Discuss service with officiant
Buy stockings and any special lingerie your dress requires
Choose readings for ceremony
Schedule rehearsal time and rehearsal dinner

ONE TO TWO MONTHS AHEAD

Buy guest book
Have programs printed
Mail invitations
Send wedding announcements to local newspapers
Send change-of-address information to post office
Practice hairstyle with headpiece
Hve makeup artist do trial run
Write thank-you notes as you receive gifts
Obtain marriage license

TWO WEEKS AHEAD

Have final dress fitting
Bring along the shoes and lingerie you are going to wear
Arrange seating plan, and write place cards

Confirm travel arrangements
Confirm details with florist
Have facial or other beauty treatment

ONE DAY AHEAD

Finalize seating chart
Assign different responsibilities, such as handing out corsages and boutonniers
Confirm limousines or other transportation
Have manicure and pedicure
Give each member of the bridal party a gift along with personal note
Rehearse ceremony
Hold rehearsal dinner

YOUR WEDDING DAY

Have massage in the morning
Mail announcements
Mail gift to your parents to thank them for their help and support

-- From "Martha Stewart Weddings"

enlisting Christopher Hilary Rodham Clint Milton, the New Repub Wollenstonecraft, not to Darva Congers an Rockwell, doesn't an question. She just po provocative fashion.

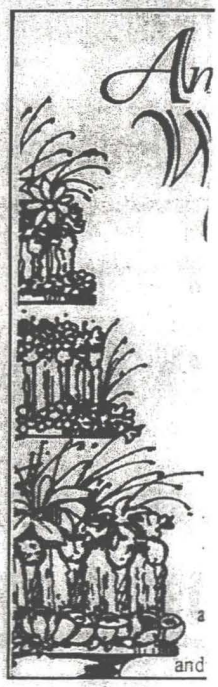
Actually, the answer under her nose.

The answer is: good cious, no.

At least not if the we web is any indication.

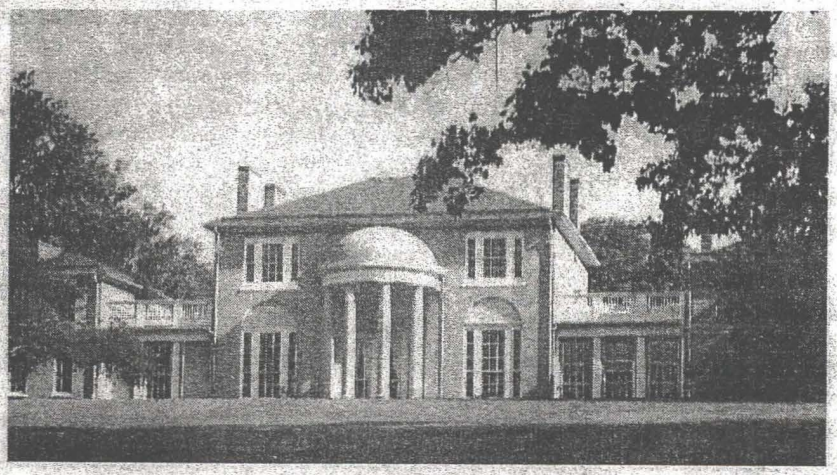
If you're about to get if you're thinking abou married, or if you're jus but yellow, click here.

Or there or everywh



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Historic House and Gardens
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(202) 965-0400 Ext. 110
www.Tudorplace.org

BZA
Case No. 16974
Exhibit No. 69

Board of Zoning Adjustment
District of Columbia
CASE NO. 16974
EXHIBIT NO. 69



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Tudor Place Foundation, Inc.
Special Events Basic Guidelines

Due to the fragile nature of this historic structure and its contents, you will appreciate the fact that we cannot allow the consumption of food or beverages inside the house.

