

Wedding Planning, Together At The Bird's Nest

Bird's Nest Event Manager:

Day of the week:

Today's date:

Ceremony start time:

Wedding date:

Estimated count:

Deposit:

Credit card for deposit and damages:

	Bride	Groom
Name		
Date of Birth		
Street Address		
Mailing Address		
Cell Number		
Email address		

Wedding Planning:

Who is in charge of planning your wedding:

- ☐ We will be planning our own wedding
- ☐ We will have a non-professional person in charge of our planning
- ☐ We have hired a professional wedding planner

Please share the contact information for your event planner or go-to day-of person information:

Name:

Phone:

Email:

- ☐ Is this person acting as your contact
- ☐ Is this person authorized to make decisions
- ☐ Please do not contact me with questions the day of and this person instead

Your Event Manager:

will be assigned after you fill out the form – click on the “Meet My Event Manager’ button on the event page of thebirdsnestevent.com. They will be your point of contact. They will be there for your walkthrough, tasting, arrange the budget, menu, bar details, the timeline for event and day of payment, management, and checkout. Your event manager arrives two hours before your event start time and stays throughout the event. Your Bird's Nest Event Manager will be onsite on the day of your event and will help direct your vendors and decorating team, ready the event space, and take care of your getting ready requests and food and beverage/alcohol service. They do not decorate for you or load in or out your items. You will need to assign a decorating team, load out team for the end of the evening, or florist for these duties. Please remember that our Event Management keeps office hours that will be communicated with you. If a personal emergency occurs, another event manager will be debriefed and onsite.

Deposit:

Once you have agreed on an available date and time, tasting and walkthroughs dates are determined and a deposit of %50 of the room rental fee is due. 6 months prior to your event %25 of the food decided on is due. The rest will be paid at the conclusion of the event.

Cancellation Policy:

The room fee deposit is refundable if the event is canceled a year prior.

50% of the room fee and food deposit will be refunded if you cancel six months before the event.

50% of the total will be charged if the event is canceled within a month's time of the event

85% will be charged if the event is canceled the week of the event

100% will be charged if the event is canceled the day of the event

Event details:

Person responsible for final payment the day of:

Ceremony location:

- ☐ On-site
- ☐ Off-site, specify

If on-site please communicate any specific family traditions or religious ceremonies you would like to include:

Please understand size restrictions. Also remember Rocky Mountain National Park is just across the street from us—a great outdoor wedding site.

If ceremony is onsite:

Rehearsal:

When would you like your rehearsal at Bird's Nest:

The day before your event,

- ☐ @10:00 am
- ☐ @11:00 am
- ☐ @12:00 am

Rehearsals are typically the day before. We will have time between 10am-12pm and possible later depending on other events scheduled. Please allow one hour for rehearsal.

Rehearsal dinner location:

- ☐ Bird & Jim
- ☐ The Bird's Nest
- ☐ Other:

We are happy to host your dinner at Bird & Jim. Depending on the amount of guest you have we have limited times available due to restaurant volume.

Tastings:

After we have discussed, and you have narrowed down your menu items we can schedule a tasting.

We can combine this with your walkthrough or have your tasting and walkthroughs on separate days.

Buffett tasting: \$50 per person (water, soda, drip coffee or tea will be offered at no additional charge)

You may select up to four appetizers, two salads, and two entrees with sides. Most of the choices on our menu can be prepared for a tasting, and you'll want to select items that you intend to serve at your event.

Plated dinner tasting: \$50 for 3 & 4 courses and \$65 for 5 courses. You will receive taster sized portions of each of the items you choose. You can choose 2 items per course. If dessert will be part of your menu, you may select up to two for your tasting.

It is not required to sign the contract before the tasting; however, we do require payment up front for the cost of the food and services during the tasting, which can and will be applied to the overall event total if you choose to continue with our services.

The Bird's Nest offers a complimentary tasting, for up to four guests, for events valued at or in excess of \$5,000. For events totaling less than \$5,000, the cost for a tasting is \$50 or \$65 per person. Additional tastings are subject to charge.

