

*The
Veranda Ballroom*



COUNTRY CLUB

at DELAWARE  PARK®



From This Day Forward ...

WEDDING PLANNING JOURNAL



From This Day Forward ...

Congratulations on selecting White Clay Creek Country Club as the host venue for your beautiful Wedding Day. Over the past few months you have made commitments that will last a lifetime. As you both embark on this new journey it will be filled with excitement, emotion and anticipation of your big day. You've found your perfect soul mate and the perfect location to share your love and joy with friends and family.

We, at White Clay Creek Country Club, are committed to making your wedding day a memorable one. You are about to begin on a remarkable journey in planning and designing the wedding of your dreams. Let's face it, planning a wedding takes a lot of time and organization and can overwhelm even the most together bride-to-be. We are here to walk you through it all. The following pages will assist you in all your Wedding Day details here at White Clay Creek Country Club. We are excited to share this day with you and make the journey as seamless as possible. From this day forward ... let us guide and assist you with every detail until you make your way down the aisle and say I do. We have provided a beautiful presentation folder and wedding planner checklist for ease of arranging the details of your celebration.

Confidence

Upon your initial meeting with your Wedding Specialist, you will see that we rise above other venues. You will see that your trained professional stays abreast of the latest trends and will make your wedding everything you've dreamed it will be and beyond.

Expertise

Our Culinary and Service teams have the proficiency and skill to create and design a custom event for you.

Flexibility

Traditional, or cutting edge ... an intimate or grand affair ... rustic or elegant ... daytime or evening soiree ... we have the ability to meet and exceed your expectations to create the perfect day. So, let the journey begin.

Wedding Cake Professionals Information

*White Clay Creek Country Club is delighted to offer you
a choice of fine bakeries for your wedding cake.*

All wedding cakes included in your wedding day experience are ordered based upon your guaranteed number of guests. Please be sure to inform your baker that you are a White Clay Creek Country Club (W4C) Bride or Groom so they may show you the variety of wedding cakes that are included in our packages. Please inform your Wedding Specialist once you select your baker so we may update our records.

There are a variety of wedding cake enhancements that you may choose such as pillars, layer separators, fountains, fresh flowers, edible flowers, fondant, etc. If you choose a cake enhancement or increase the size over the amount above your guaranteed guest count, you would be responsible for the additional costs paid directly to the bakery. The final number of people for the size of your wedding cake is due to your WCCCC Wedding Specialist fourteen (14) days prior to your wedding date. Your cake will be ordered to the nearest increment of 25 people based upon this count. Your wedding cake may be ordered as follows:

CANNON'S CUSTOM CAKES & BAKERY

228 Astro Center Kirkwood Highway
Newark, Delaware
302-368-7900 www.cannonscakes.com

Go directly to Cannon's Bakery located in the Astro Shopping Center on Kirkwood Highway. During regular operating hours, a wedding cake coordinator will assist you in choosing and customizing your wedding cake. The bakery suggests ordering your cake three to five months prior to your wedding date.

BING'S BAKERY

253 E. Main Street
Newark, Delaware
302-737-5310 www.bingsbakery.com

You may contact Bing's Bakery directly at 302-737-5310. The bakery would prefer that you contact them three to six months prior to your wedding date.

CAKES BY KIM

15 Germay Drive,
Suite 200 Wilmington, Delaware
302-252-9995 www.cakesbykim.com

Call Kim directly at least six to eight months in prior to your wedding date. Kim will make an appointment with you to meet and discuss your cake needs.

DESSERTS BY DANA

Red Mill Square Shopping Center,
1212 Capital Trail
Newark, Delaware
302-721-5798 www.DessertsbyDana.com

Chef Dana "Sugar Daddy" Herbert
winner of TLC's NEXT GREAT BAKER

Wedding Floral Designer Selection

White Clay Creek Country Club is delighted to offer you a choice of fresh floral designers for your wedding day.

Set the mood with the blossoms you choose. Look no further than these skilled floral designers for sophisticated and stylish arrangements.

