QUAY



Wedding Planning Guide





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The Perfect Backdrop

Butterflies in your stomach, a pounding heart, and a smile that never leaves your face. Just some of the signs you're in love. Now that you're ready to take the next step towards forever, allow the beautiful Inn at the Quay Hotel to compliment all the emotions of your special day with a waterfront backdrop like none other.

With the help of our expert planners, you will take the first step of forever with a location as breathtaking as your true love.....with a setting that always enhances...never overtakes....









Discover the Difference

Will it be an elegant affair? Small and intimate? Rustic or vintage? An epic reception bash? Perhaps you've been planning since you were a little girl and have pictures of everything you've envisioned? If so...add one more...a scenic riverfront location with a team that considers it an honour to play a part in your happily ever after. And just like the two of you....our floor to ceiling windows and stunning views are a great match to whatever theme and décor elements you've selected.



Dream Wedding Day

Perched above the Fraser River, with ever-changing liquid landscape views, this intimate, boutique-style waterfront Hotel is an extraordinary setting for the coming together of two.

Upstairs, sliding doors to private balconies flood guestrooms with the natural light wanted for those personal and detailed "preparations" photos...taken most often in one of our two hospitality rooms. Particularly perfect for getting ready the morning of...the murphy bed in each easily tucks away for more open space. A wet bar area provides the platform for shareable snacks and bevvies and full length and vanity mirrors show your fabulous wedding-day ready self!







Our custom-designed Locked Inn Love sculpture offers our newlyweds the chance to symbolize their unbreakable love. Quay couples are provided a lock upon check-in and encouraged to place it on this one-of-a-kind second-floor patio art piece and take advantage of yet another fantastic photo op!

Friends and family staying with us return home with a customized keepsake.....as a reminder of your once-in-a-lifetime occasion.

Besides the big event, look to the Inn at the Quay for a memorable bridal shower, a bachelorette party, rehearsal dinner...or when you and your galpals need to do some serious dress shopping. Only minutes from New Westminster's "Bridal Row", the ultimate destination for the perfect dress. The Hotel's "Say Yes to YOUR Dress" package includes everything needed for a fun-filled day!

Wedding Ceremony

Photo ops galore when you elevate your "I Do's" on our private second floor patio and take advantage of the built-in backdrop of the mighty Fraser River. Included in the room rental for ceremony space...

- ♥ 2 hours of ceremony rehearsal time in the week prior to your wedding
- ♥ Signing table skirted with chair
- Set-up and take down by hotel staff
- Contingency plan (in the event of poor weather we will relocate to our Hyack South Room)
- ♥ Water service for your guest's enjoyment before and after the ceremony
- ♥ Seating to 130 people maximum





The Perfect Location

Boost your happiness at a vibrant waterfront Hotel where comforts and photo ops are only limited by your imagination! Sassy soirees, exquisite affairs, mouthwatering feasts or a casual chic celebration...we take great care in the little touches that reflect your personality.

And what could be better than having friends and family bask in the afterglow of your special day by taking the elevator to their own riverfront guestrooms just above the celebration?! At the end of the Hotel's lower floors and as far out over the water as you can go, king bedded rooms with large jetted tubs await the return of our newlyweds – along with chilled bubbly of course! A block of guestrooms set aside in advance means one less thing to do and ensures those on your guest list partake in the festivities as long as they want.





Hyack Room

Excitement heightens as you make your grand entrance into our Hyack Ballroom with reception seating up to 150 people. Partner this emotional high with our Executive Chef's menus and dedicated staff to keep your guests talking for years to come. Floor to ceiling windows overlooking the Fraser River add an ever-changing ambiance. Natural light by day and then dimming to just the perfect amount of twinkling lights by night.... perfect timing for a romantic evening! The views expand when your guests step out onto our wrap around balcony after dancing the night away and gaze skyward.

Included in the room rental for reception space is...

- ♥ Set-up and break down
- Tables with chairs and white linens
- Tableware
- Podium with attached microphone
- ▼ Table with linen and skirting for wedding cake, guest book, gifts, DJ
- ♥ Easel for floorplan
- ▼ 15 x 18 hardwood dancefloor
- ♥ Wi-Fi
- Wheelchair Accessible
- Coat Check

Riverside Room

If your vision includes a smaller, more intimate affair, our Riverside Room is a fantastic venue choice! Best suited to receptions to 32 people or ceremonies for 50...the colour palette of blues and greens is sure to compliment your chosen colour scheme. A full wall of windows means the view is uninterrupted and definitely part of your décor! Included in the room rental for reception space is...

