



Group Name:	
Date of Event:	

**SKI TIP LODGE – DETAILS GUIDE CHECKLIST**

Please bring this form as completed as possible to our Details Meeting.

**Due 60 Days Prior to Your Wedding**

- **Is your Rooming List completed?**  Yes  No  
*For lodging buyouts arranged at Ski Tip Lodge, please be sure to complete your rooming list and email to your Catering Manager **at least 60 days before your arrival.***
- **Event Transition Meeting - proposed date/time/location:**
  - o Event Transition Meeting is a short 15-30 minute meeting that we hold in the Conference Services Office or at Ski Tip Lodge once you arrive in Keystone. This is the official handoff from your Catering Manager to the venue General Manager and a great opportunity for you to ask any last minute questions or provide any updates. If you are dropping off welcome bags to be delivered, it works well to do this at the transition meeting and hold the meeting at the Conference Center.
- **Ceremony Rehearsal – proposed date/time/location:**
  - o Rehearsal space at Ski Tip is subject to the venue’s event calendar. Usually we can accommodate a late afternoon rehearsal the day before your event as long as we don’t have a wedding booked, but your Catering Manager will confirm. If another event is booked the day before we may ask that you do your rehearsal earlier in the day or help you to find an alternate location.
- **Will you be hiring a 3<sup>rd</sup> Party Vendor for any additional lighting/décor/tables/chairs/etc?**  Yes  No
  - o We require that you provide your Catering Manager with your order form so that Ski Tip can pull any necessary permits and/or staff accordingly. You must make your vendor aware that **ALL** items must be removed from the venue at the conclusion of your event.

**Due 30 Days Prior to Your Wedding**

- **Transportation**

Date/Time	Pick Up Location	# of People	Drop Off Location

- **Electrical/AV Requests (ALL Electrical/AV Requests must be confirmed 30 days prior to event date. Requests placed after the 30 day deadline will result in higher labor fees)**
- **Will you need any welcome bags delivered (\$4/room):**  Yes  No
  - o Welcome bags should be delivered to Conference Services Office for delivery – typically in conjunction with Event Transition Meeting. Welcome bags can only be delivered to Keystone owned hotels/managed condominiums. They cannot be delivered to condos booked through outside Property Management companies or handed out at our front desks.
- **How many of your guests **NOT** staying at Ski Tip are you inviting to brunch?** \_\_\_\_\_  
*Breakfast is included in the room rate for all guests staying at Ski Tip Lodge. If you are doing a one or two night lodging buyout, breakfast will be served buffet style from 9:00am-10:30am unless otherwise requested. There will be a \$25/pp+++ charge to your group bill for any guests attending who are not lodging at Ski Tip.*

**Due 5 Days Prior to Your Wedding**

- **Final seating chart/diagram and entrée counts by table MUST be sent to your Conference Services Manager.**



<b>Group Name:</b>	
<b>Date of Event:</b>	
<b>Meeting Date:</b>	

## SKI TIP LODGE WEDDING DETAILS GUIDE

<b>Bride's &amp; Groom's Names:</b>					
<b>Wedding Website Address:</b>					
<b>Bride's Parents' Names:</b>					
<b>Groom's Parents' Names:</b>					
<b># of Guests Invited:</b>		<b># of Guests Expected:</b>		<b>Responses Due:</b> <i>(Suggested: at least 30 days in advance of event)*</i>	

**\*You will need to provide your Catering Manager with a preliminary headcount for your event 3 weeks in advance.**

### Event Timeline

Below is a suggested timeline for evening weddings:

- 2:00pm Vendors have access to venue (table arrangement & linens set by this time)
- 3:30pm Bridal party arrives for photos (if not earlier) *Transportation:*  No  Yes, time:
- 4:00pm Groom's party at venue (if not earlier) *Transportation:*  No  Yes, time:
- 4:30/4:45pm Pre-ceremony music begins
- 4:45pm Guests arrive venue *Transportation:*  No  Yes, time:
- 5:00pm Ceremony starts
- 5:20/5:30pm Ceremony ends, cocktail hour begins
- 6:30pm Cocktail hour ends, guests seated for dinner, servers pour wine for dinner
- 6:40pm Grand Entrance of Bridal Party/Bride and Groom
- 6:45pm Welcome toast (often by Bride's parents)
- 6:50pm Dinner Served
- 7:50pm Clear entrees
- 7:55pm Best Man/Maid of Honor/Other Toasts
- 8:05pm Cake cutting, first dance, parent dances, dancing & social
- 9:00pm Shuttle #1 departs for lodging locations
- 10:00pm Shuttle #2 departs for lodging locations
- 10:30pm Bar closes
- 11:00pm Guests depart via shuttle #3 to lodging locations/9280, collect all items such as: guest book, gifts, décor, etc.

## Vendor Details

	Name	Company Name	Cell Phone Number	Email Address	# of Add'l Staff
<b>Wedding Coordinator:</b> <input type="checkbox"/> Full Coordination <input type="checkbox"/> Day of Coord Only					
<b>Group Contact*</b>		N/A			
<b>Photographer:</b>					
<b>Florist:</b>					n/a
<b>Ceremony Music:</b>					
<b>Reception Music (Band/DJ):</b>					
<b>Officiate:</b>					n/a
<b>Other (Décor/Rental Company, Videographer, Photo Booth):</b>					

*\*A group contact is needed if a Day of Coordinator is not hired. The group contact will be responsible for teardown of décor and coordinating processional.  
 Please inform your Catering Manager if any of your vendors will be arriving at the venue earlier than 2:00pm.*

## Ceremony & Reception Set-up Details

**Dining location:**     Tent (up to 120 – summer/fall only)  
 Dining Room only (up to 54 guests, year-round)  
 Dining Room/Living Room (up to 74 guests, year-round)

**Are bride & groom seeing each other beforehand?**     No     Yes, time:

**Where is the bride getting ready?**     At Ski Tip Lodge – I have reserved a room for night before  
 At my condo/room elsewhere in Keystone  
 Other:

**Size of wedding party including bride and groom:**

**Ceremony Location:**     Back Lawn     Living Room/Lounge (winter)     Offsite:

**Ceremony Backup Location:**     Tent     Lounge     Other:

*In case of inclement weather (summer/fall only). Please note that for ceremonies under the tent guests are either standing or seated at dining tables.*

**Seating setup:**     Theater Style (straight rows)     Curved Rows     Other:

*For a curved row setup, chairs set in long rows that are slightly curved at the ends. Rows in front are shorter than those in the back.*

**Would you like a specific number of chairs in front row for immediate family?**

No     Yes, please set \_\_\_\_\_ chairs on either side of aisle



Do you require a specific aisle width (for aisle runner, space for 3 people in processional, etc.)?

No  Yes,

Will you need an altar table?  No  Yes, what color linen:  White  Ivory  No Linen

Will you need a table for programs?  No  Yes, what color linen:  White  Ivory  No Linen

Type of water station:  Tap water (included in package)  Bottled water (\$4.00 per bottle+++)

Who will be coordinating your processional?  Wedding Coordinator  Group contact (name & phone):

Will you be ordering any audio visual through Keystone for the ceremony?

No, Band/DJ will provide  Yes, I am interested in:  Speakers/Mics  Extension Cords  Dedicated Circuits

Requirements for ceremony musicians:

None  Patio umbrella(s), #  Armless chair(s), #

Are you planning to toss anything down the aisle?  No  Yes,

Please note that throwing of birdseed and rice are not permitted.

Please provide any additional details we should know about for the ceremony, i.e. decorations/floral, arbor, dog, etc.:

Ceremony Rehearsal – proposed date/time/location:

Rehearsal space at Ski Tip is subject to the venue’s event calendar. Usually we can accommodate a late afternoon rehearsal the day before your event as long as we don’t have a wedding booked, but your Catering Manager will confirm. If another event is booked the day before we may ask that you do your rehearsal earlier in the day or help you to find an alternate location.