The custom floral centerpieces included in your wedding day experience are one centerpiece per guest table. If you choose to order additional arrangements, add fresh flowers to your wedding cake, enhance the centerpieces or secure them for your personal floral bouquets, you will be responsible for the difference in pricing paid directly to your floral designer. Please be sure to identify yourself as a White Clay Creek Country Club (W4C) Bride or Groom and contact us via email once you've selected your florist so we may update our records. Your flowers may be ordered as follows:

**CELEBRATIONS DESIGN GROUP –
ELITE EXPRESSIONS EXPERIENCE**
www.celebrationsdesigngroup.com

An ideal option for discerning couples looking to create a signature style and WOW factor on their wedding day. It includes custom designed ceremony décor and elements in line with your Pinterest board; complete with lighting and upgraded tablescapes. Your W4C Wedding Specialist will discuss the minimum revenue investment. Visit our award winning wedding partner at www.celebrationsdesigngroup.com. Contracts should be signed 8 - 10 months prior to the wedding after a color palette has been determined and attire purchased.



PETAL PUSHERS FLORAL DESIGNS BY ALEXIS
Call Alexis directly at 302.654.4236.

Alexis asks that you contact her as soon as you have determined the color of your dress and the bridesmaids' dresses. Alexis will set up an appointment to meet with you to discuss your customized centerpieces. They may also suggest a variety of floral enhancements that you may choose.

**FORGET ME NOT FLORIST
& FLOWER PRESERVATION**

Contact Wendy directly at 302-378-4121 or visit them at 2394 N. DuPont Hwy, Middletown, DE 19709 or email: DEForgetMeNot@aol.com.

They prefer you to contact them 6-8 months prior to the wedding and after your color scheme and bridesmaid dress color has been determined.

Wedding Tablescapes

Envision that breathtaking moment when guests arrive to experience a vision revealed; a stunning tabletop concept that is now a beautiful reality. From each perfectly selected tablecloth, napkin, chair cover and tie, to the unique and dynamic charger at each place setting, the personality and design aesthetic of the couple is fully realized with the help of their White Clay Creek Country Club (W4C) Wedding Specialist.

Whether a small, simple gathering or a grand, opulent affair, White Clay Creek Country Club will assist you. Every event is given personalized attention from our highly knowledgeable and experienced Wedding Specialists. We will carefully listen and interpret your vision and transform our Ballroom to the wedding of your dreams.

The Linen Selection

All wedding guests' table linens are included in your wedding day experience and are ordered based upon the overall theme and color scheme of your wedding. Please contact your W4C Wedding Specialist to discuss viewing sample swatches to complement the theme and vision of your day.

There are a variety of linen enhancements that you may choose such as overlays, upgraded napkins, custom linen keepsakes, chargers, china and more. If you choose any tablescape enhancements above your included options you will be responsible for the additional costs added to your wedding costs. *(Your W4C Wedding Specialist will offer recommendations on color schemes and designs that best fit our ballroom. Some additional design fees may apply).*



Wedding Reception and Ceremony Details

Wedding Ceremony Form

It's the reason behind the main event. So to ensure your ceremony goes off without a hitch, please complete the White Clay Creek Country Club Wedding ceremony Timeline Form with your wedding day lineup. Email this form to your W4C Wedding Specialist in preparation for your wedding rehearsal. Your wedding specialist will facilitate your wedding ceremony rehearsal to review all the details for your journey down the aisle.

See Attachments for Wedding Ceremony Timeline

Wedding Reception Menu Breakdown

You may have selected two or more meal options from which guests could choose. In order to inform our service staff, please list each table number along with the appropriate number of meals on the provided menu breakdown (*how many of each at each table -beef, poultry, fish and special dietary restrictions*).

See Attachments for Wedding Menu Breakdown

Wedding Reception Floor Plan

We offer options for creating the perfect wedding reception room layout. The Veranda Ballroom can be configured to host a large wedding ceremony and/or reception with as many as 220 guests seated at banquet rounds. Smaller ceremonies can be comfortably housed in one half of our Ballroom (*additional fees may apply*). We can customize the space to your needs to ensure comfort, grace, and ease for your big day. Please review and complete the attached wedding layout. We will work with you to determine the perfectly customized flow of events, services, and seating.