- ♥ Set-up and break down
- Tables with chairs and white linens
- Tableware
- ♥ Podium
- ▼ Table with linen and skirting for wedding cake, guest book, gifts
- ♥ Easel for floorplan
- ♥ Wi-Fi
- Wheelchair Accessible
- Coat Check

Delicious Dining

As Bride & Groom, you will receive personalized planning assistance and guidance to ensure that your event reflects your special personality.

Make a statement with delicious food that suits your guests and stays true to your budget. We'll help you customize a menu catered by The Boathouse Restaurant.





Sample Menu

Reception Platters

Sushi Platter
International Cheese and Fruit Mirror
Antipasto Platter

Cold Hors D'oeuvres

Poached Prawns and Cocktail Sauce
Tomato Bruschetta
Prime Rib with Red Onion Marmalade, Harissa Mayo and Bleu
Cheese Served on Crostini

Salad

Caprese Salad
Beet Salad
Greek Salad

Entrée

Wild Mushroom Ravioli

Maple Roasted Salmon

Chef Carved Certified Angus Baron of Beef

Chicken Marsala

Beef Short Rib

Dessert

Our Chef's Selection of Premier Cakes, Pastries, Mousses, Cheesecakes, Tarts, Mini Crème Brule along with a Freshly Sliced Fruit Platter

Please ask for full list of menu & bar options

TOP 10 Photo Shoot LOCATIONS

- 1. Inn At The Quay Lobby
- 2. Westminster Pier Park (at timber wharf or urban beach)
- 3. Westminster Quay boardwalk and esplanade
- 4. Front Street (behind heritage buildings)

5. Queens Park rose garden and gazebo



- 6. Friendship Gardens (next to City Hall)
- 7. City Hall steps and front entrance
- 8. Glenbrook Ravine bridge
- 9. Old B.C.Penitentiary in front of Dublin Castle
- 10. Port Royal riverbend and beach

		SUGGESTED	BUDGET	ACTUAL	DIFFERENCE
INVITATIONS	Save The Date				
	Invitations				
	Postage				
	Guestbook / Pen				
CEREMONY	Location (Inn At The Quay)				
	Chair Rental				
	Decorator				
	Aisle Runner				
	Chair Covers				
	Ceremony Decorations				
	Marriage License				
	Marriage Commissioner				
TRANSPORTATION	To Ceremony				
	From Ceremony to Reception				
	From Reception to Hotel				
PHOTOGRAPHER	Engagement Photos				
	Photographer Fees				
	Videographer				
	Wedding Photos				
RECEPTION	Venue Rental Fees				
	Dinner				
	Drinks/Alcohol				
	Wine				
	Champagne				
	Corkage				
	Gratuity				
	Reception "Extras"				
	SOCAN & Re:Sound Music Fee				
	Wedding Cake				
	Cake Cutting Fee				
RECEPTION DÉCOR					
	Head Table Décor				
	Centerpieces				
	Cake Table Décor				
	Knife/ Server for Cake Cutting				
	Table Linens				
	Chair Covers				
ENTERTAINMENT	DJ				
	Photobooth				
	Guest Favors				
ATTIRE/BEAUTY	Wedding Dress				
	Shoes				
	Jewelry				
	Veil				
	Hair				
	Makeup				
	Groom's Tuxedo				
	Bridesmaids' Dresses				
	Groomsmen's Attire				
	Flower Girl Dress				
FLOWERS	Ceremony Décor				
	Petals for Aisle				
	Bride's Bouquet				
	Bridesmaids' Bouquets				
	Groom's & Groomsmen's Boutonnieres				
	Moms' & Grandmas' Corsages				
MISC.	Candles				
	Pillow for Ring Bearer				
	Basket for Flower Girl				
	Wedding Rings				
	Honeymoon				
	Wedding Brunch / Gift Opening				

BALANCE	Budgeted Total	
	Actual Total	
	Difference	





THE *perfect* PICTURE

Wedding photography has transformed light-years from the traditional stuffed-shirt poses of yesteryear. Images of the 'first look', where couples get a glance of one another prior to the ceremony, have become increasingly popular. More relaxed, candid-style shots have taken the place of traditional posed photos.

1. Engagement shoots

Photo sessions of the newly engaged couple are a wonderful way to announce an engagement and can be used for Save-the-Dates, wedding invitations, guest books and home décor.





