

# WEDDING PLANNER

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## Getting Started

The following are important questions to answer when planning your wedding with the Wisconsin Union. Please be prepared to answer or discuss these types of topics when contacting the Campus Event Services to plan your special day:

- What is your Wisconsin Union Member ID number?
- What time would you like your event to begin and end?
- What type of food service would you like?
- Will you have a band or a DJ and dancing?
- How far away is the wedding ceremony?
- Is there a break between the ceremony and reception?
- What type of payment will you use for your deposit?

## Room Rentals

There are event facilities in both Memorial Union and Union South to fit a variety of needs. The Campus Event Services staff will work with you to determine the appropriate venue for your event. Only Wisconsin Union members are eligible to reserve rooms through the Wisconsin Union\*. Members are not charged a room rental fee for the use of areas designated for weddings and other large-scale social events. This includes Great Hall, Tripp Commons and Tripp deck, the Main Lounge and Varsity Hall.

A non-refundable deposit is due at the time of booking to hold a reservation and a service fee will be charged for qualifying events. A written contract must also be signed to secure your reservation.

For additional wedding room rental and payment information, click [here](#).

\*Not a member? We invite you to join! Visit [union.wisc.edu/membership](http://union.wisc.edu/membership)



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## Timeline and Payment Information

### Timeline

- **6 months prior to the event:** If your reception is on a Friday, Saturday or holiday weekend, the second \$3,000 non-refundable deposit must be made no later than six months prior to your event. Contact Campus Event Services to arrange for payment. Weddings on regular Sundays are exempt from the second deposit requirement.
- **6-8 months prior to the event:** Schedule group tasting with Campus Event Services
- **After Tasting:** Meet with your Union Wedding Coordinator to discuss event specifics
- **2 weeks prior to the event:** Confirm food orders, final guest count, room set-up and audio/visual equipment and payment method

### Payment

The Wisconsin Union accepts personal checks, Visa, Mastercard, American Express and cash. A second \$3,000 non-refundable deposit is required no later than six months prior to your reception. If a deposit is not received by that time, your reservation will be canceled. Payment should be arranged through Campus Event Services (see 'contact information on page 7'). Payment in full will be collected at the end of the event by either the manager on duty or the bartender. The initial \$1,000 room deposit (and second \$3,000 deposit, if applicable) will be applied to the overall food and beverage bill. You will receive a copy of the itemized bill. Please note that although a credit card may be on file, it is not assumed that this will be your final method of payment.

### Ceremonies

Wedding ceremonies can be held at the Wisconsin Union under certain circumstances. For additional information, see the [Wedding Ceremony Agreement](#).

### Tastings

Wisconsin Union Catering offers group tastings from our dinner menu. They are offered at various times throughout the year, and dates can be found on our website. The Wisconsin Union reserves the right to cancel any tasting due to a lack of participants. There are a variety of main entrées, sides as well as wines offered for tasting. The couple are welcome to attend one tasting at no additional charge. The cost for every additional guest is \$17.95 per person. Reservations are required and due the Monday before the tasting.



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## Selecting from the Menu

Our entire menu is available [here](#). We offer a wide variety of entrées for plated meals and buffets as well as hors d'oeuvres for cocktail receptions. We would love to help you select the right food for your reception. If there is a special meal or tasty treat that you don't see on our menu, we would be willing to discuss making it available for your event.

For plated meals, you are able to choose one meat, one vegetarian and one children's meal option. If you are interested in having two meat options you will be charged a \$1 plate fee for all of the meals plated. Additional meat options will be assessed \$1 for each meal plated.

The Wisconsin Union does not have a Kosher kitchen; however, we are able to procure some Kosher items by working with a local Kosher establishment. To ensure that we can accommodate your needs, please contact our Wedding Director at 608-890-4425 prior to booking a venue. All Kosher arrangements are subject to the approval of Wisconsin Union Catering.

## Room Setup Information

Room counts:

**Great Hall:** Maximum seating using all round tables is 220 (seating 8 each) including a head table. Maximum capacity for a seated meal is 300, set using all rectangle banquet tables in rows (each banquet table seats 6). If the ceremony will be held in the room, the maximum capacity is 200.

**Tripp Commons:** Maximum seating using all round tables is 140 (seating 8 each) including a head table. Maximum capacity for a seated meal is 220, set using all rectangle banquet tables in rows (each banquet table seats 6).

**Main Lounge:** Maximum seating using oval tables is 96 (seating 8 each) including a head table.

**Varsity Hall:** Maximum seating for the entire Varsity Hall using all oval tables is approximately 400 (seating 8 at each) including a head table. Varsity Hall is divisible into three separate sections and can be partitioned down to best fit the size and style of your wedding.

We welcome the opportunity to create the ideal, customized room arrangement with you directly.

Depending on the number of guests attending and the room setup, several tables may be removed after the meal to make room for a dance floor. Signs will be placed on those tables to notify the guests sitting there.

Coat racks will be provided seasonally as needed. Extra rooms may be available through Campus Event Services for dressing rooms and auxiliary rooms.



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## Decorations, Floral & Linens

Taping, stapling, or attaching items to walls or woodwork is NOT permitted under any circumstance. Any decorations that you wish to keep must be removed from your reception site the day of your event.

The Wisconsin Union is happy to provide table number stands when requested. All place cards, menu cards, table decorations, and gift card boxes are your responsibility to provide. If you will be having multiple meal options, please provide place cards that indicate the entrée choice for each guest.

