

save the date

VISALIA CONVENTION
CENTER

—
*Wedding Planning
Guide*

YOUR VENUE
AWAITS

Congratulations!

Dear Newly Engaged,

What a wonderful and exciting time in your life, we are so thrilled you are considering hosting your big day at the Visalia Convention Center! Our knowledgeable staff are aware that your wedding day is one of the most important days of your life, which is why we are with you every step of the way, to insure the planning process is an easy one. We keep track of the details so you don't have to!

We have many room sizes to fit your needs for showers, rehearsal dinners, ceremonies, wedding receptions and anything else you may need to celebrate this momentous occasion.

We are excited to hear from you so we can begin planning your special day!

Sincerely,

Amanda Arreola

Sales Manager

559.713.4602

Amanda.Arreola@Visalia.City

303 E. Acequia Avenue



Visalia, CA 93291

*"Be at the
Center of it All"*

Located in the heart of California,
the Visalia Convention Center is
the perfect choice for your
ceremony and reception.

With its warm, gracious and
elegant feel, the Visalia Convention
Center can fulfill every need for
your special day!



Ballrooms

Charter Oak Ballroom : Capacity 450



Exhibit Hall: Capacity 1,000



San Joaquin Ballroom: Capacity 180



Sequoia Ballroom: Capacity 100



Sierra Ballroom: Capacity 90



Ballroom Pricing

3:30PM-12:00AM

6:00AM-12:00AM

Exhibit Hall:		\$4,110
Charter Oak Ballroom*:	\$2,515	\$3,310
San Joaquin Ballroom:	\$920	\$1,370
Sequoia Ballroom:	\$460	\$680
Sierra Ballroom:	\$400	\$595
Eucalyptus Courtyard:		\$1,375

Catering Packages include room rental from 3:30PM-12:00AM, additional time may be purchased

*The Marriott Hotel has exclusive catering rights to the Charter Oak ballroom

Certified Caterers

FUGAZZI'S CATERING: Fugazzi's catering is deliciously extraordinary. Your guests will enjoy irresistibly beautiful culinary delights. Voted BEST CATERER in the Central Valley by the California Restaurant Association, the award winning staff and event planning team at Fugazzi's offers a wide range of menu options to fit any budget. Take your pick or allow them to tailor a menu that expresses your personal taste. Fugazzi's specialties include buffets, plated dinners and themed events. Hors d'oeuvres and gourmet desserts are available to compliment your meal, as well as full bar service.

Please call Mike Fligor to plan your next event (559) 625-0496.

www.fugazzisbistro.com

MARRIOTT: The Marriott catering professionals provide personalized expertise from the only 4-Star hotel in Visalia. The Executive Chef ensures a selection of traditional and unique menu options. Tasteful creativity is achieved by employing an array of varied seasonings to farm-fresh ingredients. Work with one of their professional consultants and let them take the pressure off to create a lively and successful event. They can help you achieve a graceful blend of excellent cuisine and presentation while staying within your budget. Adjacent to the Visalia Convention Center, the Marriott provides full service catering and fully stocked bars for any type of event (meetings, weddings, reunions or company parties) serving 3 to 3,000 people.

*Discounts may apply for groups with both catering and sleeping room needs.

For more information, contact the Visalia Marriott, (559) 636-1111.

www.marriot\vismc.com

SUE SA'S CREATIVE CATERING: Beyond food and service, the magic is in the details. At Sue Sa's Creative Catering they pride themselves on combining personalized consultation with quality food and unique presentation, to truly set your event apart from the rest. Attention to detail and the finest service in the area – it's all about making your event truly unique. Sue Sa's caters to your every need with full service catering, including bar service, for events of all sizes.

Contact Sue Sa, (559) 733-9001.

E-mail: suesacatering@aol.com www.suesacatering.com

TRES BIEN: Trés Bien has often been called the valley’s “best kept secret,” the boutique caterer.