What area will be used for dancing after dinner?  Lounge  Patio\*  Other:

\*Please note that any amplified music on the patio or in the tent needs to conclude or be significantly turned down no later than 10:00pm. If music will be in tent/patio, wedding ceremony may start at 4:30pm.

Setup for Cocktail Hour - Location:

- Patio** (summer/fall)
  - Patio furniture around perimeter
  - Soft seating on lawn areas (weather permitting)
- Lounge** (winter)
  - Clear some furniture
  - Leave all furniture

Please see diagram for suggested locations of the following:

- Escort Card Table:  Lounge  Patio  Living Room  Other:
- Guest Book Table:  Lounge  Patio  Living Room  Other:
- Gift Table:  At host stand  Other:
- Cake Display Table:  Lounge  Dining Room  Other:
- Wedding Favors:  Lounge  Patio  Other:

Where are bride & groom sitting for dinner?

- Sweetheart Table
- Head Table, # of ppl
  - Double-sided/Round  One-sided

- Linens for dining tables:**  Standard Linens (provided by Keystone/included in site fee)  
 Ivory  White  
 Specialty Linens (provided by Keystone) – requesting quote for:  
 Specialty Linens (provided by client) – please describe:

*Any specialty linens provided by the client should be delivered to Ski Tip Lodge or your Catering Manager the day before your event.*

- Napkin fold:**  Standard (in wine glass)  Rectangular  
 Pocket Fold, Are you providing menus?  Yes  No

- How are you assigning dining tables?**  Table Numbers  Table Names  
**Keystone to provide?**  Yes  No

- Would you like Keystone to provide table stanchions (included in site fee)?**  Yes  No  
*Stanchions are 3" tall stainless steel.*

- Do you have any children attending who will require:**  
**Highchairs (ages 0-2):**  No  Yes, approximate number:  
**Booster seats (ages 2+):**  No  Yes, approximate number:

**IF YOU HAVE HIRED A BAND:**

**What is the number of circuits/ampereage requested per the band's contract?**

*Ski Tip Lodge has only 1 circuit in the Lounge for the band's use. Band is responsible to bring any extension cords to reach necessary outlets. Any amplified music in the tent will most likely require incremental power – your Catering Manager can provide pricing.*

**What is the amount of space requested per the band's contract?**

*Ski Tip Lodge does not provide any staging. Any stage needs should be arranged through an outside vendor and delivered/picked up from the venue on the day of your event.*

- Does the band require access to a Green Room/Change Area?**  Yes  No

**Would you like to order any audio visual through Keystone for the reception?**

- No, Band/DJ will provide  Yes, I am interested in:

- Who will be setting up and tearing down décor?**  Wedding Coordinator  
 Group contact (name & phone):

**Please provide any additional details we should know about for the reception, i.e. table runners, candles, decorations/floral, special glassware, etc.:**

*Charges may be assessed to your group bill if your decorations or vendors cause any damage to the venue facilities. We request that all candles be displayed with an appropriate underlayment/enclosure to collect any dripping wax.*

**Are you renting additional equipment from CO Tents and Events or another vendor (farm house tables, chairs, benches, extra lighting)?**  No  Yes, who will be setting up equipment:

*You must provide your CSM a copy of the order form 60 days prior to your event. A permit must be obtained in advance by Keystone for any additional lighting. Groups needing electrical permit will be charged a \$150.00 fee. Labor charges may be assessed to your group bill if Keystone is responsible for setting up additional décor (\$60/hour for Labor).*

## Meal & Bar Details

Please note that outside food & beverage is NOT allowed in event venues, this includes dressing areas, common areas & outside spaces. Any food or beverage brought on site will be confiscated and not returned.

Breakfast is included in the room rate for all guests staying at Ski Tip Lodge. If you are doing a one or two night lodging buyout, breakfast will be served buffet style from 9:00am-10:30am unless otherwise requested. If guests are staying at Ski Tip for additional nights (i.e. Thursday night/no full lodging buyout) Ski Tip will serve their standard plated breakfast with continental buffet from 7:30am-9:00am.