Tasting date & time:

Amount of people tasting:

Items selected to taste:

Cake tastings:

\$30 per person for three flavors and two frostings person (water, soda, drip coffee or tea will be offered at no additional charge)

It is not required to sign the contract before the tasting; however, we do require payment up front for the cost of the food and services during the tasting, which can and will be applied to the overall event total if you choose to continue with our services.

Cake tasting date & time:

Amount of people tasting:

Cake and frosting flavors:

Walkthrough:

You will meet with your Event Manager at the scheduled time at The Bird's Nest. We will tour you through our facility. We will discuss and choose how to best express your style including decorating, your ceremony if at The Bird's Nest, table settings, glassware, linens, napkin folding, bar set up and timeframe, guest book, place cards, cake table, parking restrictions, audio and visual equipment available, what we offer, accessibility, what to expect from your event manager what to expect from your event manager throughout this process and the day of your event.

Walkthrough time & date:

Event Details:

Guest count for ceremony:

Who is in charge of the ceremony organization:

Name:

Email:

Phone:

Ceremony:

- ☐ Sit down
- ☐ Standing
- ☐ Procession
- ☐ No procession

If procession:

- ☐ Who will escort bride?
 - ☐ How is the groom entering?
 - ☐ With officiant
 - ☐ Leading attendants
 - ☐ Will parents be part of procession or need seating, if so what order and who will seat?
 - Bride's parents?
 - Groom's parents?
- ☐ Seating parents then joining officiant
 - ☐ Other

Family:

Family	Bride	Groom
Parent		
Parent		
Parent		
Parent		
Grandparent		
Grandparent		
Grandparent		
Grandparent		
More		
More		

Wedding Party:

	Bride	Groom
Best woman or man		
Attendant		
Attendant		
Attendant		
Attendant		
Attendant		
Attendant		
Children participants		

Greeters/Usher		
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How will the wedding party proceed?

- ☐ In procession
- ☐ In place
- ☐ If procession please specify order:

Will you need microphone for officiant/ceremony:

- ☐ Yes
- ☐ No

Will you need a place to sign you marriage license after:

- ☐ Yes
- ☐ No

Photographs, please include locations and time frame:

Photographer Name and contact information:

Arrival time:

We recommend:

<https://www.joepylephotography.com/>

<http://dreamtimeimages.com/contact/>

Videographer Name and contact information:

Arrival time:

Welcome bar: Time:

- ☐ Yes I would like a bar immediately following the ceremony or upon our arrival
 - ☐ Hosted
 - ☐ Partially Hosted
 - ☐ Cash
- ☐ No bar needed at this time

Appetizers: Time:

- ☐ Passed

- ☐ Stationary

Menu: Time:

- ☐ Sit down
- ☐ Buffet
- ☐ Menu choices:

Cake/Dessert: _____ Time: _____
Choice: _____

Would you like dessert displayed prior to serving: Time:

☐ Yes

☐ No

Late night snacks: _____ Time: _____

Bar details:

Bar (please select bar options from bar menu attached): Time:

☐ Hosted

☐ Partially Hosted

☐ Cash Bar

Final bar tab subjected to 20% gratuity

Who is responsible for final bar payment:
Name: _____ Email: _____ Phone: _____

Reception details:

Slideshow: Time:

Equipment needed:

Toast: Time:

Who:

Equipment needed:

Dance: _____ Time: _____

Cake cutting: Time:

Bar details:

Bar (please select bar choices from bar menu attached):

☐ Hosted

☐ Partially Hosted

☐ Cash Bar

Time:

Welcome bar before the ceremony:

Time:

- ☐ Yes
- ☐ No

Final bar tab subjected to 20% gratuity.