2. Getting READY

Treasure every second of your special day. Many couples arrange for their photographer to be present as they begin their day at the salon for hair and make-up, slip into their formal wear or share a celebratory toast. These photos capture all the little moments experienced throughout the day with your loved ones.

3. Day-of DETAILS

With so much fun and excitement, it seems as though the day flashes by in the blink of an eye. Videographers will capture every detail and combine it into a memorable montage of all the day's events. From the first kiss to the last dance, you'll have a collection of moments to cherish for the rest of your lives.

4. THE Guests

Weddings are truly about sharing a special life moment with all of your loved ones. There are a number of ways to incorporate photography into your day. Photographers will professionally capture photos of your family and friends celebrating your love. See the day from your guests' perspective by creating a personalized hashtag or crafting a guest book using Polaroid cameras. You'll look back on these images for the rest of your lives together.



Wedding VIDEOGRAPHY

Wedding videography has come a long way over the years. With new specialty equipment such as Steadicams, drones and digital DVD exhibition, the right videographer has the power to turn your special day into a cinematic masterpiece. A videographer adds true value to your wedding by capturing the incredible hard work that you and your soulmate have spent months meticulously planning.



Viewing the day from the perspective of your family and friends is a unique way to look back on your nuptials. From walking down the aisle, to cutting the cake and dancing through the evening, a videographer will document memories that you can cherish for years to come. The benefits of hiring a videographer are truly priceless.

CHOOSING YOUR perfect DRESS



Sheath (Column)

As the name suggests, this design is quite narrow from shoulder to hem and fits the figure closely everywhere. This type of dress is best suited to slimmer brides, although it can look flattering on an hourglass figure if you want to make the most of your curves.



Empire

This shape is reminiscent of Jane Austen heroines, a high waist and gently flared skirt which is much narrower overall than the Princess or Ball Gown styles. Slimmer figures may suit this style best, although it is also good for disguising wide hips and making shorter brides appear taller.



Ball Gown

Imagine Cinderella's dress when she goes to the ball; this is exactly the silhouette of a Ball Gown dress. The bodice is fitted but the dress begins to flare at the waist and continues, like the Princess style, to a full skirt at the hemline. This shape looks best on tall, full figured women. Shorter brides and those with smaller frames might look somewhat 'lost' in this style.



Princess (A-Line)

This style has a fitted bodice and hips with a skirt which gently flows outwards to become full at the hem. This design is perfect for the bride interested in accentuating her unique curves.



Mermaid

This type of dress is figurehugging until just below the knees where it flares out in a similar way to a mermaid's tail. It is best suited to slim figures, as it can be unforgiving if you have any areas you wish to disguise.



ONE

Bridesmaids are generally expected to pay for their own dress. Remember to take their budgets into account when choosing dresses and accessories.

Everyone is different, and that is a beautiful thing! If your girls vary in body type, consider differing dress styles in the color to suit their different shapes. Another option is to choose the same style of dress in varying shades of color, for a unique "ombré" look.

When ordering the dresses, be sure to allow enough time for alterations. Ask your seamstress exactly how much time is needed to be certain you've allotted enough time (plus a buffer!). It is always better to order a larger size and have it taken in than to let a smaller one out.

Don't forget to complete the look! Consider what accessories and shoes your girls will wear.

Would you like for them to match or do you prefer varying styles in the same color scheme? Dresses can also play a part in determining hairstyles. Are the dresses best suited to up-do's or flowing curls? Keep the complete look in mind when deciding on dresses.

Suits you

1. The Tuxedo A smart, formal option, especially popular for winter weddings or celebrations taking place later in the day. The classic tux is black. To mix it up, consider a midnight blue version or a white dinner jacket. The great thing about a tux is you can wear it again.

2. Morning Suit For formal and traditional weddings, the classic morning suit (consisting of tailcoat, dress shirt, waistcoat and formal trousers) is the perfect option. If you're going for this choice it might be best to rent rather than buy, as it is unlikely a suit that you will wear again.



3. Lounge Suit Consider a classic fitting, double breasted or three piece suit for a less formal wedding or if you feel the tux is too proper. This is a timeless statement suit.

4. Shirt & Bowtie Relaxed and informal look for a groom, suitable for a summer wedding. Matching braces suit a fashion-forward groom.

5. Smart Casual No matter how laid back your day will be, you'll still want the groom and his men to look well turned out. Mix a heavier jacket or blazer with trousers for a smart casual look.