See Attachments for Wedding Reception Room Diagram

Wedding Table Numbers

Wedding table numbers are an important part of any wedding décor to direct your guests to their tables. White Clay Creek Country Club provides standard table numbers complimentary, however others may be available for a small rental fee. For numbers that truly count, you can choose to turn this small detail into a standout moment and provide your own personalized table numbers to your wedding theme.

Wedding Reception Escort Card Table

Seat them in style

Escort Card Tables are the first introduction to your Wedding Day Experience and enhance your decor and table setting for your wedding. They are a stylish way to guide your guests to their seat and avoid confusion. They are placed on a table outside the wedding reception area to direct your guests to their respective tables. Give your guests a sneak peek into something fabulous to come. Escort cards must be brought to your venue one week prior to your wedding day alphabetized by last names. Please be advised that there is a \$0.50 per card alphabetizing fee, if the White Clay Creek Country Club Staff must organize your escort cards.

Tips for creating Place Cards

When it comes to pleasing guests and assuring that someone with a specific diet is taken care of, the wedding place cards meal selection indicator should be a part of your wedding stationery.

There are a few things to consider when you decide how to label your place cards with the meal selection your guests have made - and that first starts with your RSVP cards. When asking your guests to select a choice for their meal remember these great tips:

- *Make sure there's enough room for each guest RSVP'ing to indicate what they want or write it out for them.*
- *Ask each guest to initial their choice so you can note it on their place card.*
- *Leave a little space for guests to list any dietary restrictions (just in case your favorite dish contains peanuts, gluten, dairy, etc.)*

Color Coded

Simply designate a bold color coded chart, so that the servers at your wedding know that blue is chicken and green is vegetarian. These color selections can match your wedding colors and flow seamlessly from your other reception stationery. We strongly suggest against colors like ivory, champagne, or gold, etc. as they are not easily visible.

Icons

Perhaps one of the cuter ways to indicate your guest's meal choice selection is to use an icon on your place cards. By simply adding a cow, pig, fish, etc. to the top right section of your card the servers will easily see what your guest has requested for their meal.

Additional Wedding Information

Wedding Complimentary Hotel Accommodations

Included in our wedding packages is one (1) complimentary overnight accommodation for the Bride and Groom, at the Hilton Wilmington/Christiana. Please remember to contact your W4C Wedding Specialist to inform them of your hotel selection so that we can reserve your accommodations as early as possible. Please email your hotel selection to banquetmanagement@delawarepark.com C/O (your Wedding Specialist's name).

Custom Candyscapes

Candyscapes can create a stunning and fun experience for your special day. Our Candyscapes are custom designed to complement the color scheme and decor of your event. We will incorporate different varieties of candies and or sweets into your buffet to meet your unique tastes. They are an exciting and special way to treat your guests to a truly memorable experience. Please inquire for specific associated costs.

Limousine Service

Limousine service is included for the Bride and Groom, to the hotel or airport, at the conclusion of your reception.

Golf Information

Included as an additional added amenity is a complimentary round of golf for the Bride or Groom and three Guests at White Clay Creek Country Club golf course. Please contact the Golf Shop at White Clay Creek Country Club to arrange for your golf outing. All golf tees times must be pre-arranged through the Golf Shop. We recommend that you contact us at least three weeks prior to the date you wish to golf, as some dates and times may not be available.



Frequently Asked Wedding Questions

Why should I choose White Clay Creek Country Club as the venue to conduct my wedding ceremony?

White Clay Creek Country Club is a magical place where country charm and pristine landscaping create your perfect wedding location. With our unique setting and delicious catering it will be an unforgettable experience for you and your guest. White Clay Creek Country Club is one of the few locations that offer an onsite Professional Wedding Design Specialist to help you with the concept development, room design, color selection and overall planning of your special day.

How long do you reserve a reception site before we have to give a deposit?

Unfortunately in this market there are several brides and grooms searching for the perfect venue. We can only keep a hold on the facility with a deposit and contract agreement.

What is your payment structure?

- Non-Refundable Event Deposit of \$1,000 is due upon receipt of the contract.
- 60 Days Out: 50% of the estimated balance is due.
- 2 Weeks Out: Final count and payment is due.
- 7 Days Out: All final changes or additions are due.

