

“Dream Weddings Happen Here”



◆ 2024 ◆

**WEDDING
HANDBOOK**

Tips For Planning
&
Frequently Asked Questions

691-6000

WWW.CLASSICSV.COM

(All Prices Listed Are Before A 20% Administration Fee & NYS Sales Tax)



TIMING, DEADLINES, & MEETINGS



Please feel free to contact Classics V about any questions that may arise throughout the planning process. Couples may also request additional appointments to discuss any details about your reception as needed.

TIMING

Ceremonies and or receptions must take place between the hours of 5 pm and 1 am. Based on prior bookings, the start time of the ceremony and/or reception may differ to ensure ample time for preparations. Upon signing a contract securing the wedding date, couples will choose the earliest time you wish to start your ceremony and or reception. This time may change at your discretion but may need approval with Classics V before printing your wedding invitations. The wedding package chosen will have a designated end time that will be confirmed three months before your wedding. The Bar and DJ must end at the same time.

WEDDING MENU APPOINTMENT

The wedding menu appointment is on or about three months before your reception. At this appointment, couples will meet with Classics V personnel and discuss several aspects of the wedding reception, including the ceremony details if held on-site. We will also solidify timing, make menu choices, design the ballroom layout, and discuss other details. Many of these choices can be changed until 14 days before your wedding.

WEDDING CHECKLIST

We will discuss what wedding reception items Classics V will set up for you during the wedding menu appointment. These items include place cards, favors, centerpieces, toasting glasses, and cake knife set. The wedding checklist corresponds with these items to communicate specific instructions. The couple fills out the wedding checklist which is returned at the final appointment.

APPROXIMATE GUEST COUNTS DEADLINE

The approximate guest counts are due 14 days before your wedding. The approximate guest count should include a breakdown of how many adults, teens, children, and vendors will be attending your wedding. An in-person appointment is recommended but not required. If you choose a sit-down dinner for the reception, this is the time to break out how many of each meal is needed. Fourteen days prior is also the deadline for making any significant changes to your wedding menu, including food, beverages, and decor selections. We will also schedule a final appointment at this time.

FINAL GUEST COUNT

The final guest count, including a breakdown of the attendees and their meal selections, must be submitted before the final appointment. Via telephone call or email, Classics V will provide a final invoice amount to be paid at the final appointment.

FINAL APPOINTMENT

Our final appointment is no later than two days before the wedding. At this time, couples will bring in everything agreed to be set up by us. All items must arrive at this time. Finalized details about the guest seating and ballroom layout are due at this time.

DEPOSITS & PAYMENTS

PAYMENT POLICY

Accepted forms of payment- cash, personal check, or certified check. Personal checks are accepted up until two weeks before the wedding date. Credit cards are accepted for all payments with an additional fee.

DEPOSITS

All deposits are non-refundable and non-transferable.

All deposits are deducted from the total bill.

\$1,000 Initial booking deposit.

\$1,000 Due 120 days prior to wedding date.

FINAL PAYMENT

Due no later than 48 hours before your wedding day at your final appointment.

Final payment must be in the form of cash or certified check.

BALLROOM LAYOUT

Guest Seating

Our round guest tables seat 8-12 people, but 10 is most comfortable.

Assigned seating is mandatory for wedding receptions.

Ballroom Layout

At the menu appointment you will receive a customized ballroom layout. This layout is based on preliminary discussions of the requirements for your reception and/or wedding ceremony. It also indicates where the head table, dance floor, guest seating and other tables will be located. Couples will have some flexibility to make change on where these items are based on the logistics of the ballroom. Couples are required to number the guest tables however they would like. Classics V also needs to know how many people are at each table so the ballroom is set for exactly how many are attending. Any additional details about wheelchairs, high chairs and booster seat requirement can be provided. The ballroom layout is finalized in person at the final appointment.

PLACE CARDS

Assigned seating is mandatory for wedding receptions.

You are responsible for making place cards with table assignments and meal selections (if applicable).

A pre-determined color code must be provided to Classics V that indicates to the serving staff which meal choice is to be served to each individual or couple.

-Examples:

(Red= Beef Choice, Yellow=Chicken Choice, Blue=Seafood Choice)

(V=Vegetarian Choice, CF=Chicken Fingers, S=Special Meal)

Bring place cards in alphabetical order with your head table cards separated.

CHILDREN PRICING & MENU

CHILDREN PRICES

Children (3 & under) are free, unless a meal is ordered for them- \$10

Children (4-12 years) - \$20

Teens and young adults (13-20) are \$4 off of the adult package price

CHILDRENS MENU

Chicken fingers with french fries

or

Spaghetti & meatballs

VEGETARIANS & DIETARY NEEDS

VEGETARIANS

It is acceptable to offer a vegetarian option to your sit down choices. This choice would not count towards the three primary meal choices offered.

Buffet style dinners offer a wide range of vegetarian options.

DIETARY NEEDS

Classics V must have advanced notice to accommodate special dietary needs such as gluten free, dairy free, and vegan diets. Classics V may not be able to accommodate when advanced notice is not given.

VENDOR INFORMATION

See website for preferred vendors list and links

DROP OFF & SET UP TIMES

All vendors and set-up personnel will have access to the ballroom at least two hours before the wedding start time. In some cases, vendors will have early access to the ballroom if the booking schedule allows. Feel free to have any vendor call Classics V for information about set up times or other ballroom details.

It is crucial Classics V is made aware of any vendors, set up personnel or items being delivered to Classics V for your wedding. Anything delivered or set up for your wedding must be picked up immediately after reception concludes. Space is provided in the wedding checklist to share vendor details and contact information.

Please account for dinner, seating requirements, and place cards for vendors working your wedding. Vendors are given a \$20 discount from your wedding package's adult price.