Owner and chef, Elaine Dakessian has a passion for what she does and if you take a look at her sample menus on her website you will see a variety unlike any other caterer. If you don’t see what you want, she will customize the menu to suit your vision for your special event. She can cook virtually anything for all budgets! The food is made from the freshest ingredients, from scratch. Menus are seasonal to reflect what is available. Trés Bien is a full service company and can accommodate any size event, wedding or theme party and corporate catering doesn’t have to be boring any longer. Wouldn’t it be nice to look forward to lunch? - Full bar service is also available.

Please call Elaine at (559) 936-1260 or email at elaine_ds@hotmail.com

VINTAGE PRESS RESTAURANT: The Vintage Press, a Visalia landmark since 1966, offers an array of catering services for weddings, birthday and anniversary celebrations, conferences, fund-raisers and other occasions as an extension of its award-winning downtown restaurant. The Vintage Press holds a gold star from Fodor’s, which called it “...the best restaurant in the Central Valley...” Wine Spectator magazine raves the Vintage Press has “one of the best restaurant wine lists in the world.” Specialties include classic beef, lamb and seafood dishes and a selection of unique salads. The Vintage Press professional staff is dedicated to exceeding your every expectation .

Contact Chef Greg Vartanian, (559) 733-3033.

Email: reservations@thevintagepress.com

www.thevintagepress.com



Sue Sa's Creative Catering

Owner, Sue Sa

2017 Wedding Package
At the Visalia Convention Center

WANT A WORRY FREE WEDDING?

Beyond Food and Service The Magic Is In The Details!

*Sue Sa's Creative Catering understands food can be prepared by anyone.
However, we pride ourselves in combining...*

- ▼ *Personalized Consulting*
- ▼ *Quality Food and Presentation of your Meal*
- ▼ *Attention to Detail*
- ▼ *The Finest Service in the Area*

THIS IS WHAT SETS US APART FROM THE REST!

*Sue Sa's Creative Catering and the Visalia Convention Center
have the most frequent wedding needs all wrapped up in one convenient package.*

Your Special Wedding Package Includes...

- ▼ *A Beautiful Setting at the Visalia Convention Center*
- ▼ *Complete Table Service with Glass, China, & Silver*
- ▼ *White (or Ivory) Table Linens Standard Size & Choice of Napkin Color*
- ▼ *Customized Single Entrée Selection (Additional Charge for a Duo Plate)*
- ▼ *House Champagne & Sparkling Cider for Your Ceremonial Toast*
- ▼ *Skirted Head Table on Risers*
- ▼ *Dance Floor & Skirted DJ Table*
- ▼ *Podium with Wired Microphone*
- ▼ *Skirted Guest Book & Gift Table*
- ▼ *Skirted Cake Table (Our Banquet Staff Will Cut and Serve Your Cake)*
- ▼ *Security*
- ▼ ** 1 Complimentary Suite for the Bride & Groom at the Comfort Suites
(with a guarantee of 150 people)*
- ▼ *Special Room Rates available for your guests at the Comfort Suites
(Comfort Suites is Located across the Street from the Visalia Convention Center)*

Everything You Need For the Perfect –

Wedding Reception Package

All for Just

\$35.95/per person plus applicable Sales Tax*

720 W. Main Street, Visalia, California 93291

559-733-9001 Office 559-733-5902 Fax

www.suesacatering.com



Have your wedding, "full service". Relax and truly enjoy your special occasion. **Our award winning Chef and Marriott Certified Wedding Planner take an individualized approach to ensure that each event is custom designed and tailored to you and your guests.**

Your Dream Package Includes:

- Romance Package (Complimentary room w/ rose petals, chocolates, and champagne)
- 5000 Marriott Rewards Points towards room accommodations at any Marriott around the world
- Marriott Certified Wedding Planner
- An Elegant Ballroom for your Dream Wedding
- Customized Entrée Selection
- White Table Cloth with Choice of Napkin from Marriott Selection
- Raised Head Table (24 X 8) upgrade available
- Skirted DJ, Gift, Cake, and Guest Book Table(s)
- Complimentary Cake Service
- Dance Floor (18 X 18)
- Complimentary Champagne Toast
- Security