Experience has compelled us to establish exclusive and pre-approved arrangements with a caterer, a valet parker, and a tent provider. You will find each of these organizations to be highly qualified, and they are by, definition, very familiar with this property. Contractors providing services other than the aforementioned three must be pre-approved by the Foundation.

You will understand that we must hold you, your employees, agents, and guests responsible for any loss or damage caused by the negligence of any one of you. In addition, we will need a certificate of $1,000,000 bodily and personal injury and property damage liability insurance protecting Tudor Place Foundation, Inc. If necessary, we will try, through our own insurance, to assist you in this regard.

We are in a residential neighborhood, so we can allow no amplified music, and noise levels must be kept at no more than 60 decibels as measured at any one of our perimeters.

Three restrooms are available for the use of your guests. However, it is highly recommended that when your guest list exceeds 200, you make arrangements with us for additional portable restrooms.

The exclusive caterer for functions at Tudor Place is Occasions Caterers. We are confident that you will find Occasions to be highly competent, and equipped to provide food, beverages, tables, linens, chairs – just about everything to make a party successful.

If your function involves less than 50 people, and you plan no music, our staff may suggest that you use 1670 31st Street, a most attractive private residence on the grounds of Tudor Place. This is the only indoor facility we have available for a private party. All other events require tents provided by our exclusive tent provider, Remsberg Tents whose services include set-up, take-down, and where needed, electricity, dance floor, attendant, and side curtains. Fans and heat are available at an extra charge. Air-conditioning is not available. Basic price options are as follows:

Option A Upper South Lawn (grass, no floor)	100 – 225 seated guests up to 325 standing guests	**$6,000**
Option B Upper South Lawn (grass, no floor)	225 – 300 seated guests	**$7,300**
Option C Lower South Lawn (fully floored)	300 – 500 seated guests	**$18,000 – $32,000**

Once again, because we are in a residential neighborhood, we must ask that functions with 75 or more guests contract with our exclusive valet parking service, Atlantic Valet. Cars will be parked at off-site lots, and there may be an additional charge for lot rental. You should expect to pay $24/valet per hour plus a flat $50 supervision fee. Each valet can handle approximately 10 cars, and there is a four hour minimum. Experience tells us that you can expect approximately half as many cars as guests.

For our safety, as well as that of you and your guests, security personnel are required, starting 30 minutes before your event is scheduled to begin, and ending when the last guest departs. The cost is $40/officer per hour, with a four hour minimum. If you expect more than 100 guests, additional security

personnel will be required depending on the total number of attendees. Generally, functions with 100-200 guests will need two officers; 250-400 guests will need three officers; and 400-500 guests will need four officers.

Although we are a 501 (c) (3) organization, with an educational mission, our fees are not tax-deductible, and specific charges are outlined in our client agreement. Non-profit organizations using the property will receive a complimentary 15% discount. These fees cover our housekeepers, a staff coordinator on duty during your function, as well as two or more docents who look after the house and collections, and who will gladly accommodate your guests who may want to see the house. We reserve the right to charge an additional fee if extraordinary clean-up and staff time are required, or if any damage in incurred which is not reimbursed by your insurance.

The maximum number of guests permitted is 500. Standard fees are as follows:

$50/person for less than 100 guests	$7,000 for 300-399 guests
$5,000 for 100-199 guests	$8,000 for 400-500 guests
$6,000 for 200-299 guests	

Standard event duration is four hours. Additional time is billed at $1,000/hour or part thereof.

To minimize traffic congestion on 31st Street, it is required that larger events have an extended arrival time, for example – cocktails from 6:00 to 7:00 p.m.

In the evening an 11:00 p.m. curfew will be strictly enforced. In fact, we encourage events to end no later than 10:30 p.m.

We look forward to hearing from you. Please contact Sherri Hunter at Tudor Place (202) 965-0400 x 110 .

1605 32nd Street, NW, Washington, DC 20007 • Phone (202) 965-0400 • Fax (202) 965-0164 •
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