Will you be inviting additional guests to Ski Tip for a post-wedding breakfast?  No  Maybe  
 Yes, approx #:

There will be a \$25/pp+++ charge to your group bill for any guests attending who are not lodging at Ski Tip. Additional guests cannot pay on own for their breakfast and arrangements for additional guests must be organized via your Catering Manager.

Would you like alcoholic beverages available for an additional fee?  No  Yes,

Will you be ordering lunch from Ski Tip for the bridal suite?  No  Yes, approx time:

Would you like the bar open before the ceremony?  No  Yes,

All beverages served before the ceremony will be charged to your group bill on consumption unless you make other arrangements with your Catering Manager. (\$500 minimum applies to Ski Tip)

### Food & Beverage Package Chosen:

Montezuma  Argentine  Quandary  Custom

Hors d'Oeuvre Selections: #1  
 #2  
 #3  
 #4

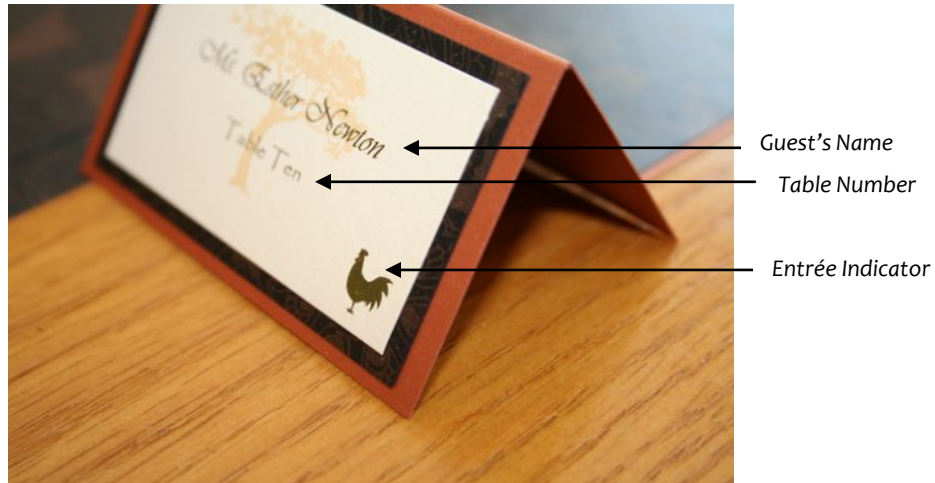
Displayed?  
 Displayed?

Dinner Service Style	Plated (Standard)	Buffet
Salad Selection:		
Intermezzo Selection:	<b>Montezuma Pkg</b> <input type="checkbox"/> Chef's Choice Seasonal Fruit Sorbet  <b>Argentine/Quandary Pkgs</b> <input type="checkbox"/> Champagne Sorbet <input type="checkbox"/> Custom Seasonal Fruit Sorbet:	n/a
Entree Selections*:	Duet: Vegetarian: <b>OR</b> Entree #1: Entree #2: Vegetarian:	Entree #1: Entree #2: Vegetable Side: Starch Side: <b>Vegetarians:</b> <input type="checkbox"/> Eating from Buffet <input type="checkbox"/> Plated Entrée:
Kids' Entrée Selection: (ages 12 and under)		<input type="checkbox"/> Eating from Buffet <input type="checkbox"/> Plated Entrée:
Vendor Meal Type**:	<input type="checkbox"/> Hot Entrée <input type="checkbox"/> Cold Box Meal	<input type="checkbox"/> Eating from buffet <input type="checkbox"/> Cold Box Meal

<b>Entrée Indicators for Escort Cards:</b>	Duet = Vegetarian = <b>OR</b> Entree #1 = Entree #2 = Vegetarian =	n/a
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\*Choosing a duet entrée requires less work for you as there is no need for entrée indicators at each place setting. If you are selecting individual entrees, entrée selection must be denoted on place card (see example below).  
 \*\*Please note that hot entrées for vendors are served after all of your guests are served. If a vendor needs to eat earlier, you should order a cold box meal. Vendor meal is not necessarily the guest meal.