Packages start at \$36.00 per person++
(Minimum of 150 persons required for package plus tax and gratuity)
Prices are subject to change. An 8.50% sales tax and 22% taxable gratuity will be added to the final bill

VISALIA MARRIOTT

300 South Court Street | Visalia | Ca | 93291 | P: 559.622.2004 or 559.622.2036

Enhancements

Stringer lights	.50 per foot
Crystal Chandelier-Small	\$214
Crystal Chandelier-Large	\$265
LED Up Lighting	\$28 each
LED Up Lighting-Package of 24	\$300
Lighting General Wash-Exhibit Hall	\$110
Photo Backdrop	\$100
Pipe Drape	\$3.05 per foot
Columns-12 foot	\$34 each
Mics	\$30.25-Wired \$60-Wireless
LCD Projector	\$140-\$320 depending on size
Screens	\$36-\$140 depending on size
Dance Floor *	\$4 per 3x3 section, \$100 minimum
Risers/Staging *	\$32.50 per section, \$100 Minimum

Additional enhancements available upon request

*Included in Catering Packages



Miscellaneous

Deposit: A deposit equal to 50% of the estimated room rental charges is due with the return of the signed agreement. The total deposit will be applied against the final payment. As service to our clients, cash, cashier's check, Visa, MasterCard, Discover, and American Express are accepted.

Billing and Prepayment: The Visalia Convention Center requires that the event is prepaid in entirety before the event date. Final payment is required by three (3) business days prior to your event.

Final Payment: For all additional equipment/services remaining due upon the conclusion of your wedding, payment is due within thirty (30) days of invoicing.

Cancellation: Cancellation by the client covered by the agreement will be subject to a cancellation fee as set forth in the Facility Use Agreement.

Insurance: The Visalia Convention Center requires a Certificate of Insurance naming the City of Visalia as additional insured in the amount of not less than \$1,000,000, and as outlined in the Facility Use Agreement. The client must supply this Certificate of Insurance to the Visalia Convention Center no later than 30 days prior to the event date.

Alcohol: Clients and patrons will not be allowed to bring alcoholic beverages into the facility. An exception will be donated wine for weddings and banquets for which a corkage fee will apply or alcohol for wedding and banquets in which it is given to a caterer for serving in accordance with the City of Visalia alcohol policy, state law and caterer approval. Client may choose a certified caterer who will provide the alcohol and or service for your event. Alcohol service will stop one (1) hour before the end of the event and not later than 12:00am (midnight). Please note that the event end time does not include the move-out period after the conclusion of the event during which you will be responsible for removing decorations and other items.

Decorations: Will not cause to be affixed by any means to any portions of the building, banners, signs, posters, or any other materials without specific authorization of the city.

The following décor items are prohibited: Mylar Balloons, Fire, Free Standing Candles, Glitter, Confetti, Sand, Colored Rose Petals.

The city is not responsible for property, signage, materials, equipment, food, or any other items left on the Visalia Convention Center premises at the conclusion of client's event. All items left on the premises will be disposed of after three (3) days if left unclaimed by client or client's vendors or representatives unless arrangements for disposition have been made with Visalia Convention Center staff prior to the event.

Wedding Checklist

12 Months Before

- Announce your engagement to family and friends and plan an engagement party
- Place an engagement announcement in your local newspaper
- Sign up for a wedding website to keep your guests informed about event details
- Establish a budget
- Hire a wedding planner to help secure contracts, etc.
- Choose a wedding date - select a few days in case your first choice is booked
- Choose a ceremony and reception site-Visalia Convention Center!**
 - Begin a guest list and compile current addresses
 - Decide on who you'd like to have as your attendants, including your maid of honor and best man
 - Begin shopping for your wedding gown
- Attend a local bridal show or two and jot down notes about any vendors you really liked-**
Visalia Convention center Downtown Wedding Walk! September 14th, save the date!
 - Research local vendors and book ceremony musicians, a wedding band/DJ, photographer, videographer, caterer and florist

