

Annex Event Center
719 276 0911 cell 214-6377
507 ½ Main Street
Canon City Co 81215-0288

Helpful / Stress Reducing Hints

- Make sure food is available when guests being drinking alcohol (nuts, crackers, mints, etc)
- Limit the amount of extra decorating: Center pieces can be delivered and will be placed on the tables during table set up by the Annex Staff.
- Do all prep work prior to arriving at the Annex
- Designate helpers to clear tables, keep the food trays filled, remove trash, and clean up
- Prepare an agenda with time – see attached example
- Pre-paid bar, use token versus open - this allow everyone over 21 a limited number of drinks and discourages over drinking
- Guest paid bar – discourages over drinking
- Bring extra serving pieces
- Bring extra serving plates & dishes
- Use disposable plates, and tableware

Cost Saving Ideas

- Do your own catering
- Buy deli size ham, turkey, roast beef, pastrami, ask the deli to slice.
- Buy large size bread products or roles
- Buy large cheeses (Swiss, American, Provolone, etc)
- Large size Nuts
- Large size Mints
- Schedule the food line where less snacks are not required
- Ice Tea, coffee or punch

Use any or all of the following items offered by the Annex at no cost

- Room setup
- Pedestals (2) Glass top that can be used for the unity table
- Candelabra (3 choices)
- Table Candle Holders
- Mail Box for Cards
- Desk for guest list
- Easel
- Punch Bowls (Large Bowl, 2 small Bowls)
- Full Size refrigerator
- Ice
- Wedding Ceremony - No charge – although this may require renting an additional hour – or renting the ballroom the night before for the rehearsal and rehearsal dinner - special rate

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507 1/2 Main Street
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*******Program Outline*******

Welcome Guests _____

Ceremony _____

Pictures _____

**Cocktails or
Reception Start** _____

Dinner _____

Music Starts _____

Serve Champaign _____

Cake/Toasts _____

1. **Best Man**
2. **Maid of Honor**
- 3.
- 4.
- 5.

Bouquet Toss / Garter

First Dance _____
Followed by
Father/Daughter
Dance

Last Call _____

Music Stops _____

Clean Up
End Time _____

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Item to take to the Annex before the Wedding or Reception

- Place Cards/ Table Assignment
- Guest Book
- Pen for Guest Book / Pen Holder
- Card Basket (if you choose not to use the mail box)
- Programs

- Cake serving Set
- Cake Topper
- Toasting Glasses (Toasting Glasses are available if you forget)
- Cake Table Decorations

- Pictures of Family to display
- Picture of Bride and Groom for Signatures
- Poster board sign to place on the easel

- Centerpiece Item with Instructions
- Votive Candles and Holder (if you choose not to use those provided by the Annex)
- Disposable Cameras
- Favors – bag of mint or M&Ms

- Nuts/Mints/Table Snacks
- Printed Cocktail Napkin
- Bubbles/Bells
- Special Music / CD's

If the Ceremony is at the Annex

- Wedding Rings
- Marriage License
- Flower pedals
- Isle runner
- Chair ribbon / bows

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Venders		Event Time Line	
<i>Florist</i>		<i>Family and Vender Setup</i>	
<i>Photographer</i>		<i>Guest Arrive</i>	
<i>DJ/Musicians</i>		<i>Ceremony Time</i>	
<i>Ceremony Officiate</i>		<i>Reception Time</i>	
<i>Cake</i>		<i>Bar Opens/Bar Close</i>	
<i>Caterer</i>		<i>Music Stops</i>	
<i>Limousine</i>			
		<i>Guests Out</i>	
		<i>Family and Venders Out</i>	

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Song List	
<i>Walk down the Isle</i>	Traditional wedding march
<i>Present Mr. & Mrs. Walk down the Isle</i>	Can I have this Dance for the Rest of My Life
<i>Reception Music Soft Rock</i>	
<i>First Dance</i>	Can I have this Dance for the Rest of My Life
<i>Father Daughter</i>	Butterfly Kisses
<i>Mother Son</i>	Mama don't let your babies grow up to be cowboys
<i>Make sure you play these songs or Artist __ Fast to __ slow</i>	
<i>Classic Rock</i>	
<i>Country</i>	
<i>Jazz / R&B</i>	
<i>Chicken Song Yes/No</i>	
<i>Other</i>	