**Escort Card Example:**



Guest's Name  
 Table Number  
 Entrée Indicator

**Kids' Estimated Count:** Total Kids ( are ages 4-12, are ages 3 and under)

**Which vendors get meals?** Coordinator(s) Photographer(s) DJ/Musician(s) Other

**Are you aware of any guests with special dietary needs?**  No  Yes,  
 Guests looking for a gluten-free option should choose one of your entrée selections which we can prepare in a gluten free way. Please indicate on your final event diagram where these guests are seated. Also, remember to use a different entrée indicator for special meals.

**Would you like Keystone to provide a cake knife & server for the cake cutting?**  Yes  No

**How should the cake be served after slicing?**  On banquet trays near dance area  
 Banquet table display in Lounge

**Top Layer of Cake:**  Please Cut-up and Serve  
 Do Not Serve, Box up

Coffee/tea station is setup on the patio (summer/fall) or in the Lounge (winter) after dinner.

**Champagne Selection (For one complimentary toast):**

**When/how will champagne toast be served?**  As guests arrive for the ceremony (on lawn/patio)  
 With welcome toast  
 After dinner with toasts/cake cutting

**White Wine Selection:**

**Red Wine Selection:**



**Signature drink (add'l fee applies):**  No  Yes,

Our staff will handpass wine to your guests during cocktail hour to enable guests to get drinks quickly and reduce the bar line at your event. Please let your Catering Manager know if you would prefer that all guests go to the bar instead.

**Our staff will bring you your beverage of choice as cocktail hour begins (preferred drinks must be included within your chosen package structure):**

Bride's First Drink:

Groom's First Drink:

**IF YOU HAVE HIRED A BAND:**

**Does the band require access to beverages per their contract?**

- No  Yes, Sodas ONLY (provided complimentary in back of house)  
 Yes, Bottled Water\*  
 Yes, Alcoholic Beverages\*

\*Please note that these beverages are not included in the vendor meal price and will be charged on consumption to your group bill.

Please add any details here regarding specific beverage requests from band:

**Would you like to have a post event reception at 9280 Taphouse (in River Run Village) where your guests will receive Happy Hour pricing on beverages?**  No  Maybe  Yes, estimated attendance:

Note that this must be arranged in advance. There is no minimum required for a Friday or Saturday night. Sunday nights require a \$500.00 minimum. 9280 is open mid-June to mid-Sept ONLY. For winter weddings, check availability with your Catering Manager.

**Are you interested in pre-ordering food for your 9280 After-Party?**  No  Yes, (How will this be paid for – Master Account or Credit Card Authorization Form)

**Transportation**

**Will you need transportation for wedding party to Ski Tip Lodge:**

**Bridal Party:**  No  Yes, approx: # , Pickup time: , Pickup location:  
**Groom's Party:**  No  Yes, approx: # , Pickup time: , Pickup location:

**Will you need transportation for guests to Ski Tip Lodge:**

No  
 Yes  
Pickup location #1: , Approx: # , Pickup time:  
Pickup location #2: , Approx: # , Pickup time:

If you are not sure what your transportation needs are at this time, please discuss with your Catering Manager at your details meeting. Transportation can also be finalized with your Catering Manager 30 days in advance once most of your guests have booked their lodging reservations.



## Wedding Week & Lodging

For lodging buyouts arranged at Ski Tip Lodge, please be sure to complete your rooming list and email to your Catering Manager at least 60 days before your arrival.

### Who will be paying for Ski Tip Lodge rooms on night(s) of buyout?

- Guests will pay on own for their rooms
- All rooms should be charged to group bill
- Other:

Do you know of any guests staying at Ski Tip Lodge that would like to request early check-in (before 4:00pm)?

What day are you arriving in Keystone?