Your carriage awaits



It's the big day, you look and feel amazing, and the venue is ready and waiting for you to arrive in style.

Try to ensure you actually see the vehicle you will be using before agreeing on a price or paying a deposit. Will your dress fit into the back without being creased? Is the car available for the right length of time, including extra allowances for unforeseen circumstances such as traffic, extra time spent on hair and makeup, etc.? Will you need to have any luggage stowed away ready to go straight on the honeymoon?

Consider the number of guests in your wedding party. A specially decorated mini-bus might be

an idea if it's a large group, or you may decide on two separate limousines for each side of the party. These details need to be considered before making a decision on the right style of transportation for you.

If your reception is at a different location than the ceremony, you will also need to schedule transportation between the two spaces. If you have a designated block of rooms at a hotel, you may even consider using their shuttle services in addition to an outside transportation company. With proper planning, you'll have all of your guests and wedding party where they need to be!



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THE wedding ENTERTAINMENT

Although you, yourselves, will be the stars of this special 'show' - let's not forget that there will be many long periods while you are being photographed; guests are arriving or while the venue is being changed over ready for the evening party. During these times some entertainment will break the ice between your families, distract younger guests and provide a sense of flow between the main parts of the day.



A magician could be hired to visit each table during the wedding breakfast and entertain each group in turn for a few minutes. Work out how many tables you have and allow five to ten minutes for each on plus some extra time for moving around.

For the children it can be a long time to behave nicely; a balloon modeller, puppeteer or even, depending on the setting, a petting zoo could be hired for the day. Face painters are also popular with children.

Photo and video booths are popular, guests can have fun with silly props and leave you special messages to look back on afterwards.

 $D\tilde{f}$'s, are of course, in big demand for the evening. The best ones will be booked up quickly so make sure you book in advance. Think about the style of music you and your guests would like to listen to, from dance to rock 'n' roll.

Live music can give a sophisticated feel to the evening. You could hire a saxophonist or pianist for your guests to enjoy. Or maybe there is a local band you've heard at another party? Live music is always special but you might want to consider hiring a DJ for in-between sets to keep the party going.

Don't forget the older guests too. Great Aunt Flora and Uncle Herbert might not be keen on house rap music, so perhaps consider including a few feel good classics for them to enjoy. The older generation and smaller children might not stay until the very end so remember to play any special songs earlier in the evening.

In the end, remember it's your special day, so make sure it is as personal and memorable for the two of you as you like. If you want spiderman or the Queen to show up you could hire look-alikes from specialist companies, unless, of course, you happen to know the real ones personally.



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WEDDING **Decorations**

Lighting Decorative lighting such as fairy lights can create a sense of intimacy in a large space and help highlight décor elements.

Polaroids For a nice personal touch, next to your guest book you could leave a polaroid camera so that guests can take an instant photograph of themselves to place next to their message in the book.

Signage To help your guests find





Menu Cards The complement to your wedding day stationery and matching your color scheme, they will add an extra-stylish touch to your tablescape.

Chiavari Chairs Consider upgrading your chairs to wooden chiavari chairs instead of the plastic folding kind. Many rental suppliers offer them and they can transform a room elegantly.

Bar Decor Most of your guests will visit a few times throughout the night, which is precisely why it's a great place to add a burst of color or personalized décor element.

THE wedding CAKE

Defate you really settle on a style of cake, it's a good idea to work out how many guests (plus maybe friends and family who couldn't come) you need to serve. Size guides such as the one here will help you decide. However, whether your cake is going to be sponge, fruit or a mixture of different layers will also affect the size needed.

A 12" sponge cake will cut around 56 portions, but the same sized fruit cake will serve around 112 people. If the cake is to be served after the main meal with, perhaps a champagne toast, then your guests will be full and need a small piece. If the cake is to be served later on in the evening then the guests will be glad of a more substantial serving.

Now, on to the design. This is where you can be as traditional or imaginative as you like. White on white is traditional and elegant, especially with a ribbon wrapped around to match your theme. However cakes can be made in almost any shape and style.

A modern idea is to serve another cake for the evening party. This 'Groom's Cake' could be more light hearted than the traditional cake served earlier on, themed on superheroes, sport's team or movies. This can be a good way of satisfying both your traditional and innovative dreams. If you don't want two separate cakes you could make a 'double-take cake'. With these, the main part is traditionally designed, but a small section at the back is created with icing 'curtains' to reveal an extra design, for instance a Spiderman symbol or Hogwarts emblem.

