



Wedding Venue Checklist

Let us help simplify your special day at the RA Centre / Rideau Tennis Club! This checklist lists general items as well as the timelines for the items required by your RA Centre / Rideau Tennis Club Wedding Coordinator. Your Wedding Coordinator will also be pleased to schedule additional appointments upon your request.

TWENTY-FOUR to TWELVE MONTHS PRIOR

- Select a wedding date
- Decide on a wedding budget
- Determine approximate number of guests attending
- Determine if ceremony and reception will be held at one venue
- Contact Event & Conference Services to determine availability of room(s) at RA Centre / Rideau Tennis Club
- Make appointment with an RA Centre / Rideau Tennis Club Wedding Coordinator to view room(s) and to receive information
- Place the room on a tentative hold (you will be contacted for first right of refusal) until final decision made
- Book room and make appointment with your Wedding Coordinator to sign contract and provide non-refundable deposit of \$500.00
- Obtain copy of menu, décor options and information regarding your two complimentary six-month membership to the RA's LifeFIT Centre from your Wedding Coordinator

SIX MONTHS PRIOR

- Provide RA Centre / Rideau Tennis Club with second non-refundable deposit of \$500.00
- Schedule fitness centre orientation with RA LifeFIT Coordinator (*complimentary memberships can be transferred to family member(s) or member(s) of the bridal party*)

TWO to THREE MONTHS PRIOR

- Book complimentary room for your pre-wedding party with your Wedding Coordinator
- Collect guest dietary/special requirements (ongoing)
- Schedule an appointment for a meal tasting (if desired)

THREE WEEKS PRIOR

Provide your Wedding Coordinator with:

- Menu selections
- Dietary/special requests
- Request for any special wines not carried on RA wine list
- Host/Cash Bar requirements
- Estimated number of attendees
- Room set-up requirements
- Décor requirements
- Audio Visual equipment requirements
- Details for any deliveries (e.g. wedding cake, décor items, flowers)
- Wedding Day schedule for arrival of Decorator/Decorating Party, Disc Jockey, Musicians, Photographer, Guests, Wedding Party

ONE WEEK PRIOR

Schedule meeting with your Wedding Coordinator to:

- Provide final guarantee for number of guests
- Advise of additional dietary/special requirements
- Provide seating arrangements
- Provide order of events/timing
- Provide payment for balance owing
- Monitor the number of guests and advise your Event Coordinator of any increases
- Arrange for deliveries

WEDDING DAY

- Inform your Banquet Captain of any last minute changes to timing, number of guests, special requests

Enjoy and leave the rest to Us!!

POST WEDDING

- Review your invoice when received from the RA Centre / Rideau Tennis Club (*typically 2 weeks after event*) and arrange for payment of any additional charges incurred (*e.g. increase in number of meals ordered*)
- Provide feedback to RA Centre / Rideau Tennis Club by completing the Post Event Questionnaire (*a representative from the RA Centre/Rideau Tennis Club will contact you within 2 weeks of your event*)