



Challenge Procedures & Rules

1. Register Your Team

- a. To register, go to www.ParkPASS.org, click on the “Programs/Activities” tab up top, and enter course number “123299.” If you don’t have a ParkPASS account, you’ll need to create one (it’s free). Go to ParkPASS.org, click on the “My Account” tab up top, and hit the “Create New Account” button. Please allow two business days to activate your new account and receive your login and PIN number. Once your ParkPASS account is active, follow the prompts to register for the Not-So-Big Wedding Challenge, and enter your payment information (entry fee is \$ \$250). We’ll send you a confirmation email.
- b. Caterers and tent rental companies who participate as part of a team must be licensed and insured.
- c. No more than 5 individuals per team.
- d. No more than 20 teams may participate in the Challenge.
 - i. Montgomery County Department of Parks (“Montgomery Parks”) reserves the right to increase the number of teams.
- e. After registering online, each team must submit the following items:
 - i. **By September 30, 2010:**
 1. Fax or email a completed **Team Registration Form** with your team’s information, including all names, contact information and roles, and your designated team leader.
 2. Email **logos** for each participating member of your team. JPG, TIF, EPS or PNG file formats are acceptable (300 dpi, at least 2” high). If your logo is larger than 1MB, please zip the file before emailing.
 3. For caterers and tent rental companies: Fax your **license** and **proof of insurance**.
 - ii. **By October 15, 2010:**
 1. Email or fax your team’s final Wedding Tab as defined in Section 2 below. A sample Wedding Tab is attached.
 - iii. **How to Submit:**
 1. **By Fax** : 301-299-5386 (Attention: Laura Gosse, Not-So-Big Wedding Challenge)
 2. **By Email:** Laura.Gosse@MontgomeryParks.org (Subject line: Not-So-Big Wedding Challenge)

3. **By Mail:** Laura Gosse, Rockwood Manor, 11001 MacArthur Blvd.,
Potomac, MD 20854

2. Not-So-Big Wedding Challenge Specifics

- a. Each team's Wedding Package and Wedding Tab must assume the following:
 - i. The cost of the following for 65 guests (this figure includes bride and groom)
 1. Reception, including hors d'oeuvres (if appropriate), entrées, beverages (alcoholic or otherwise) and dessert. (Buffet, brunch, lunch, dinner, tea – format is up to you.)
 2. Table settings and linens for reception
 3. Floral arrangements and/or centerpieces for wedding and reception
 4. Photography and/or videography for wedding and reception
 5. Music (live or DJ)
 6. The rental cost of one 6 to 8-hour rental of Montgomery Parks' five Event Centers (Ag History Farm Park, Brookside Gardens, Rockwood Manor, Seneca Lodge or Woodlawn Manor), assuming the in-county and in-season (April – December) rates. See attached rate card.
Designate which event center you will be featuring on your Team Form.
- b. Each team's Wedding Tab (the cost of your team's -displayed Wedding Package) must not exceed \$15K, and must include the cost of all items displayed or represented on your table at the Challenge.
- c. Each team's Wedding Tab must also include a per-person cost for all elements of their Wedding Package for additional guests above the specified 65.
- d. Each team must be ready and able to offer a contract to attendees for their team's Wedding Tab at its stated cost (subject to team's availability) on site at the Not-So-Big Wedding Boutique on November 7, 2010.
- e. Each team must guarantee/honor the prices stated in their Wedding Tab for up to six months following the event (May 7, 2011), subject to team availability.
- f. Each team will be given an approximate 15'x15' space and one round 5' table and one 6' rectangular table on which to display their Wedding Package, and three standard chairs (included in any Montgomery Parks Event Center rental package).
 - i. If you'd like to use a different style chair, include the additional cost of chair rentals in your Wedding Tab.
 - ii. No additional furniture is allowed.
 - iii. No signage is allowed.
- g. Each team's Wedding Package display must feature sample table settings, floral arrangement or centerpieces, written menu (including wedding cake/dessert), music via written selection or iPod, and photography samples.
 - i. Amplified music is not allowed.
- h. Each team's caterer must provide food samples for minimum 350 people.
- i. Entries will be judged by a panel of qualified judges to be named later. Each team will designate one person to make a 5-minute presentation to the judges. Judging criteria will include:

- i. Overall presentation
 - ii. Creative use of given space
 - iii. Creative use of budget
 - iv. Level of elegance
 - v. Most memorable
- j. Judges will review team entries from 11AM-Noon on November 7, and the winning team will be announced prior to the start of the event at 1PM with signage provided by Parks.
- k. The winning Wedding Package will be identified by signage provided by Montgomery Parks, and the winning team will receive a check for \$500 within six weeks of the date of the event.