Proposed date for Event Transition Meeting: \_\_\_\_\_ at  2:00pm  2:30pm

Meeting Location:  Ski Tip Lodge  Conference Services Office (if dropping off welcome bags)

Event Transition Meeting is a short 15-30 minute meeting that we hold in the Conference Services Office or at Ski Tip Lodge once you arrive in Keystone. This is the official handoff from your Catering Manager to the venue General Manager and a great opportunity for you to ask any last minute questions or provide any updates. If you are dropping off welcome bags to be delivered, it works well to do this at the transition meeting and hold the meeting at the Conference Center. **Please be prompt as we can have meetings at both 2:00pm and 2:30pm.**

Where are the bride & groom lodging week of the wedding and night of the event?

- We are staying at Ski Tip Lodge
- We have booked a reservation through Keystone (not at Ski Tip) and will pay on own
- We would like to use our comp room – preferred location:

Optional: Additional name on room to pickup key:

Comp room does not apply for all groups, please refer to Exhibit A of your contract.

Are you planning to arrive before 4:00pm to check in?  No  Yes, approximate time:

Are bride's/groom's parents booked through Keystone Reservations, if so, names on reservation:

Bride's Parents:

Groom's Parents:

### IF YOU HAVE HIRED A BAND:

Does the band require lodging rooms per their contract?  No  Yes

