



The Ponderosa Lodge Bed & Breakfast
www.theponderosalodge.com
P.O. Box 186 Lookout, WV 25868
Phone: (304) 438-7113, Toll Free: (877) 246-9972

Wedding Planner

Bride's Name _____ Groom's Name _____

Address _____

Home Phone _____ Second Phone _____ Email _____

Wedding Date _____ Time _____

Our dining room will hold up to 32 people for sit down dinner. If choosing to dine outside, we can hold up to 75 for sit down dinner. Dancing is available in the Great Room. Accommodations for 32 guests.

Number of Guests attending ceremony/reception _____

Number of Guests staying at Ponderosa Lodge Adults _____ Children _____

Clergy	Have our own	Need Referral	
Wedding Planner	Have our own	Do not plan on hiring one	Need Referral
Music: Ceremony	Have our own	Need Referral	
Music: Reception	Have our own	Need Referral	
Photography	Have our own	Need Referral	
Flowers	Have our own	Need Referral	
Catering	Need Referral	Do our own cooking	Ponderosa Lodge meals
Wedding cake	Have our own	Need Referral	

When staying at Ponderosa Lodge, a continental breakfast of homemade muffins/breads, cereal, fruit, juice, coffee and tea is provided. Additional meals, including a rehearsal dinner, can be arranged for an additional fee. Will you want us to provide quotes for cooking additional meals for your group? Yes No

Please use the back of this form for any additional information we may need to make your weekend special! Return as soon as possible to the address above or call our toll free number and be prepared to discuss these questions. We can then provide a package price for your ceremony.