

# Stillwater River Boats Wedding Information Kit

**Congratulations on your wedding with us here at Stillwater River Boats in Stillwater, Minnesota! You will have two 1-hour consultation tours with us on your boat prior to your event. We suggest you call to schedule them one week before your desired tour date.**

## **-Sample Timeline-**

Example Ceremony & Reception Timeline on the Empress for a 5:00pm-9:00pm Charter:

- 4:00pm- Decorate & DJ set up
- 4:30pm- Boarding guests to 3<sup>rd</sup> deck for ceremony, wedding party on 1<sup>st</sup> deck
- 5:00pm- Boat departs promptly
- 5:15pm- Ceremony begins on the 3<sup>rd</sup> deck
- 6:00pm- Social hour on 2<sup>nd</sup> deck
- 6:45pm- Start moving guests to their seats for dinner
- 7:00pm- Dinner on the 1<sup>st</sup> & 2<sup>nd</sup> deck
- 7:45pm- Begin toasts as guests finish dinner
- 8:00pm- Boat staff clears dance floor on the 1<sup>st</sup> deck and dancing begins
- 9:00 Boat docks
- 9:00-Drinks and dancing continue at the dock for 2 hours of Dock Time (Optional)
- 10:45 Bar Closed
- 10:55 Last song starts
- 11:00 All guests depart the boat

## **-Event Decorating Tips-**

- Use our Rubbermaid carts to help make less trips down the ramp to the boat.
- Take photos your décor ahead of time and send them to your decorating team. They will then know where the décor goes, and how to set it up on the boat properly. In addition, pack items tightly in bins and have them labeled where they will go on the boat.
- Do NOT use tape to fix any decorations to the boat. Please use Command hooks, floral wire, zip ties, or sticky tack.
- If your centerpieces require any assembly, we highly suggest having them as assembled as they can be prior to your designated 1-hour decorating time.
- Please do not use REAL flower petals for flower girls, these are usually dyed and can stain our carpets.
- Upgrade to our ivory, white or black table linens or linen napkins, available in a variety of colors, if you wish to create a more formal boat. Ask our event planners about pricing.

**Note: nothing can be removed from the boats (i.e. pictures on the walls) and there are some restrictions to where some décor can go.**

## **-Vendor Tips-**

- Please have the vendor call with any questions about parking, our boats, lay-outs, and other topics. We DO NOT offer private showings for your vendor prior to the event. We suggest they use zip ties and floral wire to tie things down if needed.
- DJs should also have extension cords and floor tape handy just in case they are setting up in multiple locations and to secure any cords on the floor.

## **-Boat Seating-**

- Seating may have to be on 2 separate levels for your meal. We suggest you make it easy on the guests and allow them to sit anywhere they wish.
- We have basic layouts for each floor of all the boats available in a PDF format online, or just ask for a hard-copy during your tour. These layouts have the maximum number of tables and seats listed on each floor.
- If you are going to have tables dismissed for dinner, we recommend having ushers or the DJ dismiss tables. These are people you can work with extensively prior to your boat trip

## **-Miscellaneous tips & Rules-**

- Signage: We suggest that you design 2 sided signs and post them near our entrance on Highway 95/ Main Street S. with an arrow pointing to our boats. You may want an additional sign to post by the docks. Please note that these should be designed to stake in the ground.
- Animals: Sorry, no pets are allowed on the boats. ONLY if authentic documentation is provided for a service dog.
- Children: Kids are welcome, as long as they are accompanied by adults at all times. We suggest having a kids' table with activities for them to do.
- Parking: Our parking lot is free to our clients on a first-come-first-serve basis. You may not reserve any parking spots. There is a \$5.00/day city-lot right next to our building, street parking, and other various pay lots throughout the downtown area. Please visit our website for a parking map of all of downtown Stillwater.