If yes, please provide details regarding number of rooms, location to be booked, arrival date, departure date & names for the rooms:

Recommended lodging location for vendors is the Inn at Keystone as the rates are low and the front desk is open 24 hours a day, 7 days a week, so vendors can check in before or after the event.

How will these rooms be paid for?

- Please charge to my Group Bill /Master Account
- Band members to present credit card at check-in

Will you need any welcome bags delivered (\$4/room):  Yes  No

Welcome bags should be delivered to Conference Services Office for delivery – typically in conjunction with Event Transition Meeting. Welcome bags can only be delivered to Keystone owned hotels/managed condominiums. They cannot be delivered to condos booked through outside Property Management companies or handed out at our front desks. **See welcome bag flyer for additional details.**



**Rehearsal Dinner – date/time/location:**

**Are you planning any group activities, golf or spa appointments?**  No  Yes,  
Have these already been booked or would you like someone to contact you to book?  
 Yes, Already Booked  No, please have someone contact me to book

**Who should receive the final billing statement?      Email Address:**

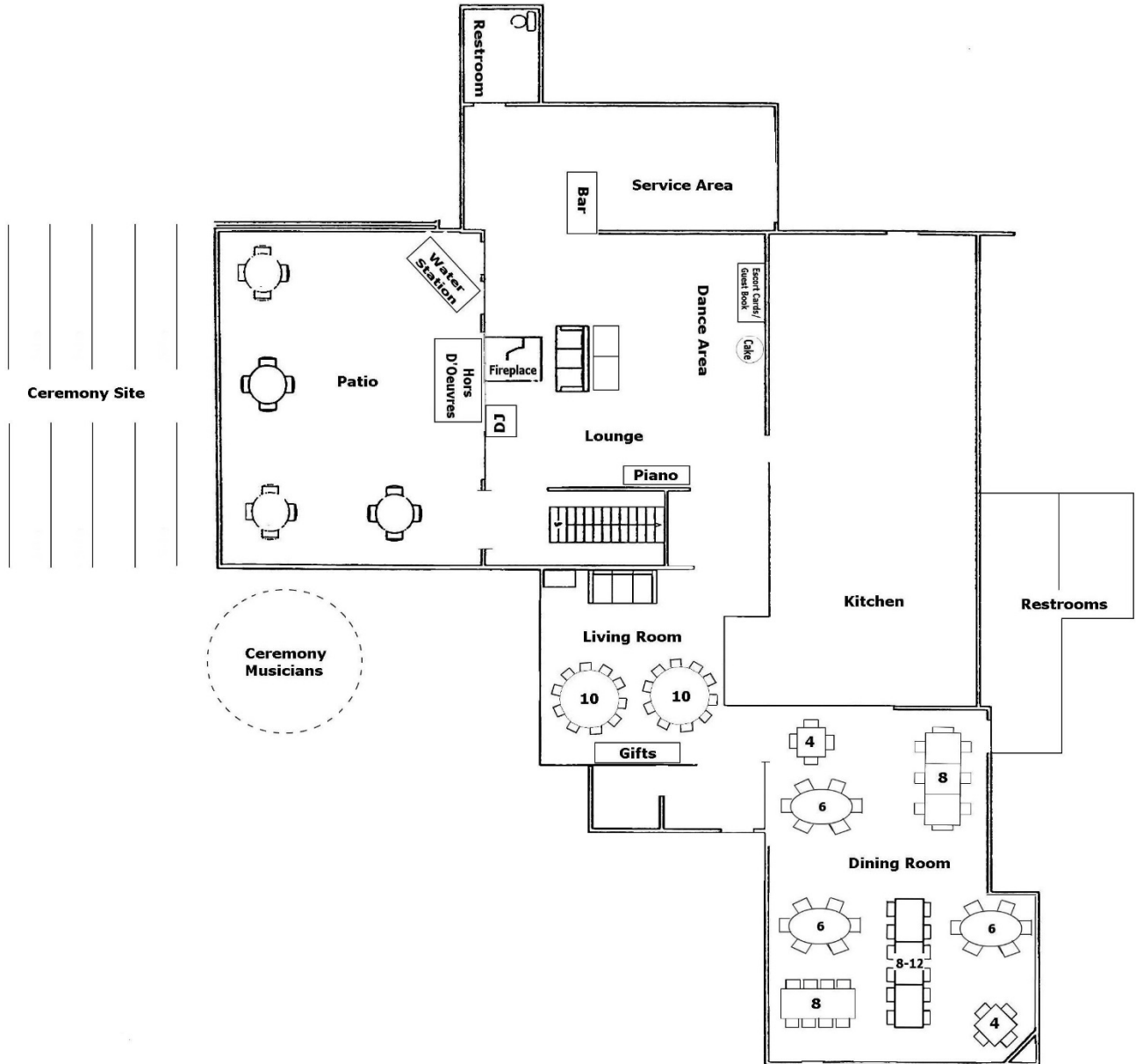
**Authorized signers to the Group Bill/Master Account while onsite:**

