

*Welcome to DoubleTree Resort by Hilton, Lancaster!*

*It's time to start planning your Big Day!*

*This packet contains a Wedding Timeline, Preferred Vendor List, Wedding Package List, Final Payment Checklist, our Facilities Usage Notes, and a Photographer Checklist to help you with the planning process.*

*Our entire staff is standing by to help in any way to make your big day as carefree and relaxing as possible. Please don't hesitate to ask questions or express any concerns you may have.*

*Thank you again for sharing this special moment with us!*

*Congratulations!*

*DoubleTree Resort by Hilton, Lancaster*

# Facilities Usage Notes:

- The wedding party is responsible for the clean up and removal of all decorations following the wedding ceremony.
- Candles are permitted on the window sills and altar area of the chapel and in Palm Court only.
- Please refrain from using rice or artificial flower petals for the bride and groom send off. Bubbles, butterflies, and sparklers are permitted outside the chapel.
- To protect the grounds and out of respect for the Willow Valley Golf Course, please refrain from standing on the golf course grounds for photos. Photographs are permitted within the chapel, and on the grounds of DoubleTree Resort.
- Out of respect for our hotel guests wedding proceedings must be concluded by 10:00pm, and the noise level will be monitored by the manager on duty. After-parties are not permitted without prior approval from the Director of Sales & Marketing.
- Pets are not permitted on the hotel grounds and in the chapel without prior permission granted by the Director of Sales & Marketing
- Wedding room blocks are available on a first come first serve basis. A limit of 20 rooms is available per wedding. For rates and availability please speak with your sales manager at the time of booking.
- The chapel is available without a reception for \$1000.00.
- The Cafe 24 Hundred Lounge adheres to PA Liquor Laws and will ID every guest as they enter the bar regardless of age. Guests without ID will not be allowed to enter the bar area. The bar is subject to be closed at the discretion of the manager on duty.

# Photography Checklist

## *Before the Wedding*

### *Of the Bride*

- Close up
- Full Length
- With Father
- With Mother
- with Parents
- With Bridesmaids
- Adjusting veil
- Holding Groom's ring

### *Of the Groom*

- Full Length
- Holding Bride's ring
- With Groomsmen
- With Mother
- With Father
- With Parents

## *Formal Poses*

### *Of Bride*

- With bridesmaids
- With her parents
- With both sets of parents
- With grandparents
- With entire family

### *Of Groom*

- With groomsmen
- With his parents
- With both sets of parents
- With grandparents
- With entire family

### *Bride and Groom*

- Together
- With Bridal Party
- With Parents
- With family

### *of the Ceremony*

- Before Vows
- Guests
- Bride Arriving
- Bride's Mother
- Seating of Grooms Parents
- Soloist
- Musicians
- Groomsmen at Alter
- Bride and Father in Foyer
- Flower Girl and Ring Bearer
- Going down the aisle
- Giving away ceremony
- Bride meeting groom
- Exchange of Vows
- Exchange of Rings
- The Kiss

### *Of the Recessional*

- Bride and Groom
- Each pair of Bridal Party
- Flower girl and ring Bearer

### *After Ceremony*

- Entering the car/Candid's
- Receiving line

### *At the Reception*

- Bride and Groom arriving
- Bouquet/Garter Toss
- Dancing
- Dinning
- Bride and Groom Departing

### *At the Wedding Table*

- Cutting the cake
- The cake
- Feeding the cake
- Bride and Groom Toasting

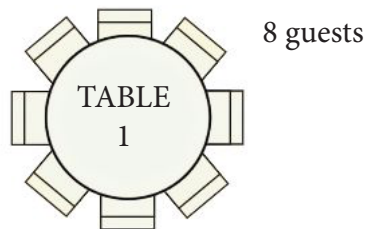
# Final Payment Checklist

## ITEMS YOU NEED TO BRING:

**Final Count:** Final number includes bride and groom, adults, children, and meal choices.

**Name Cards:** In alphabetical order by last name

**Diagram:** Tables numbered and labeled with the number of guests



**Meal Break Down:** Meal break down per table

*EXAMPLE: Table 1: 6 Beef / 5 Chicken*

**Decorations:** This includes favors, card box, cake knife, toasting glasses, cocktail napkins, centerpieces, and any additional decorations needed at the reception. All items must be assembled.

