a champagne toast?

Any liquor/bar requests?

## Indoor Set Up

How many people will be seated at the head table?

What arrangement did you choose for your guest tables?

Are you using our provided white linens or would you like to upgrade? Table linens are available for a surcharge in black or ivory and we have a variety of napkin color choices available as well.

What are you doing for decorations? Please remember that all candles must be in an enclosed container for fire safety reasons.

Do you need any additional tables set up? Guest book, favors etc...

What are you doing for dessert? When are these items arriving and will they need refrigeration? Would you like us to cut your dessert for you, the charge for this is \$50.

What are you doing for music? If you're having a band or DJ we'll need to know their arrival time. If a vendor not from our recommended vendor list please make sure to have them contact us directly in regards to set-up and sound check times.

When are your flowers being delivered? We suggest for bouquets and boutonnières to be delivered at the Eagle Ridge Front Desk so that you have them for pictures, and for all other floral items to be delivered at the Summit Chalet.

Are you having a slide show? We have projector and screen available for rent at \$75. Someone will need to be designated to run your slide show and we suggest a trial run prior to guest arrival, around 2pm works best.

Are you doing a photo booth at all? We have limited space available for this and must know this in advance so we are able to see if it can be accommodated (not always available with max capacity weddings).

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## Ceremony

Will you be using our arch?

Do you need a table for a unity ceremony? If so, we'll place a table on the bride's side of the arch.

What are you doing for ceremony music? We'll need to know the arrival and set-up times for any musicians.

## Summit Chalet Wedding Day Suggested Timeline

The suggested times are not a requirement, but a suggestion based on our experience to keep an enjoyable flow throughout the day for both you and your guests.

1:00p—First look and bridal party pictures; we suggest Temperance River or the Tofte Park  
3:30p—Wedding party and family begin loading the Summit Express for pictures on Moose Mountain  
4:15p—Wedding guests begin loading the Summit Express  
5:00p—Wedding ceremony overlooking Lake Superior  
5:30p—Cocktail Hour  
6:30p—Dinner is served  
7:30p—Toasts and cake cutting  
8:00p—Dance Reception  
10:30p—Last song is played  
11:00p—After Party at Papa Charlie's

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## Wedding Day Details

What time is your decoration crew coming up? The room is broken into sections and the decorating schedule is set based on the weekend, let's discuss our options.

Do you have a guest list made? We will need this at the gondola base for guests to board.

Will you be doing a Grand Entrance?

What time would you like dinner to begin? Usually an hour- hour and a half after the ceremony. This depends on how much time you need for pictures and to mingle with your guests.

What time would you like the champagne to go out if you are doing toasts? We suggest for this to be passed during the dinner.

What time would you like to do your toast? We suggest for the bride and groom to start things off with their welcome after they have completed their meal.

When would you like the cake cut and set out?

Are you planning on having an after party at Papa Charlie's? We have a variety of pizza and pub grub menu options available for pre-purchase that we can have awaiting your 11pm arrival.

## Rehearsal and Meeting

On the day before your event we will get together to go over the details for your day, final meetings work best between 9-11 am. We will meet at the Eagle Ridge registration office.

Are you doing welcome bags for your guests upon check-in? Our staff is able to hand out items upon guest arrival to those who are booked in your wedding block.

Are you planning on doing a rehearsal? Rehearsal times and location are scheduled based on what events are taking place during that time period.

Are you doing a rehearsal dinner at Papa Charlie's? If so let's talk about your menu selections.

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## Vendors

We like to have a list on hand of those are a part of your special day. Please include the company name and onsite contact for the event.

Contact Person: someone with your group designated as a point person. This person must have AT&T or Verizon service.

Photographer  
Videographer  
Photo Booth  
Florist  
Desserts  
Reception Sound  
Ceremony Sound  
Officiant  
Offsite Coordinator or Decorating Company  
Additional Vendors

\*\*Please note that Drones are not allowed on LMC property without prior clearance from our management team. If your videographer or photographer would like to utilize a drone as part of their services please have them contact your group coordinator. All guests are prohibited from using drones during events.