# Ski Tip Lodge

**Max Occ.**

120 Summer

74 Fall, Winter, Spring

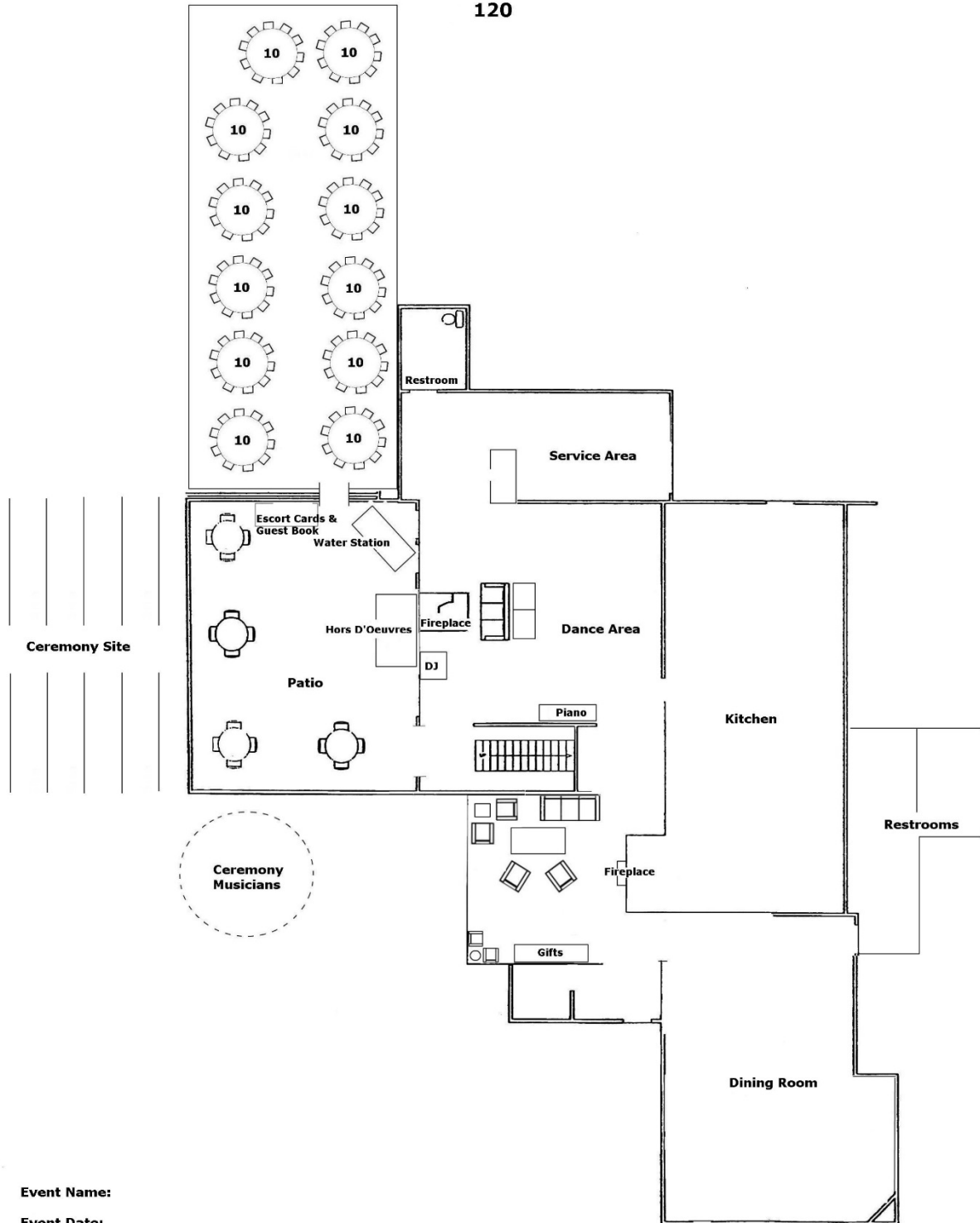


**Event Name:**

**Event Date:**

# Ski Tip Lodge

Max Occ.  
120



Event Name:

Event Date:

## Ski Tip Room Assignments

For lodging buyouts arranged at Ski Tip Lodge, please be sure to complete your rooming list and email to your Catering Manager  
 at least 60 days before your arrival.

Room#	Room Name	Description	Guests' Name	# of Guests	Dates of Stay	Charge to Master?	
901/902	Homestead	Sleeps 4, 1 Qu, 2 Tw, downstairs, quiet, no view				<input type="checkbox"/> Yes	<input type="checkbox"/> No
903	More Work	Sleeps 2, 1 Qu, downstairs, quiet, no view				<input type="checkbox"/> Yes	<input type="checkbox"/> No
904A	Willy Schaeffler	Sleeps 2, 1 Qu, downstairs, quiet, no view, no bathroom				<input type="checkbox"/> Yes	<input type="checkbox"/> No
905	Brittle Star	Sleeps 2, 1 Qu, upstairs, quiet, no view				<input type="checkbox"/> Yes	<input type="checkbox"/> No
906	Edna's Eyrie	Sleeps 2, 1 Qu, upstairs, quiet, view up valley				<input type="checkbox"/> Yes	<input type="checkbox"/> No
907	Sunrise	Sleeps 2, 1 Qu, upstairs over dining room, best view				<input type="checkbox"/> Yes	<input type="checkbox"/> No
908	Max's Manor	Sleeps 3 w/ rollaway, 1 Qu, upstairs over kitchen				<input type="checkbox"/> Yes	<input type="checkbox"/> No
909	Sunni's Loft	Sleeps 2, 1 Qu, upstairs above lounge, can be loud				<input type="checkbox"/> Yes	<input type="checkbox"/> No
911/910	Winning Card	Sleeps 4, 1 Qu, 2 Tw, upstairs, 2 baths, great view				<input type="checkbox"/> Yes	<input type="checkbox"/> No
912/914	Skating Bell	Sleeps 4, 1 Qu, 2 Tw, upstairs, 1 bathroom, view of pond				<input type="checkbox"/> Yes	<input type="checkbox"/> No