6-9 Months Before

- Research and choose one or more bridal gift registry
- Order your wedding gown and buy undergarments that you will wear with it (bring these to all fittings)
- Order other bridal accessories - shoes, gloves and veil
- Begin shopping for bridesmaids dresses
- Book an officiant to perform your ceremony

4-6 Months Before

- Select and order your wedding invitations, invitation envelopes and thank-you cards
- Select and purchase wedding favors and wedding favor accessories - boxes, personalized wedding ribbon
- Purchase/rent any desired ceremony and reception decorations - unity candles, vases, aisle runner, etc.
- Start researching wedding cake pictures and local bakeries
- Book your honeymoon and verify that you have any necessary travel documents including passports and visas
- Book a room for your wedding night, if you will be leaving for your honeymoon the next morning
- Book hotel rooms or arrange other accommodations for out-of-town guests
- Finalize your guest list and send out save-the-date cards, if using
- Reserve transportation for you and your wedding party as well as your guests (if necessary)

2-4 Months Before

- Find out what your state's requirements are for obtaining a marriage license
- Order tuxedos for the groom and groomsmen
- Meet with your caterer to discuss the menu and your bar/liquor needs
- Meet with your officiant to discuss ceremony details, wording and wedding vows
- Select wedding readings
- Order your wedding cake
- Buy thank-you gifts for your attendants, flower girl and ring bearer

- Shop for a gift for your new spouse-to-be
- Select and purchase wedding rings, and have them engraved if desired
- Coordinate and choose a location for the rehearsal dinner
- Contact party rental companies for tents, tables, arches, etc. if necessary

1-2 Months Before

- Mail invitations out to everyone eight weeks prior to the wedding date
- Compile and complete name change documents or purchase a bridal name change kit online
- Fill out a change of address form at the post office, if necessary
- Have ceremony programs printed
- Purchase a guest book, pen and other wedding accessories including toasting glasses, cake knife, ring pillow, etc.
- Keep your wedding web site updated with directions and event details
- Choose your hair and makeup stylists and schedule a trial for both; also book appointments to have your hair, make-up and nails done on the day of the wedding

2 Weeks to 1 Month Before

- Create a seating chart for the reception and make table numbers and place cards (or have your calligrapher work on these)
- Contact your caterer with a final guest count
- Print out a timeline of events for your wedding party and vendors - include contact information and cell phone numbers
- Meet with your photographer to finalize your wedding photo list of any must-have photos
- Contact your florist to confirm your final flower order (bouquets, boutonnieres, centerpieces, etc.) and go over any decor details or venue logistics for the big day

- Finalize your ceremony and reception music and song lists for your wedding band or DJ
- Confirm lodging reservations for out-of-town guests
- Plan a bridal luncheon or dinner with your bridesmaids
- Pick up wedding bands and make sure the fit is good
- Schedule a final wedding dress fitting
- Apply for your marriage license

1 Week Before

- Write out final checks to your wedding vendors (each organized in an envelope) and let your wedding coordinator or one of your attendants to distribute at the wedding
- Pick up your wedding gown
- Pick up your marriage license
- Confirm limo or other transportation reservations
- Pack for your honeymoon and confirm travel arrangements
- Have your post office hold your mail, if necessary, while you are on your honeymoon

The Day Before

- Welcome out-of-town guests as they arrive
- Attend the rehearsal and enjoy the rehearsal dinner!

The Wedding Day

- Wake up early and do some easy exercise, or just go for a peaceful walk outdoors and try to soak up the beauty of the day ;)
- Set aside some time before the festivities to share gifts with your bridesmaids or close family members
- Eat a healthy breakfast - you'll need your energy for the big day ahead!
- Enjoy it; it's finally here and everything will be wonderful... Congratulations!!