Who is responsible for final bar payment:

Music:

Time:

- ☐ We will have a professional DJ or musicians set up prior to event and ready to perform
 - ☐ If so contact info:
- ☐ Musicians play for ceremony
- ☐ Musicians play for ceremony and greeting
- ☐ Musicians play for ceremony, greeting and reception
- ☐ Friend play their playlist
- ☐ We will need to use Bird's Nest sound system
- ☐ If multiple musicians are playing please specify:

Any other Music notes:

Florist, contact info:

Setting up:

Time

- ☐ Center pieces
- ☐ Wall hangings
- ☐ Banister wrap
- ☐ Ceiling hangings

When selecting your florist, ask to include end-of-the-night pick up in your bid. (Estes Park Florists will cost less on this item). This can save you up to an hour of load out time and accidental glass breakage when loading into your car. Flowers may arrive between 10am and one hour prior to your ceremony start time.

We recommend Little Hollow Florist in Berthoud, CO. <https://www.littlehollowflowers.com/>

Setting up and Decorating:

You can have anyone from your team set up 2 hours prior to the event. Anything that is set up must be taken down that evening. Any decorating items left behind will not be saved. If excessive disposal of decoration are left and additional disposal fee will be added. Any damage done to the premise while setting up will be charged to the credit card on file.

Please specify extra tables needed:

Will you be setting up:

Greeting table Guest book location Picture table Hanging decorations Gift Table

Name Card Table for seating Ceiling hangings (limited) Candles (must be enclosed in glass)

Please list who will be coming for set up prior to event and contact info:

Due to limited parking shuttles are required.

Estes Park Trolleys: Nick Cassatt, 970-481-8531, request@estesoparktrolleys.com, <http://estesparktrolleys.com/>

Staff Needed:

Staff	Amount	Time	Total
Event Manager 3% tip of total not including tax			
Banquet Captain: \$30 per hour			
Bar Management, set up and staffing \$300			
Sommelier: \$300 includes working with you personally to pick out wines and be present during event.			
Server: 20\$ per hour per server			
Station attendants: \$30 per hour per person			
Chef on-site: \$40 per hour per chef			
Dishwasher: \$20 per person per hour			
Total			

20% gratuity will be added for all food and beverage items. All bar sales are subject to 20% tip

	Price
Food	
Bar	
Staff	
Subtotal	
20% gratuity	
3% Event Manager gratuity	
Tax	
Deposit	-
Room Rental Fee	
Total	

Credit card authorization:

I _____ (name printed) authorize Bird's Nest to charge my credit card for the deposit of our event. Bird's Nest is allowed to keep this card on file and charge remainder of the event and any damages in lieu of final payments.

_____ (signature) _____ (date)

Credit Card Number:

Name on Card:

Date:

Expiration:

Code:

Initial Here:

Cancellation Policy:

50% of the total will be charged if the event is canceled within a month's time of the event

85% will be charged if the event is canceled the week of the event

100% will be charged if the event is canceled the day of the event

Running Late:

If your event runs over the designated time including a late start you will be charged \$500 for every half hour, hourly rate charges for staff. We will keep bar service until budget is met or otherwise instructed.

Final Guest Count:

Is appreciated a month before but mandatory 20 days prior to the event.

Menu Changes:

Can be made up to 20 days before the event but could result in an additional charge.

Due to limited parking shuttles are required

Estes Park Trolleys: Nick Cassatt, 970-481-8531, request@estesoparktrolleys.com, <http://estesparktrolleys.com/>

Timeline:

Contract & deposit: As soon as the date is secured.

Style and level choices: needed to secure the date and to sign the contract. Choose buffet level or plated dinner level and dessert level and amount of people for the contract but the final menu item choices can come in later.

Final menu: choices one month before the event. You can make changes up to 20 days before but additional charges could apply.

Floor plan: Usually worked out with event space but if your Event Manager is assisting on this we need this information 10 days prior to event.

Final guest count: It is appreciated a month before but mandatory 20 days prior to the event. If a final guest count is not given we will prepare for the amount on the contract.

Final payment: At the conclusion of the event. You can pay this prior to the event if easier.