You are welcome to bring in your own candles and lamps. Candles are permissible if the flame is enclosed in a nonflammable container. The flame must be below the top of the container. Suitable examples would be glass votive holders or hurricanes.

Any set up and clean up of floral decorations is your responsibility. Please coordinate your bakery delivery and floral delivery for cake decoration as needed.

All tables will be clothed with white linens, and linen napkins will be provided. Accent colors for napkins are available - please speak with your Union Wedding Coordinator if you are interested. The head table, cake table, registration table, DJ/band tables, bar tables, hors d'oeuvres tables, and gift table will be clothed and skirted. You are welcome to bring in rental linens if you prefer.

Any decorations, floral arrangements, rental items (including chairs, chair covers/cushions, outside vendor equipment) must be removed at the end of the evening. The Wisconsin Union is not responsible for any lost, damaged or forgotten rental items.

## Cake Information

Wisconsin Union Catering does not provide wedding cakes. We welcome wedding desserts from licensed bakers and will cut the cake for dessert at no additional charge. Your baker should have the cake delivered to the reception site no earlier than two hours before your guests arrive. There is very limited space in our coolers, and a cake left out in a warm room for long periods of time can become soft and collapse. The Wisconsin Union is not responsible for the cake and will not set up the cake.

We will provide a knife and server for your use. However, many people choose to bring in their own special utensils. Inform the catering event manager if you want the top layer of your cake saved. Please have your baker supply the appropriate sized box.

Please have your baker provide a complete list of cake parts that should be returned. We'll gladly prepare the parts for you to return to the baker. Any part not listed is assumed to be disposable.



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## Bands or DJs

The band or DJ should have all equipment set up at least one hour before the guests are scheduled to arrive. They may load equipment in through the loading dock. (See Parking & Deliveries below)

All bands or DJs must provide their own sound equipment and extension cords. There are outlets in all banquet rooms. Additional equipment can be ordered for a fee. (See Equipment Rental page 6.) The music must end one hour before the building closes or at midnight, whichever is earlier.

## Bar Information

There are several options for bar service through Wisconsin Union Catering:

1. Full hosted bar, all evening or before dinner only. This includes cocktails, beer, wine, and soda\* complimentary to the guests.
2. Cash bar with complimentary beer, wine and soda.\*
3. Cash bar with complimentary beer and soda.\*
4. Cash bar with complimentary soda.\*

\*Whenever serving alcoholic beverages it is necessary to provide a non-alcoholic option. For weddings we charge \$1.50/person for complimentary soda all evening.

In addition to the above bar options, we offer wine and/or champagne toasts with dinner. All of our cocktails are made using premium liquors. Our beer, wine and champagne options are listed [here](#).

The standard 750ml wine bottle will pour 5 glasses. One champagne bottle will pour 7 toasts.

Beer is offered by the 1/4 or 1/2 barrel. We can special order beer for you if you would like a type of beer that is not listed in our menu. A 1/4 barrel serves 60 12 oz. servings. A 1/2 barrel serves 120 12 oz. servings. Your Union Wedding Coordinator can help you estimate how many barrels you will need for your event.

Last call for the bar will be 1/2 hour before the scheduled time of the bar closing.

## Parking & Deliveries

### Parking by Memorial Union:

The Memorial Union cannot provide general reserved parking. The best options would be for guests to park in the City of Madison's Lake Street parking ramp. This is a ticketed ramp. Otherwise, guests can park in the lot under Helen C. White library (across the street from Memorial Union, off of Park Street).

### Parking by Union South:

Union South has a 180-spot parking garage located under the building. It is a ticketed lot managed by UW Transportation Services. The Union cannot provide general reserved parking for this lot. Please contact UW Transportation Services with inquiries regarding permits.



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## Deliveries to Memorial Union:

Deliveries made to the Memorial Union can be brought in through the loading dock. The loading dock is located on the east side of the building in the back left corner of the parking lot. It is advised that someone stay with the vehicle while the drop off is being made, as vehicles left unattended in the loading dock could be ticketed and towed. Please inform your Union Wedding Coordinator when your party will need access to the dock and he/she will make sure someone is available to assist.

## Deliveries to Union South:

Please inform your Union Wedding Coordinator when deliveries are to be made and access is needed to the loading dock at Union South. They will provide you with the necessary information to ensure a speedy and efficient delivery.

## Equipment Rental

Please review our AV pricing listed [here](#) for lighting and audio visual equipment available through the Wisconsin Union to enhance your wedding ambiance.



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## Contact Campus Event Services

We have two locations!

**Memorial Union**

2nd floor

**Union South**

3rd floor, administration suite

p. 608-262-2511

e. [events@union.wisc.edu](mailto:events@union.wisc.edu)

Mon – Fri, 8:00am – 5:00pm

## Additional Contact Information

Sign up for a group dinner menu tasting:

Campus Event Services

(608) 262-2511, [events@union.wisc.edu](mailto:events@union.wisc.edu)

Union South and Memorial Union hotel rooms:

(608) 263-2600, [hotel@union.wisc.edu](mailto:hotel@union.wisc.edu)

Reserved parking:

Transportation Services, Special Events Parking

(608) 263-6666 or (608) 262-8683

Wisconsin Union Catering menus:

<http://union.wisc.edu/catering>



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