3. Not-So-Big Wedding Package Display Set-Up, Maintenance & Tear-Down

- a. Teams will be assigned their space in Rockwood by November 6, 2010.
- b. Teams may start to setup their tables in their assigned spaced at 2PM on Saturday, November 6, 2010. All displays must be completed by Sunday, November 7, 2010 at 11:00am for the start of judging.
- c. Montgomery Parks will provide each team with a 20"x30" poster and easel with your team's information and Wedding Tab.
- d. Distribute your literature as a team throughout the course of the Boutique, but please keep your display tables clear of literature.
- e. At least one or two team members, but no more than 5, must be the team's display at all times during the course of the Boutique (1-4pm). This will be your opportunity to talk one-on-one with prospective brides and grooms, and promote your team's Wedding Package.
- f. The team's Wedding Package display may not be broken down earlier than 4pm.
- g. Team members will be asked to park in a nearby offsite space on the day of the event. Parks will provide transportation to and from that parking site on a regular and frequent schedule both before and after the event. This is to allow maximum onsite parking for people attending the event.

4. Miscellaneous

- a. Any photographs taken of the team, its members and display table are the property of Montgomery Parks, and may be used for future Montgomery Parks' marketing efforts.



Team Registration Form

Be sure to register online first at www.ParkPASS.org for course number **123299**. Please have your designated team leader register your team; this person will serve as the primary contact for your team. Don't forget to email your team members' logos to Laura.Gosse@MontgomeryParks.org.

Then complete and return this form by September 30, 2010 via **FAX** to 301-836-5386 (Attention: Laura Gosse, Not-So-Big Wedding Challenge) or **EMAIL** to Laura.Gosse@MontgomeryParks.org or **MAIL** to Laura Gosse, Rockwood Manor, 11001 MacArthur Blvd., Potomac, MD 20854.

Team Name _____

Venue Choice (choose one)

- Ag History Farm Park
- Brookside Gardens
- Lodge at Little Seneca
- Rockwood Manor
- Woodlawn Manor

Team Member #1 (Leader)

Full Name _____

ParkPass # _____

Role (e.g., Photographer) _____

Are you willing to do press interviews? Yes _____ No _____

Team Member #2

Full Name _____

Role (e.g., Musician) _____

Name of Company _____

Street Address _____

City/State/Zip _____

Telephone _____

Email Address _____

Website Address _____

Are you willing to do press interviews? Yes _____ No _____

Team Member #3

Full Name _____

Role (e.g., Caterer) _____

Name of Company _____

Street Address _____

City/State/Zip _____

Telephone _____

Email Address _____

Website Address _____

Are you willing to do press interviews? Yes _____ No _____

Team Member #4

Full Name _____

Role (e.g., Planner) _____

Name of Company _____

Street Address _____

City/State/Zip _____

Telephone _____

Email Address _____

Website Address _____

Are you willing to do press interviews? Yes _____ No _____

Team Member #5

Full Name _____

Role (e.g., Florist) _____

Name of Company _____

Street Address _____

City/State/Zip _____

Telephone _____

Email Address _____

Website Address _____

Are you willing to do press interviews? Yes _____ No _____

Sample "Wedding Tab"

Item	Cost:
Catering (including alcohol)	\$6,000
Woodlawn Rental Fee	\$1,200
Photo/Video	\$900
Wedding Cake/Dessert	\$300
Flowers/Décor	\$750
Music	\$1000
Tips/Taxes/Overages	\$800
Total	\$14,550
For each additional person	\$100



Montgomery County Park Event Centers Rate Card

For more information about each venue, its features and capacities, please visit ParkEventCenters.com. The rates below are for in-county residents only.¹

Brookside Gardens²	Hourly	Multi-Hour Packages
Wedding Gazebo (for ceremony only)	\$675 -1st hour; each additional hour: \$350	n/a
Wedding Gazebo & Maple Terrace	\$850 -1st hour; each additional hour: \$350	n/a
Conservatory	\$950 -1st hour; each additional hour: \$350	\$2700
Fragrance Garden	\$750 -1st hour; each additional hour: \$350	\$2500 - 6 hours (without tent) \$3200 – 8 hours (with tent)
Reception Hall ³ (includes 1 hour in the garden for the ceremony)	n/a	\$3200 - 7 hours Each additional hour: \$350
Tents on the Gude Garden	n/a	\$3,200 – 8 hours

¹ In-county resident is defined as a resident of either Montgomery County or Prince George’s County. For purposes of this challenge, we will assume that your client is an in-county resident.

²For outdoor events, tents (for the Gude Garden), tables and chairs must be rented from the private vendor of your choice and included in your Wedding Tab.

³ To include a tent outside the Reception Hall, there is an additional \$1200 fee. Tent must be rented from the private vendor of your choice and included in your Wedding Tab.

	Rates	
Event Centers⁴	Friday, Sunday & Holiday	Saturday
Agricultural History Farm Park Activity Center	\$1,250	\$1,550
Agricultural History Farm Park Bank Barn	\$950	\$1,200
Lodge at Little Seneca Creek	\$1,800	\$2,200
Rockwood Manor	\$3,400	\$4,000
Woodlawn Manor	\$1,250	\$1,550

⁴ Except as otherwise noted, rentals at Seneca Lodge, Rockwood Manor and Woodlawn Manor are 8 hour time slots. There is no additional fee to tent outside of Seneca Lodge, Rockwood Manor, Woodlawn Manor or the Activity Center at Ag Farm. However, a tent must be rented from a private vendor of your choice and included in your Wedding Tab.
