

74 days prior to arrival

- Review the Hotel Valencia Riverwalk contract and request adjustments on the timeline if needed. All requests must be submitted in writing.
- Schedule appointment for menu tasting. Appointments available on Tuesday through Thursday at 11 am or at 1pm.

60 days prior to arrival

- 50% Deposit Due
- Review final billing arrangements and prepare summary invoice
- Send Wedding Questionnaire
- Confirm room reservation for the bride and groom
- Review reservation deadline for group room block (if applicable)

30 days prior to arrival

- Confirm all food and beverage selections to prepare the Banquet Event Order for review
- Confirm set up for the ceremony site
- Confirm set up for the reception site to prepare diagram
- Confirm audio visual equipment for the ceremony site
- Provide list of vendors and their expected services
- Review the Hotel Valencia Riverwalk rooming list. Notify your Service Manager of any updates.

14 days prior to arrival

- Review Banquet Event Order for final approval and signature
- Review Diagram for final approval
- Confirm timeline, set up and break-down for all the vendors
- Confirm meal for vendors
- Determine billing charges for valet parking
- Review Banquet Event Orders (BEO) and Banquet Invoice Estimate and make final revisions
- These documents will require your signature 10 days prior to arrival

4 business days prior to arrival

- Food guarantees must be submitted by 10:00 am. If an update is not received, the expected number of guests noted on the signed BEO will be used as the guarantee for billing and setup.
- Settle final payment

1 day prior to arrival or upon arrival

- Meet for final walk through. Include on-site contact or wedding planner.

