

## WEDDING RECEPTION GUIDELINES

UVA:

- Set Up & Clean Up
- All guest tables are covered with full length white tablecloths and your
- Choice of coordinated overlays and napkins available in many colors.
- Table Numbers are available for each Table
- Complimentary Cookie Traying Service
- Cake Cutting Service, plating and serving your wedding cake
- Jell-O Shots can be made: your choice of flavors
- Fountain available
- Decorations; including Head Table
- Placing of Favors, Bride & Groom Glasses, etc..

Centerpieces are available to rent including mirrors, votives, candleholders & a Birdcage Or Chest for cards; total cost of \$50.00.

Bride & Groom: Week of Wedding

- Candles for Centerpieces delivered unwrapped
- Seating Chart due one week before event
- Cookies Delivered the previous day; by 3:00 pm.
- If bringing cars before wedding; park in appropriate space.

If no Party is booked the previous night; you will be allowed access for decorating, etc. Otherwise access will be after the party guests have left or the morning of your reception.

Day of Reception doors will open by 11:00am. for:

- DJ Service
- Florist
- Cake Delivery

There is a \$25.00 charge for us to set up cakes. We are not responsible for cakes that have to be put together by our staff. Every step will be taken to make sure cakes are set up properly.

A UVA Representative will work closely with you to ensure that all details of your reception are arranged and carried out to your satisfaction.