

10 STEPS TO PLANNING THE PERFECT WEDDING AT CAPITOL AREA CONFERENCE CENTER

STEP 1:

Choose your ideal date and one alternate date if possible.

STEP 2:

Estimate number of guests.

STEP 3:

Call Capitol Area Conference Center at 240-387-1297 to arrange your special tour.

STEP 4:

Tour our fine facility and discuss your unique needs and vision with one of our experienced conference center representatives.

STEP 5:

Confirm your date and time with the Capitol Area Conference Center.

STEP 6:

Choose gown, caterer, florist, photographer, wedding cake, etc. We offer referrals to a variety of services.

STEP 7:

Select, order, address and mail invitations.

STEP 8:

Obtain banquet permit if necessary.

STEP 9:

Three weeks prior to your special day, meet with a Capitol Area Conference Center representative to discuss the details of your event such as room set-up, linen rental service, audio-visual needs, etc.

STEP 10:

Finalize details with all vendors and service providers.