**Payment Method:** Payment is due 10 days prior to the wedding.

# Wedding Day Emergency Checklist

Emergency kit for both the Bride and Groom for the day of mistakes or mishaps that may happen.....

- Needle and thread in white, black, and the color of the bridesmaids gowns
- Double sided tape
- Safety pins
- Extra pairs of pantyhose
- Slippers or a change of shoes
- Makeup and lipstick for touch ups
- Nail polish for chips
- Clear nail polish for runs in hosiery
- Backup electric device chargers and batteries
- Deodorant
- Hair spray
- Hair pins
- Hair dryer
- Contact lens solution/drops
- Nail file
- Nail clipper
- Tide pen
- Static cling spray
- Mints/gum
- Extra cash
- Umbrellas
- Straws (to sip a drink without ruining lipstick)
- Black buttons
- Black socks
- Earring backs
- Pain reliever pills
- Antacids
- Band-Aids and ointment
- Names and phone numbers for all wedding vendors.
- Tissues

# Recommended Vendors

## *Bakeries*

Bella Manse | 717-871-6860 | [www.bellamanse.com](http://www.bellamanse.com)  
Berries and Butter Cakes | 717-330-2331 | [www.berriesandbutter.com](http://www.berriesandbutter.com)  
Byer's Butterflake Bakery | 717-656-6803 | [www.byersbakery.com](http://www.byersbakery.com)  
Rosie's Creative Cake | 717-989-9156 | [www.rosiescreativecakes.com](http://www.rosiescreativecakes.com)  
Sweet Sanctions | 717-222-1859 | [www.sweetsanctions.com](http://www.sweetsanctions.com)

## *Disc Jockeys*

Complete Music | 800-995-9477 | [www.djlancasterpennsylvania.com](http://www.djlancasterpennsylvania.com)  
Mixed Up Productions | 717-982-6646 | [www.mixedupproductions.com/](http://www.mixedupproductions.com/)  
All Party Starz Entertainment | 717-208-4299 | [www.allpartystarz.com](http://www.allpartystarz.com)  
DJ Freez Entertainment | 717-475-9898 | [www.freezentertainment.com](http://www.freezentertainment.com)  
DJ Mast Productions | 717-951-5221 | [www.djmast.com](http://www.djmast.com)

## *Florists*

Petals With Style | 717-392-4000 | [www.petalswithstyle.com](http://www.petalswithstyle.com)  
Flowers by Paulette | 717-295-5411 | [www.flowersbypaulette.net](http://www.flowersbypaulette.net)  
Wedding Flowers by Cyndi | 717-464-5718 | [www.weddingflowersbycyndi.com](http://www.weddingflowersbycyndi.com)

## *Photographers*

Taylor Glessner | 717-371-0588  
Graybill Photography | 717-361-0640 | [www.graybillphotography.com](http://www.graybillphotography.com)  
Kirsten Smith Photography | 717-314-9556 | <http://www.laurenfisher.photography>  
Rebekah Viola Photography | [www.rebekahviola.com](http://www.rebekahviola.com)

## *Salons/Spas/Makeup Artist*

Plum Salon & Spa | 717-735-2322 | [www.plumsalonandspa.com](http://www.plumsalonandspa.com)  
Visage A Visage | 717-299-5315 | [www.visagevisage.com](http://www.visagevisage.com)  
Posh Bridal | 717-291-9894 | [www.poshbridal.com](http://www.poshbridal.com)

## *Officiants*

Rev. Al Rielly | 717-464-2782  
Rev. Theresa Gilberti | 717-412-7345  
Rev. Kelly Jo Singleton | 717-471-3599