Do you provide the catering or can we bring someone in?

White Clay Creek Country Club provides all catering and we do not allow outside caterers. Please inquire about special dietary and cultural needs.

Do you provide a menu tasting?

We do hold an open house tasting throughout the year for all booked brides. They are currently held the beginning and the middle of the year. An invitation will be sent to remind you of the dates.

Who provides the liquor?

White Clay Creek Country Club will provide all alcohol and bartenders. Due to Delaware law, you may not bring alcohol onto the premises.

What is provided for an outdoor Wedding Ceremony?

For your outdoor wedding ceremony site, we provide white Samsonite chairs, set up and breakdown and a personalized onsite wedding coordinator to oversee all the details of your ceremony.

What if it rains and I cannot conduct my ceremony outside?

Our ceremony location is covered and therefore protected from the elements. In the event of severe weather, alternative options will be provided inside the facility.

Frequently Asked Wedding Questions

Can we toss confetti or flower petals at my ceremony? (inside or out)

Anything used to toss must be biodegradable and environment friendly. We strongly discourage using confetti and aisle runners.

What tables, chairs, linen, etc. are provided?

The Veranda Ballroom has tables that are 72" round. These seat up to 10 guests each and come with basic polyester linen in a variety of color options, fabric chair covers and coordinating linen napkins.

When can we decorate for our ceremony and/or reception?

We always allow two hours before the ceremony to set up and decorate your reception. If there are no other scheduled events prior to your event, we will allow you to decorate the night before. We may consider decorating prior to your event. Please discuss with your W4C Wedding Specialist.

Who will set up tables for the cake, gifts, guest book & registry tables?

White Clay Creek Country Club is in charge of all set up and tear down of materials for your event.

Are we allowed to bring candles?

Yes, as long as they are inside a votive or container to control any fires or wax overflow.

Where do my guests park?

White Clay Creek Country Club has a designated parking lot for your event. Event parking is free. Valet parking is available at additional fees; please inquire for details.

Do you provide other services to coordinate an event such as flowers, transportation, decorating, etc?

We can recommend vendors to you based upon your event needs.

Is there a room for the Wedding Party to dress in? If so, is it an additional cost?

White Clay Creek Country Club provides a Bridal Suite and there is no additional cost. For those hosting their wedding ceremony on site, you are allotted three hours prior to your ceremony. For a reception only, one hour will be allotted. Additional rental fees will apply for extended hours.

What is the amount required for a deposit?

The amount required is \$1,000. This amount is non-refundable should you cancel or change your date.

When is the deposit due?

We require the deposit and signed contract upon booking of your wedding.

Frequently Asked Wedding Questions

When will you provide us with a cost estimate for our event?

After the menu appointment takes place, your W4C Wedding Specialist will provide you with an estimated cost for your wedding which will include all food and beverage.

Are tax and gratuities included in your package prices?

Service charges are included in the Wedding Packages only.

What times do Wedding Ceremonies take place?

Please discuss your specific ceremony time with your Wedding Specialist.

How many dinner entrees come with the Wedding Packages?

Two entree choices are included in the wedding package price. Additional entree selection will be a \$5.00 per person fee over the menu price. Vegetarian or Special Diets will be accommodated with advanced notice and will not be charged the additional fee.

What is the availability of our Wedding Coordinator?

Your W4C Wedding Specialist does their very best to check and respond to email & phone messages daily, however they may not always be able to do so. If you feel you will need more office flexibility & access than we are able to provide, you can request a line item charge for upgraded administrative time and we will gladly assign additional personnel to your contract.

Will my Wedding Coordinator personally handle and attend our reception?

Your W4C Wedding Specialist will guide you through the planning stages, menus selection, ceremony, and through the start of your reception. After your Wedding Specialist departs, your Banquet Captain will oversee your event.

What is the “guaranteed guest count” and when is it due?

Your “guaranteed guest count” is the amount of people you expect to attend your reception/ ceremony. The “guarantee” is due no later than 7 days prior to the date of your wedding. Once you have “guaranteed” a specific number, that number cannot be decreased but can be increased, within reason. You will be charged for the number that you “guarantee.”