If you have many guests with intolerances and food allergies then you may want to consider cupcakes or a small tier which is gluten-free and nut-free.

So to sum it up, consider

- How many slices?
- What type of cake?
- Traditional or innovative?
- Done cake or two cakes?
- Tier that is gluten/nut-free?

Once you have answered these questions your baker can make your dream cake!



make sure everyone gets a piece of cake

This guide makes sizing up your tiers a piece of cake, with size and amount of tiers matched to the number of quests...







CREATIVE CAKES
FOR ALL OCCASIONS







Beauty to last ALL DAY THROUGH

The morning of your wedding day will be chaotic whirl of flowers, clothes and maybe a few tears. Putting lipstick and mascara on straight won't be as easy as usual, so why not hire a hair and make up artist to make you look your very best?

Here are a few pointers to consider choosing the right one for you:

- ♥ Do they offer a trial session? Deciding on shades, matching skin tones and talking through the look you want are best done in advance.
- ▼ Try out different hair styles, up and down and remember to match your bridal dress style.

- ♥ Will your bridesmaids and your mother have their hair and make up done professionally too? If so, discuss a time frame to allow everybody enough attention on the day.
- You might want to consider having the artist on hand throughout the day for any touch ups. Stray locks and fresh lipstick will be one less thing to worry about.
- ▼ Talk to a few different artists before coming to a decision. Each one will have their own style and ideas so choose the perfect one for you.



CHOOSING YOUR wedding rings

Choosing your wedding bands is often a task that is overshadowed by the overwhelming excitement of organizing the venue, caterer, florals and other details of the day. Wedding bands, however, should be chosen soon after the engagement, so you don't have to rush through the process of ordering. The wedding band is the symbol of love and commitment that both of you will wear, and the finishing touch to your already-stunning engagement ring.

Choosing your wedding band requires a similar process to the selection of the engagement ring – researching styles and settings, determining a budget etc. Give yourself at least two months to browse and consider your options.

Often times, engagement rings and wedding bands can be purchased as a set. Purchasing the wedding bands from the same jeweler as the engagement ring will ensure that the styles match one another. If you're looking for a bolder, mismatched look, consider a different style band that is still complementary to the engagement ring. Think about your lifestyle when choosing a band as well. If you spend a lot of time outdoors or doing physical labor, a more comfortable band may be the way to go; otherwise, a more intricate band may be what you're looking for. Take into consideration all of these factors, and you will be sure to find the perfect band for each of you!

THE finishing TOUCHES

Most couples love a bit of tradition on their big day – what could be more so than Old, New, Borrowed and Blue? All of these traditions can be incorporated into your accessories as finishing touches to your overall look.

Old

When thinking of the 'old,' a piece of jewelry, perhaps a family heirloom, fits the bill nicely. Another unique option is to incorporate antiques into your look - a pair of vintage lacy gloves or a beautiful antique watch could be just the thing. A small locket could be added to your headdress or flowers, where only you know it is there. There are many creative ways to add 'old' to your accessories.

Mew

The simplest of the traditions. 'new' is already incorporated in many ways - from the new wedding rings, to the new outfits, to the new last name! Another idea is to surprise your significant other with a new accessory such as a watch or a bracelet to complete their polished look.

Borrowed

Borrowing items from family and friends is a wonderful way to incorporate 'something borrowed' into your special day. Donning a piece of jewelry from a friend, wearing your mother's dress, or even incorporating pieces of her dress' fabric into your own dress or bouquet wrap are just a few ideas.

Blue

Shoes in a delicate shade of blue, or a small blue flower tucked secretly into your bouquet are fun touches to bring 'blue' into your day. If a statement is what you're searching for, a sapphire blue necklace adds a pop of color to your look. For a more practical option, consider a blue embroidered wristlet to carry your essentials.





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THE guest list & SEATING PLAN

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Table 1	Table 2	Table 3
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Table 4	Table 5	Table 6
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Table 7	Table 8	Table 9
Table 10	Table 11	Table 12
Table 10	Table 11	Table 12
Table 10	Table 11	Table 12
Table 10	Table 11	Table 12
Table 10	Table 11	Table 12
Table 10	Table 11	Table 12
Table 10	Table 11	Table 12

Wedding notes



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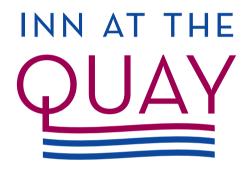
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