

club **XLIV** and Encore

Wedding CHECK LIST

keep track of the details

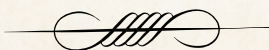
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Don't become untied WHEN TYING The Knot



At club XLIV and Encore, we strive to make your wedding experience as seamless and easy as possible. With modern furnishings, an illuminated bar and signature lighting, club XLIV and Encore can make any bride and groom's dream come true. From the ceremony to the reception, this venue is fully equipped.

While club XLIV and Encore offer many built-in features and amenities, we know that planning a wedding can be overwhelming. To help ease the process, we created this Wedding Checklist to help guide you with the planning of your big day.



club XLIV and Encore

Info to Know



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SPACE / CAPACITIES

- club XLIV: 9,500 sq. ft.
 - 550 reception / 200 seated
- Encore: 8,400 sq. ft.
 - 450 reception / 300 seated
- Total: 17,900 sq. ft.
 - 1000 reception / 500 seated

CLUB XLIV FURNISHINGS & FIXTURES

- Illuminated main bar
- Nine black and ivory leather sofas
- Nine highboys with 27 black leather barstools
- Twenty-three 42 in. tables with 96 black leather chairs
- New Orleans inspired artwork throughout the space

CLUB XLIV LIGHTING

- LED color up-lights around the perimeter of the room
- Customizable gobo locations: two floor projections (one at each entrance). Associated fees apply for creation of custom gobos

- Dimmable, modern chandeliers throughout the space

CLUB XLIV AUDIO

- Full-range audio system with speakers recessed in the ceiling throughout the space
- 16-channel mixing console with the ability to include microphones, iPod or other MP3 player
- Sound for LED televisions can be played throughout the in-house sound system

CLUB XLIV VIDEO

- Nine 42 in. LED televisions located throughout the club with HDTV capabilities and Cox Cable TV channels
- 3,000 lumen projector with Cox Cable TV channels projects onto a 10 ft. x 12 ft. screen. A laptop may be attached to the projector for customized videos, presentations, etc.

club XLIV and Encore Info to Know



ENCORE

- Customizable for any special occasion
- Connected to club XLIV by impressive, oversized sliding doors
- Space may be utilized only in conjunction with rental of club XLIV
- Separate entrance located at Girod Street
- Dimmable chandeliers throughout the space

CATERING

- ASM Global's in-house caterer, Centerplate, retains the sole right to provide all beverage service
- Client may utilize ASM Global's in-house caterer for food service or Client may opt to bring in an outside caterer of their choice
 - A per person catering buy-out fee/minimum will apply
 - Caterers must be approved by ASM Global

RESTROOMS IN LOBBY AREA

- Mens restrooms: 12 facilities
- Womens restrooms: 12 facilities

ENTRANCES

- Champions Square entrance (may be used based on availability but cannot be confirmed more than 30 days prior to event)
- Encore entrance at Girod Street

PARKING / BUS DROP-OFF

- Complimentary parking for all wedding guests
- Oversized SUV's, limousine buses & passenger limousines may access LaSalle Street and drop guests off directly at Champions Square (based on availability). If Champions Square is unavailable, buses may drop off at the Encore entrance located on Girod Street.

EXCLUSIVES

- ASM Global is the exclusive operator of all existing audio and video equipment
- ASM Global Event Staff
- Centerplate is the exclusive beverage provider



PHOTO BY LOUIS



PHOTO BY STUDIO TRAN

12 Months

- ☐ Set a date
- ☐ Hire wedding planner
- ☐ Purchase wedding dress
- ☐ Set a budget
- ☐ Start a guest list
- ☐ Book a venue
- ☐ Book an officiant
- ☐ Select your wedding party
- ☐ Start a wedding folder or binder

6 Months

- ☐ Finalize guest list
- ☐ Send out save the dates
- ☐ Reserve rental items
- ☐ Start wedding invitations
- ☐ Compose weekend timeline
- ☐ Finalize rehearsal dinner
- ☐ Choose ceremony readings
- ☐ Finalize officiant information
- ☐ Select and order cake

8 Months

- ☐ Hire a caterer
- ☐ Select a florist
- ☐ Hire a photographer
- ☐ Hire DJ or band
- ☐ Select bridesmaids attire
- ☐ Register with retailers
- ☐ Start planning honeymoon
- ☐ Select and order veil
- ☐ Create a wedding website
- ☐ Arrange transportation
- ☐ Reserve a block of hotel rooms

3 Months

- ☐ Mail wedding invitations
- ☐ Purchase wedding rings
- ☐ Obtain marriage license
- ☐ Book make-up and hairstylist
- ☐ Purchase favors
- ☐ Purchase wedding party gifts
- ☐ Purchase a cake knife
- ☐ Purchase a cake stand
- ☐ Purchase a cake topper
- ☐ Purchase a guest book
- ☐ Find wedding jewelry
- ☐ Finalize menu
- ☐ Finalize floral arrangements



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6 Weeks

- ☐ Mail rehearsal dinner invitations
- ☐ Reserve tuxedos for men
- ☐ Schedule bridal shower
- ☐ Review playlist with DJ or band
- ☐ Schedule final dress fitting
- ☐ Send event schedule to vendors

1 Week

- ☐ Pick up wedding dress
- ☐ Schedule mani/pedi
- ☐ Pack for honeymoon
- ☐ Confirm arrival times for vendors
- ☐ Set aside check and tips
- ☐ Delegate tasks to wedding party
- ☐ Break in wedding shoes

3 Weeks

- ☐ Print seating placement cards
- ☐ Print programs
- ☐ Create reception seating plan
- ☐ Attend final dress fitting
- ☐ Find something old
- ☐ Find something new
- ☐ Find something borrowed
- ☐ Find something blue
- ☐ Finalize vows
- ☐ Finalize and confirm vendors
- ☐ Confirm all appointment times
- ☐ Bachelorette/bachelor party

The Big Day

- ☐ Decor arrangements
- ☐ Clean engagement ring
- ☐ Attend wedding
- ☐ Get married!

NOTES

NOTES

This image shows a single sheet of cream-colored paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

club **XLIV** *and Encore*

A MODERN TWIST ON *Classic New Orleans*



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Memories of a
LIFETIME

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clubXLIVsales@asmneworleans.com • 504.587.3663
www.champions-square.com