"What's Next" Worksheet

1 of 3

We know that you are excited to begin planning your big day. We have created this worksheet to keep you updated of what to do next. Please make an appointment with your Wedding Specialist at White Clay Creek Country Club at least 30 days prior to your wedding date to plan your reception. The following questions will assist you in your planning.

Place and time of ceremony _____

Will you be having a receiving line at the church? _____

Travel time from ceremony site to White Clay Creek Country Club _____

Name of Wedding Ceremony Florist _____

Additional flowers to be delivered to White Clay Creek Country Club _____

RECEPTION MUSIC DETAILS

Name of DJ or Band _____

Telephone Number of DJ or Band _____

Amount of space needed for band (*if applicable*) _____

Number of pieces in band (*if applicable*) _____ Time Playing _____

Any special needs? _____

Do you need to provide meals for DJ or Band members? Yes No If yes, how many people? _____

ORDER OF SERVICE FOR RECEPTION *(Please check all that apply and number in the order they will occur)*

- | | |
|---|---|
| <input type="radio"/> Introductions _____ | <input type="radio"/> Blessing _____ |
| <input type="radio"/> Bride and Groom First Dance as
Husband and wife before or after dinner _____ | <input type="radio"/> Celebratory Toast by Best Man _____ |
| <input type="radio"/> Celebratory Toast by Maid/Matron of Honor _____ | <input type="radio"/> Additional Toast _____ |
| <input type="radio"/> Cake Cutting Ceremony _____ | <input type="radio"/> Bridal Bouquet Toss _____ |
| | <input type="radio"/> Garter Toss _____ |

"What's Next" Worksheet

2 of 3

WEDDING CAKE DETAILS

Bakery _____ When is cake to be cut? _____

Any special instructions? _____

VENDORS (or other service providers)

Name of photographer _____ Phone: _____

Name of videographer _____ Phone: _____

Do you need to provide meals for photographer/videographer? Yes No If yes, how many people? _____

What items will you bring to the country club? We would ask that these items be brought to the country club at least seven (7) business days prior to your date.

- | | | |
|--|---|--|
| <input type="radio"/> Place Cards | <input type="radio"/> Toasting Goblets | <input type="radio"/> Portrait/Picture Display |
| <input type="radio"/> Guest Book (<i>at ceremony first?</i>) | <input type="radio"/> Printed Napkins | <input type="radio"/> Cake Knife & Server |
| <input type="radio"/> Custom Cake Bags | <input type="radio"/> Birdcage/Card Box | |
| <input type="radio"/> Favors | <input type="radio"/> Other Items | |

Are favors/items one per guests, one per couple, or one per family? _____

FOOD AND BEVERAGE SELECTIONS

Wedding Package? _____ If yes, what package? _____

Bar Hours _____ Special Bar requests: _____

Cocktail Hour time _____

Butlered Hors D'oeuvres Selection # 1: _____

Selection #2: _____ Selection #3: _____

Dinner time _____

First Course Selection: _____

Salad Course Selection: _____

"What's Next" Worksheet

3 of 3

Dinner Entrée Selection #1: _____

Dinner Entrée Selection #2: _____

Dinner Entrée Selection #3: _____

Will you require Children's Menus (*under 12 years*)?: Yes No If Yes, approximately how many? _____

Entrée selection for Children: _____

Starch Selection: _____

Vegetable Selection: _____

Dessert Course Selection: _____

Final Numbers for Wedding Cake and Floral Arrangements _____

The final number of people for the size of your wedding cake and the final number of centerpieces are due to your Wedding Specialist at White Clay Creek Country Club 14 days prior to your date. This is to ensure that the bakery and florist are given the proper amount of time to complete your orders.

Please make an appointment to meet with your Wedding Specialist at White Clay Creek Country Club at least seven (7) days prior to your reception date in order to provide:

- Guaranteed number of guests
- Guest list
- Place cards (*in alphabetical order*)
- Head Table Diagram
- Final payment based upon your guaranteed number of guests.
- All other reception items listed above
- Completed Floorplan with table numbers, number of guests at each table and desired entrée (*if necessary*)

*The
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